MERCER ISLAND

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

DECEMBER 2024

CITY OF MERCER ISLAND

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Mercer Island, Washington
Emergency Management Office

December 2024

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

May 15, 2025

Amanda Keverkamp
Emergency Manager
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040

Re: City of Mercer Island Comprehensive Emergency Management Plan

Dear Ms. Keverkamp:

Thank you for submitting the City of Mercer Island's Comprehensive Emergency Management Plan (CEMP) for our review as required under RCW 38.52.070. 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 chapter 38.52 RCW and chapter 118-30 WAC. 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 the City of Mercer Island's CEMP in five years.

To better incorporate the use of core capabilities and make the CEMP a more operational document, CEMP development in Washington has undergone significant changes. If you would like additional information or assistance, please contact EMD's Planning Section at emdcempreview@mil.wa.gov.

Sincerely,

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluated Checklist – City of Mercer Island 2024
CEMP Review and Recommendations – City of Mercer Island 2024

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PROMULGATION

With this notice, the City is pleased to officially promulgate the 2024 Mercer Island Comprehensive Emergency Management Plan (CEMP). One of a family of plans created by Mercer Island Emergency Management. The CEMP is the framework for citywide mitigation, preparedness, response, and recovery activities. The purpose of the CEMP is to provide a structure for standardizing plans citywide and to facilitate interoperability between local, state, and federal governments.

Every effort has been made to ensure that the CEMP is compatible with the King County Regional Disaster Plan, the State of Washington Comprehensive Emergency Management Plan, the National Response Framework, and the Revised Code of Washington, Chapter 38.52. Its format aligns with the State of Washington Comprehensive Emergency Management Plan. The City of Mercer Island supports the Department of Homeland Security (DHS) National Incident Management System (NIMS) compliance requirements and operates under the Incident Command System (ICS).

The CEMP specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between City departments, and local, state, federal, volunteer, public, non-profit and private sector organizations. It also contains detailed information on participant Emergency Support Functions (ESFs), also known as single functional activities. By coordinating all phases of Emergency Management, the CEMP will help minimize the impacts of emergencies and disasters on Mercer Island and King County. We believe the CEMP is a significant tool for saving lives, protecting property, preserving the environment, and sustaining the economy.

This CEMP supersedes any previous CEMP documents and will be presented to the City Council for acceptance on a date to be determined after review by State Emergency Management Division. This CEMP is a living document and will be reviewed and updated after exercises, activations, or as appropriate. Recipients are requested to advise Emergency Management of any changes or suggestions that may result in CEMP improvement.

Thank you for your involvement in this worthwhile endeavor.

Amanda Keverkamp
Emergency Manager, City of Mercer Island

Concur:

Jessi Bon
City Manager, City of Mercer Island

RECORD OF DISTRIBUTION

The record of distribution will be used to verify that department leaders have acknowledged the acceptance of the CEMP. An electronic version of the CEMP will also be provided to all City employees. Hard copies will be placed in all City facilities. A redacted version will be available on the City of Mercer Island website at www.mercerisland.gov.

Date of Delivery	Number of Copies Delivered	Method of Delivery	Department Name, Title
	1	Electronic Copy	**Administrative Services** Ali Spietz, Chief of Administration
	1	Electronic Copy	**City Attorney's Office** Bio Park, City Attorney
	7	Electronic Copy	**City Council** One for each member of the City Council
	1	Electronic Copy	**City Manager's Office** Jessi Bon, City Manager
	1	Electronic Copy	**Community Planning and Development** Jeff Thomas, Director
	1	Electronic Copy	**Eastside Fire and Rescue** Ben Lane, Chief
	1	Hard Copy	**Emergency Management / EOC** Amanda Keverkamp, Emergency Manager
	1	Electronic Copy	**Finance** Matt Mornick, Director
	1	Electronic Copy	**Municipal Court** Jeff Gregory, Judge
	3	Hard Copy	**Police** Chris Sutter, Chief Mike Seifert, Services Commander Jeff Magnan, Operations Commander
	1	Hard Copy	**Public Works** Jason Kintner, Chief of Operations
	1	Hard Copy	**Recreation Division** Ryan Daly, Recreation Manager
	1	Hard Copy	**Youth and Family Services** Derek Franklin, YFS Administrator

CEMP SUGGESTION FORM

Dear CEMP Reader:

The Comprehensive Emergency Management Plan (CEMP) is an organic and evolving document. It is formally updated every five years but is flexible enough to be updated as needed. To make suggested changes to the CEMP, please use this form.

The Plan is broken into three sections: (1) Base Plan, (2) Appendices, and (3) Emergency Support Functions (ESFs). Fill in the blanks regarding the location of information in the plan being reviewed. Attach edited hard copies to this sheet with any suggested changes for each of the three separate sections. Make other suggestions or comments in the space provided below. Add extra sheets as necessary.

Thank you for taking the time to review the City of Mercer Island's CEMP!

Email to:

Emergency Manager
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
Phone: 206.275-7905
Email: amanda.keverkamp@mercerisland.gov

Name:	Title:		
Dept/Agency:			
Address:	City	State:	Zip Code:
	Phone :	Email :	

Base Plan: _____ Appendices: _____ ESFs: _____

Chapter: _____ Section: _____ Paragraph: _____

Suggestions or Comments:

RECORD OF REVISIONS

From the date of promulgation of the CEMP, the Emergency Manager will track and record changes made to the document.

Change #	Date Entered	Contents of Change	Initials
n/a	January - December 2024	Overall update and rewrite of the CEMP to establish compliance with WA State CEMP requirements as of 2021.	AK

EXECUTIVE SUMMARY

Mercer Island's Comprehensive Emergency Management Plan (CEMP) is the overarching guidance, organization, and approach for a family of emergency plans created and maintained by the City of Mercer Island.

The CEMP is intended as a thorough framework for citywide mitigation, preparedness, response, and recovery activities. It is designed to be detailed yet flexible, adaptable, and scalable. The CEMP articulates the roles and responsibilities among local, state, and federal emergency officials, first responders, staff, and volunteers.

> The CEMP provides the structure and policy framework for preparing for, responding to, and recovering from an emergency or disaster.

Response to disasters, emergencies, and incidents is to be managed at the lowest possible level. Starting with staff, growing to a departmental response, then into a citywide response, and eventually to county, state, and federal levels. As situational awareness and resource needs expand, response grows with it.

Standardized for Interoperability

The CEMP is formatted to be consistent with the King County CEMP, State of Washington CEMP, and National Response Framework, complete with Emergency Support Functions (ESFs). This standardization of plans throughout the State provides uniformity and interoperability between local, county, state, and federal levels of government. Emergency management professionals from other jurisdictions, states, or the federal government would be able to open this Plan and assist in the City's incident response if requested.

The CEMP is one of the many efforts to prepare all Mercer Islanders, businesses, and organizations for emergencies or disasters. The Plan stresses the four phases of Emergency Management: mitigation, preparedness, response, and recovery activities. The CEMP moves the City one step closer to being able to minimize the impacts of emergencies and disasters on its people, critical infrastructure, property, environment, and economy.

Readable, Useable, Accessible

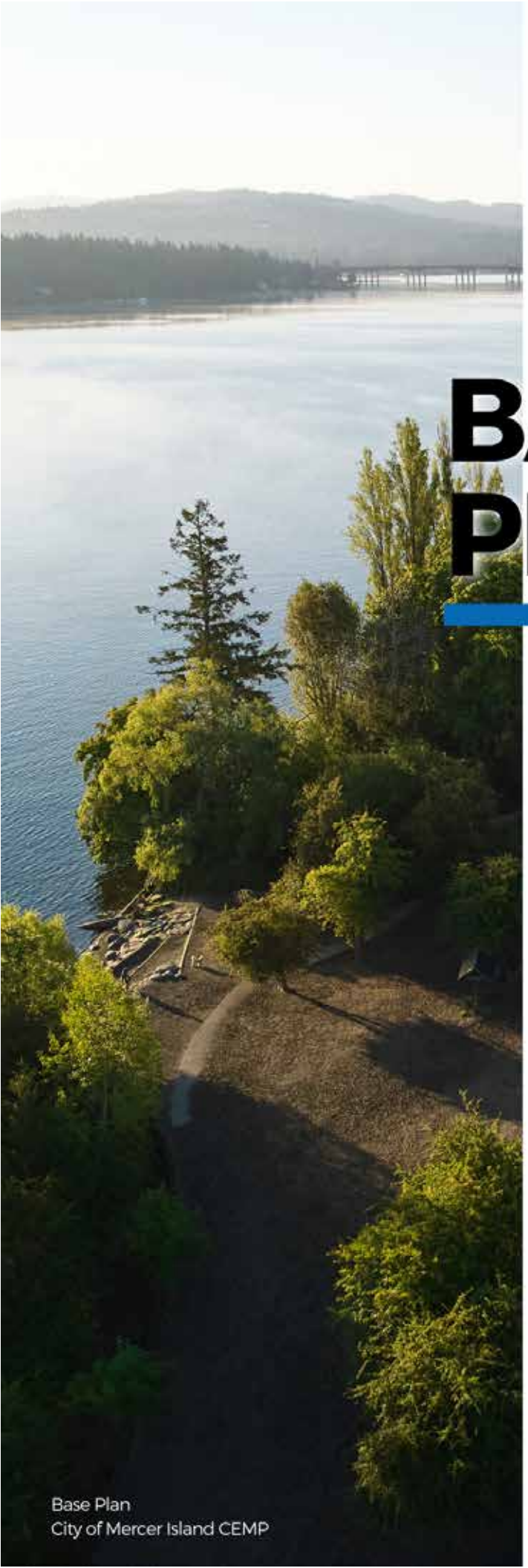
To ensure the CEMP is both useable and accessible, plain language is used as much as possible throughout, and the document has been organized to be both understandable and searchable. In that vein, as well as to align with National Incident Management System (NIMS) guidance, as directed by Homeland Security Presidential Directive (HSPD) 8, the term "incident" will be used interchangeably with emergency and/or disaster throughout this document. Certain terminology is federally required. Wherever possible, that required terminology is defined or broken down into plain language to be accessible to staff and others outside of the emergency management profession.

How to Use This Document

The CEMP is a comprehensive approach to preparing for, responding to, and recovering from emergencies. It is organized into three sections: (1) the Base Plan, (2) Appendices, and (3) ESF Supplemental Annexes.

The Base Plan provides foundational emergency response information and policies the City will follow during an incident. The ESF Annexes provide more detailed information to assist staff, first responders, volunteers, partner agencies, and others in implementing the CEMP.

Readers are encouraged to submit recommended changes to the City utilizing the "CEMP Suggestions Form" as outlined on page vi.



BASE PLAN

Introduction

Planning Assumptions and Considerations

Direction, Control, and Coordination

Concept of Operations

Roles and Responsibilities

Communications

Administration, Finance, and Logistics

Ongoing Plan Management and Maintenance

INTRODUCTION

The Comprehensive Emergency Management Plan (CEMP) also referred to as the "Plan" provides the City of Mercer Island ("City") the structure and policy framework for preparing for, responding to, and recovering from an emergency or disaster.

Survivability and sustainability are the goals for the City during an incident. The CEMP outlines how City departments organize, direct, control, and coordinate their actions to continue to deliver essential functions during emergencies or disasters. To that end, the CEMP provides a foundation for decision-making to both the Emergency Manager and City leadership during an emergency or disaster.

Mercer Island's CEMP is based on the Washington State CEMP template for uniformity with local and federal government requirements. The CEMP utilizes the Incident Command System (ICS), a federally mandated command-and-control structure implemented during an emergency or disaster (see Appendix 4 for details on the Incident Command System and National Incident Management System). This CEMP supports and is compatible with King County and Washington State emergency plans, the National Response Framework, National Disaster Recovery Framework, both the King County and Washington State CEMPs, and the King County Regional Coordination Framework.

The mission of Mercer Island Emergency Management is to prepare for, respond to, and recover from local and regional incidents, and to prepare Mercer Islanders to be self-sufficient for 7-14 days following a major disaster.

MISSION

The City of Mercer Island is dedicated to protecting lives, property, and the environment of its residents, businesses, and visitors. It accomplishes this through preparedness and mitigation activities, responding in an effective manner to emergencies or disasters, and coordinating and participating in the recovery from disasters.

PURPOSE

The CEMP establishes the framework for an effective emergency response for the City of Mercer Island. It explains the overall operations of the City and designates responsibility for emergency and essential sustainability functions. Mercer Island's CEMP:

- **Provides Specific Guidance**. The CEMP provides information and direction in specific emergencies, and contains policies, guidelines, and tasks as they relate to emergency response functions (ESFs).
- **Takes an All-Hazards Approach.** It follows an all-hazards approach to incident management, including response, recovery, mitigation, preparedness, and continuity.

- **Establishes Roles and Responsibilities.** The Plan includes the City of Mercer Island's roles and responsibilities in an emergency or disaster that either affects itself or in serving as a resource for King County or the State of Washington.
- **Utilizes NIMS and ICS.** The City of Mercer Island joins communities across King County, Washington State, and the country in utilizing the Incident Command System (ICS) when activating the CEMP and responding to emergencies and disasters of all kinds. The ICS helps ensure that teams respond and use resources in a coordinated, organized way. Flexibility is crucial and the Incident Command System process gives this flexibility and stability when responding to a crisis situation. It formulates a logical flow of steps, and helps staff carry out their assignments in a controlled environment. It also expands and contracts the quantity of personnel at will without degrading the response teams and possibly losing command and control. Finally, the added benefit of utilizing the Incident Command System is that staff and volunteers from other jurisdictions, states, and at the federal level have the same ICS training and can easily integrate into the City's response.

The City of Mercer Island recognizes and uses the National Incident Management System (NIMS) and Incident Command System (ICS) when responding to incidents.

- **Sets Expectations.** It is expected that City staff become familiar with the CEMP, their roles and responsibilities as outlined throughout the CEMP, and the Incident Command System upon which it is based. City employees should understand the CEMP and how they and their skills fit into the mitigation, preparedness, response, and recovery process. The CEMP will be reviewed with each department/employee during training, new employee orientation, when responsibilities change, or when this Plan changes.
- **Updated at Regular Intervals.** The CEMP will be updated and improved at regular intervals as required by local, state, and federal guidelines. Many vital questions and problems will be answered and solved by practicing drills, tabletop exercises, and functional exercises with each department and with other organizations. It is important that new information learned after using the CEMP, in practice and in response to real emergencies, be incorporated in CEMP revisions. Each individual's input is vital toward the goal of making the CEMP a tool that everyone within the City will feel confident using.

SCOPE AND APPLICABILITY

This Plan considers the emergencies and disasters likely to occur as described in the current City of Mercer Island's Annex to the King County Regional Hazard Mitigation Plan (RHMP). The CEMP describes the City's responsibilities to sustain essential functions during an emergency and is intended to be general enough to be applicable to all hazards, while hazard specific.

While the CEMP may not include detailed activities, roles, and responsibilities for every situation, the City, including each department, it does endeavor to provide guidance, roles, and responsibilities for:

- Functional activities necessary to implement the five Mission Areas of emergency management – prevention, protection, mitigation, response, and recovery.
- Identification of the Emergency Operations Center (EOC) functions and aspects of staff and departmental responsibilities.
- Coordination of operations in an emergency or disaster, in relation to county, state, and federal assistance.
- Identification of roles for the City sanctioned Emergency Volunteer Teams, local businesses, Mercer Island School District (MISD), nongovernmental organizations (NGOs), and other jurisdictions, such as the county, state, federal agencies.

LIMITATIONS

The City's goal is to mitigate and prepare for the consequences of hazards and respond and recover in the event of an emergency or disaster. However, City resources and systems may become overwhelmed, and in the event of a major incident, may limit response and hamper recovery of essential City infrastructure and services.

There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible or that all roles and responsibilities identified are fully listed in this document.

In situations not specifically addressed in the CEMP, City departments will carry out their responsibilities under the circumstances to the best of their ability.

KEY CONCEPTS

Survivability and sustainability are the goals for the City during any abnormal incident, emergency or disaster. It is expected that each department become familiar with the CEMP and the Incident Command System upon which it is based. Key concepts include (primary and alternate work sites), Emergency Operation Center (EOC) responsibilities, resource availability, mutual aid agreements, memoranda of agreement or understanding with local businesses and medical facilities for use of their people and/or equipment, and nongovernmental organizations (NGOs) during emergencies or disasters.

ASSIGNMENT OF RESPONSIBILITIES

This CEMP consists of three key elements: (1) Base Plan, (2) Appendices, and (3) Emergency Support Functions (ESFs) and presents the responsibilities of other organizations as applicable to the functional area.

1. **The Base Plan** identifies the policies and concepts of operations, guiding the City's mitigation, preparedness, response, and recovery activities. A synopsis of each department's responsibilities is listed in the CEMP Base Plan under Section III – Roles and Responsibilities.

2. **The Appendices** describe specific Emergency Management activities with additional

supporting details to the Base Plan.

3. **ESFs** establish a functional role that includes mitigation, preparedness, response, and recovery activities. Primary responsibilities for each ESF are held by either one department or joint departments. Additionally, each ESF has supporting departments and agencies that assist the Primary Department(s). It is most helpful to read the entire ESF to fully understand the overall responsibilities.

AUTHORITIES

The CEMP was developed and is maintained pursuant to, but not limited to, the following city, state and federal statutes and regulations, and existing plan documents. See Appendix 3, References for a full list of Authorities. The following are the authorities for establishing the CEMP – Codes and Regulations:

City of Mercer Island

- Mercer Island Municipal Code, Title 3: Chapter 3.32 Police and Fire.
- Mercer Island Municipal Code, Title 9: Chapter 9.40 Mayor's Emergency Powers.
- Mercer Island Municipal Code, Title 15 Water, Sewers and Public Utilities.
- Mercer Island Municipal Code Title 19, the Unified Land Development Code.
- Mercer Island Financial Management Policies

County

- King County Comprehensive Emergency Management Plan (CEMP).
- King County Regional Hazard Mitigation Plan (RHMP).
- King County Debris Management Plan.

Washington State

- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 35.33.101, Emergency Warrants
- RCW 35A.38, Emergency Services
- RCW 38.52, Emergency Management
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized
- RCW 38.54, Fire Mobilization
- RCW 39.34, Inter-local Cooperation Act
- RCW 42.12, Vacancies
- RCW 42.14, Continuity of Government
- RCW 43.43, Washington State Patrol – State Fire Service Mobilization Plan
- RCW 47.68.380, Search and Rescue
- RCW 49.60, Laws Against Discrimination
- RCW 75.20.100, Hydraulics Act
- RCW 76.09.060(2), Forest Practices Act
- RCW 86.16.080, Flood Control Zones
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans and

Programs

- WAC 197-10-180, State Environmental Policy Act
- WAC 197-19, Guidelines for Interpreting and Implementing the State Environmental Policy Act
- WAC 296-62, General Occupational Health Standards

Federal

- Code of Federal Regulations Title 44, Part 205 and 205.16.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).
- Homeland Security Presidential Directives 1 – 8
- Homeland Security Act of 2002
- Americans with Disabilities Act
- National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)
- National Incident Management System, March 1, 2004.
- WAC 118-40-010,
- RCW 38.10, Emergency Management Assistance Compact

PLANNING ASSUMPTIONS & CONSIDERATIONS

For the purposes of this Plan, an incident, emergency, or disaster have been defined as any situation – natural, technological, or human-caused – which may present a real, perceived, or anticipated threat to the City of Mercer Island and/or its community. A response to, and/or recovery from, an incident may:

Disaster, incident, and emergency, have been defined as any situation – natural, technological, or human-caused – which may present a real, perceived, or anticipated threat to the City of Mercer Island and/or its community.

- Exceed the capability or resources of one or more City department and/or regional capabilities or resources,
- Disrupt the performance of City functions,
- Require activation of the Emergency Operations Center (EOC),
- Present a significant threat of loss of life, bodily injury, or damage to property or the environment,
- Interfere with societal norms,
- Cause economic crisis, and/or
- Have the potential for negative long-term effects on the Mercer Island community.

SITUATION OVERVIEW

Mercer Island is just over five miles long and two miles wide and lies in the southern section of Lake Washington east of the City of Seattle and west of the City of Bellevue. The Island is 6.2 square miles of land area.

The City is bisected by Interstate 90 (I-90) running east to west from Seattle through to Bellevue, connected by two bridges: the Floating Bridge to the west and the East Channel Bridge to the east. There are several exits from I-90 to Mercer Island with four main roads on the island. Island Crest Way runs north/south down the middle of the island and "Mercer Way" (North Mercer Way, West Mercer Way, and East Mercer Way) create a loop almost perfectly outlining the entire island.

The Town Center (Central Business District) is centered on the north end of the Island south of I-90, and a smaller business district is on the south end. The Town Center is a 76-acre bowl-shaped area that includes a post office, the main Fire Station (Station 91), medical and dental offices, drug stores, restaurants and coffee shops, apartment houses and condominiums, service stations, a bookstore, several retirement homes, two supermarkets, office buildings, and banks. The South End Village is just across the road from Pioneer Park. The Village includes several businesses: a post office, gasoline station, retail and service businesses. It also includes a Park 'n Ride for metro bus commuters. Abutting the Village is Mercer Island's second fire station: Fire Station 92 (South Fire Station). See Map 1 – Critical Infrastructure and Key Resources:

CITY OF MERCER ISLAND CRITICAL INFRASTRUCTURE & KEY RESOURCES (CIKR)
PUGET SOUND ENERGY (PSE):
Cable Station
Distribution Substation
Electric Distribution Substation
PSE High Pressure Natural Gas Main
115KV Transmission
WATER SYSTEM:
Water Reservoir/Well/Pump
SPU Primary Supply Line
SPU Secondary Supply Line
Transmission Main
SEWER SYSTEM:
PS
Sewer Pump Stations
Sewer Direction of Flow
STREETS:
Arterial
Residential
Interstate (I-90)
OTHER:
Assisted Living Facilities/ Adult Homes
Cell Towers
Faith Organizations
Fire Station
Government Buildings
Helicopter Landing Zones
Marine Landing
Medical Services
Schools/Daycares
Multi-Family Properties
Commercial Properties
TOWN CENTER ZOOM:
To KC-DNR
To KC-DNR
N
IGS
Map Date:10/15/2024
KeyFacilitiesCriticalInfrastrucure.aprx
Layout: 2024CriticalInfrastructureKeyResources
Disclaimer: No warranties including accuracy, fitness or merchantability accompany this map.

Mercer Island boasts 467 acres of parklands and open spaces that feature ball fields, extensive bike trails and picnic areas. In addition, there are more than 150 miles of marked walking trails.

Mercer Island enjoys the mild climate prominent in the Puget Sound Region. The average winter temperature is 40 degrees Fahrenheit, and the average summer temperature is 70 degrees Fahrenheit. The average annual rainfall is 35 inches with half typically falling within the months of October and January.

Mercer Island is primarily a single-family, high-quality residential community. The City's population has changed minimally in the past two decades due mainly to the geographic limitations of the Island. According to the most recent Census, the population of Mercer Island sits just above 25,700. There are over 9,700 households on the Island. Just over 24% of respondents indicated that they are "foreign born persons" and that same percentage indicated that a language other than English is spoken at home. (See ESF 15, Appendix 1 for a breakdown of 2020 United States Census data.)

THREAT HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA) SUMMARY

Like many other cities, Mercer Island is vulnerable to a variety of natural, technological, and human-caused hazards. These hazards include, but are not limited to:

Severe weather	Infrastructure failure
Earthquake	Landslide
Structure fire	Wildfire
Public health emergency	Hazardous material incident
Cyber-attack	Civil disturbance
Terrorism	Volcano
Seiche	Effects of climate change

In addition to the hazards listed above, Mercer Island is vulnerable to hazards like dam/lock/water storage facility failures, pipeline failures, drinking water shortage due to contamination or pipeline failure, transportation failures, high-profile abduction, and environmental issues such as contamination of Lake Washington and protected or endangered species such as fish or wildlife and the environment.

The City is committed to mitigating and reducing hazard risk whenever possible and supports mitigation projects across multiple departments and with regional partners. In 2018, the City of Mercer Island, joined with partner jurisdictions and agencies across King County, to develop the King County Regional Hazard Mitigation Plan (RHMP). This plan is active through 2025 and an update to reassess area risks, vulnerabilities, and strategies to mitigate risks and hazards is currently underway. See Map 2 – Key Resources with Previous Occurrence Hazard. Also refer to Appendix 1 of ESF 14.

CITY OF MERCER ISLAND KEY FACILITIES & RESOURCES WITH PREVIOUS OCCURRENCE HAZARD
PUGET SOUND ENERGY (PSE):
Cable Station
Distribution Substation
Electric Distribution Substation
PSE High Pressure Natural Gas Main
115KV Transmission
WATER SYSTEM:
Water Reservoir/Well/Pump
SPU Primary Supply Line
SPU Secondary Supply Line
Transmission Main
SEWER SYSTEM:
PS
Sewer Pump Stations
Sewer Direction of Flow
STREETS:
Arterial
Residential
Interstate (I-90)
OTHER:
Assisted Living Facilities/ Adult Homes
Cell Towers
Faith Organizations
Fire Station
Government Buildings
Helicopter Landing Zones
Marine Landing
Medical Services
Schools/Daycares
Multi-Family Properties
Commercial Properties
TOWN CENTER ZOOM:
Previous Landslide Areas
Documented Earthquake Ground Effects:
1949
1965
2001
To KC-DNR
To KC-DNR
SE 24th St
SE 26th St
SE 27th St
SE 29th St
SE 30th St
SE 30th Pl
SE 32nd St
76th Ave SE
77th Ave SE
78th Ave SE
80th Ave SE
81st Ave SE
Mercer Way
90
IGS

DISASTER ASSUMPTIONS

A major emergency or disaster could happen at any time and have a serious impact on the City's ability to respond. Such an incident may severely stress normal city operations and other systems, and would likely require outside assistance from the county, state, and/or federal government.

Incidents can occur causing significant human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to the City of Mercer Island. In the event of a major disaster, it is likely that the City's response may be delayed, and that the general public should be prepared to take care of their own basic survival needs for 7- to 14-days after an incident.

Incidents can occur causing significant human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to the City. It is the goal of this Plan to mitigate the effects of disasters.

PLANNING ASSUMPTIONS

The City of Mercer Island will periodically, and as needed, examine the full extent of their exposure and vulnerability to disruptions that may be caused by or result from major emergencies and disasters.

Based on the RHMP, the City of Mercer Island is in the process of taking reasonable steps to protect critical assets, to identify and sustain essential functions, and to have basic mechanisms in-place to return essential functions to normal. However, mitigation and preparedness efforts may not be adequate to address all situations.

Safety provisions are incorporated as appropriate and as budget allows for the employees at work, at home, in transit to and from, and the well-being of their immediate families.

Despite the best efforts of the City, a no-notice catastrophic disaster, as might be precipitated by an earthquake or terrorism, could cause delays in the City's planned response and recovery and may cause a delay in EOC activation. All efforts to accomplish additional tactical planning efforts will be based on budget and availability of employees.

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

Additional assumptions:

- The City of Mercer Island may be unable to satisfy all emergency resource requests during a major emergency or disaster and shortages may exist.

- Communication systems may be overloaded or fail.
- In a widespread emergency there will not likely be any significant assistance from either nearby communities, or county, state, or federal agencies for up to three days or longer. In this case, the City will need to rely on available City resources and those of private organizations and businesses, as well as registered Emergency Workers and community volunteers, for initial response operations during a disaster.
- Community volunteers who spontaneously show up to assist the City of Mercer Island shall be registered as Emergency Workers per 38.52 RCW and Title 118 WAC.
- The City of Mercer Island and the Emergency Manager encourages and supports residents and staff to be self-sufficient with emergency kits at home, in their vehicle, and at work for three to seven days or more. Staff will prepare themselves and their family so that staff will be available for the City's response and recovery operations.
- Residents, businesses, schools, daycares, and other facilities will utilize their own resources and preparedness supplies for the first three to seven days of an emergency or disaster.
- The City of Mercer Island will comply with the intent of Chapter 38.52 RCW and Title 118 WAC, and will:
    - Establish guidelines and operational plans or procedures for continuity of government.
    - Establish an Emergency Management organization and facility.
    - Prepare plans, guidelines and operational plans or procedures and maintain a comprehensive Emergency Management program.
    - Communicate with the King County ECC and State EMD EOC upon EOC activation, regarding the status of activities during or following any emergency or disaster.
    - Request a mission number from the State EMD.
    - Issue Proclamation of Emergency before requesting mutual aid from local jurisdictions, county, state, or federal assistance during an emergency or disaster.
    - Preserve essential records.
- City departments will develop and update their operational plans that will enable them to:
    - Create and implement policies or plans in advance that reduce the effects of an emergency or disaster.
    - Establish guidelines and operational plans or procedures for continuity of government.
    - Develop the ability to accomplish their functional role during an emergency or

disaster and afterwards for recovery.

- Support the City's Emergency Management mission.
- Communicate with the City EOC.
- Support other City departments and local jurisdiction responders during mutual aid response and by staffing the City EOC with qualified and trained personnel.
- Provide various reports as necessary per the ICS forms requirements, including but not limited to proclamation of emergency, preliminary damage assessment (PDAs), incident action plans (IAP), requests for assistance (RFA), situation reports (SitRep), and damage assessment reports.

- The City may conduct functions outside its territorial limits as part of mutual aid, and as signatory to the King County Comprehensive Emergency Management Plan (CEMP) or other plans.
- State and Federal assistance may be available for disaster response and recovery operations under the provisions of RCW 38.52, the NRF, and Public Law 93-288.

FINAL CONSIDERATIONS

Major emergencies and disasters are a recurring fact of life. Their impacts and costs have increased substantially. Causalities can stem from nature, human-caused and technological mishaps, or even from acts of civil unrest, terrorism, subversion, and war.

While we do not have the advantage of knowing when and where major incidents will occur, nor how much destruction they might create, we can, and do, take prudent steps in advance to mitigate the most harmful effects and outcomes, sometimes substantially. Thus, by effective stewardship the City's emergency preparedness and mitigation activities can reduce:

- Casualties;
- Infrastructure, property damage, environmental damage;
- Loss of services; and/or
- Human suffering.

DIRECTION, CONTROL, AND COORDINATION

The Emergency Manager directs and controls incident management and delegates responsibilities to Section Chiefs or City departments. The CEMP assigns roles and responsibilities for City departments, volunteers, and partner agencies and organizations involved in supporting the CEMP. Each department's role is identified with the understanding that roles may change depending on the situation.

During non-emergency time, emergency management focuses on prevention and mitigation strategies to lessen the impact of disasters on the community. This includes developing and updating plans, undertaking mitigation projects, and conducting trainings and exercises.

The City's emergency response will be coordinated using Emergency Support Function (ESF) structure. The City's ESFs, also known as single functional activities, are organized into 18 categories and identify responsible departments and detail specific roles and responsibilities within the function. Each ESF is led by a primary department or jointly between two or three departments. Additionally, each ESF lists supporting departments and agencies that assist the primary department(s).

ESFs are developed and updated by the Emergency Manager and primary ESF lead(s) and maintained in the departmental standard operating procedures (SOPs).

Emergency Support Functions (ESF), also known as single functional activities, are organized into 18 categories and identify responsible departments and detail specific roles and responsibilities within the function.

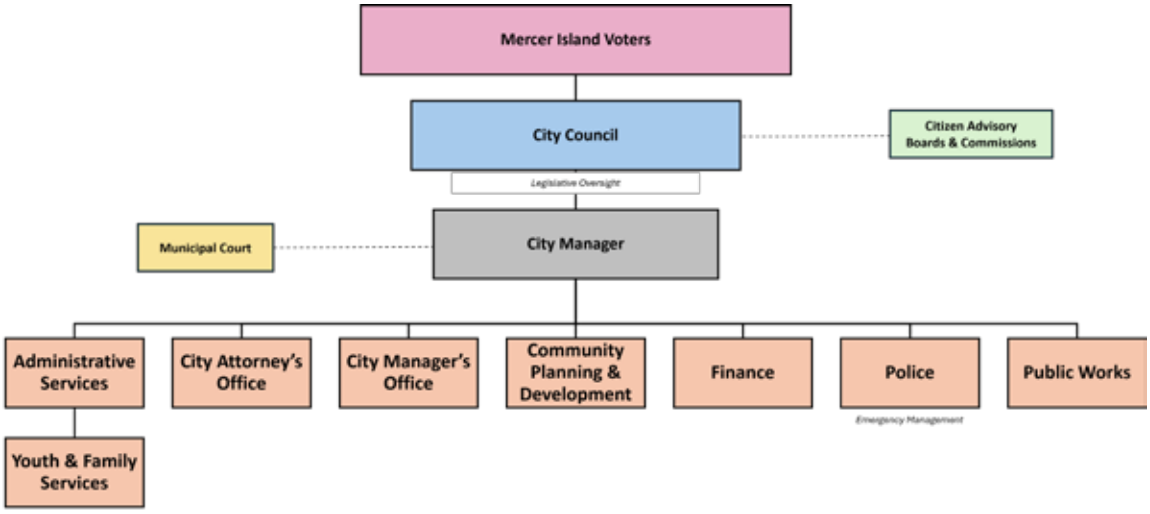
ORGANIZATION

CITY ORGANIZATIONAL STRUCTURE

The City of Mercer Island operates under a Council-Manager form of government. The City Council (Council) is the legislative body; its members are the community's policy decision-makers. The Council consists of seven, part-time, elected members of the City Council make up the legislative branch and the appointed City Manager is the executive branch of government. The City Council is responsible for overall policy direction for the City and the City Manager is responsible for implementing policies.

The City Manager oversees the operation of eight City Departments: Administrative Services, City Attorney's Office (CAO), City Manager's Office (CMO), Community Planning and Development (CPD), Finance, Police Department, Public Works, and Youth and Family Services (YFS). In 2024, the City entered into a contract with Eastside Fire and Rescue (EF&R) for fire services.

Mercer Island City Government Organizational Chart



EOC ACTIVATION LEVELS

Activation of the EOC is authorized by one or more of the following: the City Manager, Emergency Manager, Chief of Operations, Police Chief, or at the request of a department director in need of support. The EOC may activate when an Incident Command Post is insufficient to meet the needs of incident response. The EOC may be activated for events that exceed a department's or the City's resources or anticipated disruptions, like weather events. The Emergency Manager will use communications resources available at the time to notify EOC staff, City leadership, King County, the State, and key stakeholders, via email, phone, and internet-based notification systems – including CodeRed.

Level 3: Monitoring Mode	**Level 3: Monitoring Mode.** Minimal staffing needed to monitor the situation, respond to inquiries and requests, call in additional staff if needed, and provide limited support to field operations as requested. *Examples:* Weather advisories or watches, planned community event, and/or minor field incident needing minimal support. A level three activation may also be done remotely.
Level 2: Elevated Status	**Level 2: Elevated Status.** Minimal staffing of all appropriate EOC sections to facilitate interdepartmental coordination, public information dissemination, and information collection and distribution through situation reports. *Examples:* major storm, moderate earthquake requiring damage assessment.
Level 1: Full Activation	**Level 1: Full Activation.** Full staffing to perform all required functions of the EOC. *Examples:* major earthquake, active shooter, or multiple departments involved in full response or supporting a major incident.

EOC LOCATIONS

Primary EOC Location
Mercer Island Community and Event Center
8235 SE 24th Street
Mercer Island, WA 98040

Alternate Location
Fire Station 91
3030 78th Ave SE
Mercer Island, WA 98040

CITY OPERATIONAL STRUCTURE DURING A DISASTER

During an emergency or disaster, the EOC operates under the Incident Command System (ICS) and adheres to the National Incident Management System (NIMS) and National Response Framework. While staff and departments will be reorganized by ICS roles within the EOC, normal organizational structure of departments will be maintained as much as possible during an incident.

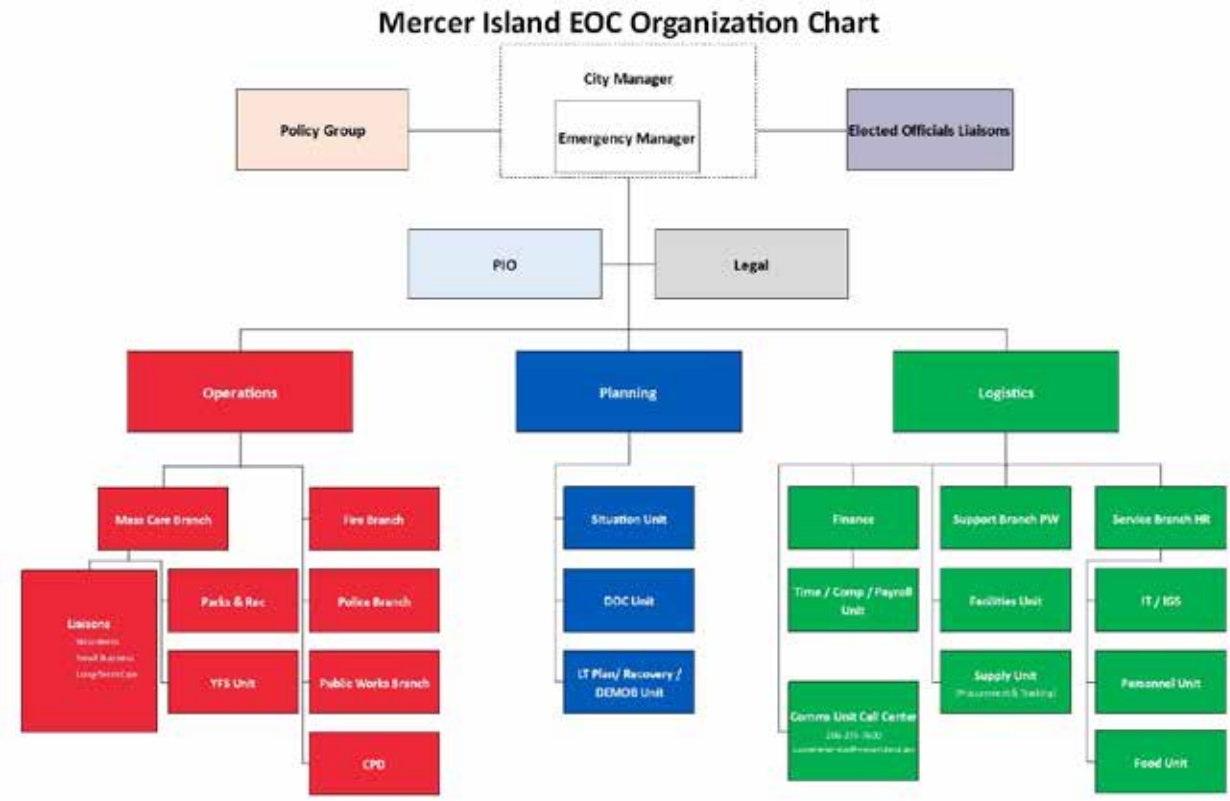
EOC Organization and Activities

The Emergency Manager or designee manages all EOC activities during an emergency or disaster. The Emergency Manager coordinates Mercer Island's Emergency Management program, policy recommendations, and development of the CEMP, which provides the framework for departmental, community organization and activities related to mitigation, preparedness, response, and recovery.

The EOC is organized into functional levels that coordinate with one another as well as with external agencies and resources. The Emergency Manager oversees all functions as well as Public Information activities. The City Manager coordinates with key officials at the Executive/Policy level.

City departments will use best efforts to update and maintain operational plans and capabilities, which include departmental SOPs or continuity of operation plans to facilitate mitigation, preparedness, response, and recovery activities in the event of an emergency or disaster.

Incorporating Emergency Volunteers in Response Activities
Additionally, the Emergency Manager coordinates community emergency volunteers. Emergency volunteers regularly train and maintain disaster response skills. Volunteers serve on a variety of teams including administration, animal sheltering, business community, communications, damage assessment, disaster medical, emergency well operation, search and rescue, sheltering and mass care, disaster mental health team, senior care, and transportation teams, and faith community and business community liaisons.



PROCEDURES AND EXPECTATIONS

Departmental responsibilities during mitigation, preparedness, response, and recovery phases are identified and documented in this CEMP, departmental standard operating procedures (SOPs), or operational plans. Specific departmental roles and responsibilities are detailed in each ESF within this Plan.

All City departments, and specific partner agencies and organizations, have with joint-primary, primary, support primary, and support responsibilities for performing ESFs. Those roles can be viewed in Appendix 5: Emergency Support Function (ESF) Participating Departments

Responsibilities Matrix. General roles and responsibilities for specific City departments are presented in the City Department Roles and Responsibilities sections of the Base Plan. City departments should look to their departmental SOPs or continuity of operation plans for detailed roles and responsibilities.

MAINTAINING OPERATIONS

It is the policy of the City of Mercer Island that all City offices remain open and in operation during established work hours. City employees are responsible for supporting the needs of the residents of Mercer Island. All employees will make a concerted effort to be available via remote work or report to work after an emergency or disaster.

To ensure EOC and vital City operations function for the duration of the emergency, all City personnel are required to perform the department's essential functions pre-, during, and post-disaster. Contractors are to be notified by department heads regarding activation of this Plan and the level at which they will be assisting in the emergency or disaster. Emergency Volunteers will be contacted by the EOC and/or City departments as appropriate. Finally, all appropriate authorities, managers of alternate facilities, and other specified points of contact are notified by the EOC and/or City departments as appropriate.

These are the general procedures and expectations of departments and City staff:

Day-to-Day Operations

- During normal operations, the Emergency Manager coordinates planning, development, and preparation of Emergency Management activities with staff, volunteer teams, Zone 1, King County Office of Emergency Management (KCOEM), State Emergency Management Division (EMD), and other partners.

Incident Operations

- **Emergency Warnings Issued.** Warning and notification of impending emergencies or disasters is provided to Directors and staff via the Emergency Manager or by other mechanisms as detailed in ESF 2.
- **EOC Activation.** The EOC is activated by the Emergency Manager or designee. EOC activation can be managed by the highest level of authority available until other personnel arrive to assume responsibility. Designated staff report to the EOC to coordinate response efforts and support field operations. The EOC may be activated when Mercer Island resources are unable to currently, or in the future, meet the need of the incident.
- **Proclamation of Emergency.** The EOC is responsible for evaluating a situation to determine if a Proclamation of Emergency by the City Manager is necessary. The City Manager may also determine a Proclamation of Emergency is necessary. Proclamations of Emergency are issued when an incident (1) impacts public health, safety, and welfare of those living and working in Mercer Island, (2) exceeds the needed resources to respond, and/or (3) requires expedited processes and contracting. The proclamation is

coordinated and documented by the City Attorney, City Clerk, City Manager's Office, and/or designee. The City Manager will make the City Council aware of the Proclamation as soon as it is signed, and it will be ratified by the City Council at the next possible City Council Meeting.

- **ESF Activation.** ESFs specific to the emergency are activated and City staff and departments responsible for activated ESFs are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The EOC team will act as advisors to the Emergency manager in dealing with problems caused by the disaster, and in coordination with the situation.
- **Continuity of Vital Services.** It is the City's policy to continue to provide vital services to the community throughout the incident, to the best of its ability, while maintaining a primary concern for life safety.
- **Expectations of City Staff.** All City personnel may be assigned other duties depending on the situation and event. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be followed:
    - **Workday Emergency.** If an emergency occurs during work hours, departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise life safety, ESF responsibilities, or overloads communication systems.
    - **Anticipated Emergency.** If the Emergency Manager determines that an emergency may develop after regular business hours, employees may be notified that they are in "stand-by" for emergency duty. When this occurs, employees may be asked to stay at work after regular hours, or employees may be directed to monitor City devices, phone, computer, email, voicemail, text messages, throughout the evening or weekend for updated messages from their department or the EOC.
    - **After-Hours Emergency.** During non-work hours, all City employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, City employees are required to report to work, pursuant to departmental SOPs or operational plans. The EOC team must approve any departmental SOPs or operational plans that are less restrictive than this policy.
    - **Reporting to Work.** City employees are expected to use reasonable measures to ensure they will be able to report to work during an emergency if they can do so safely. Employees required to report to the EOC or their designated reporting location per their departmental SOPs or operational plans should bring a preparedness kit with supplies to last a minimum of seven days. All employees will check in with the registration desk at the EOC to let them know they are ready for duty. Staff should be prepared to be assigned to a location or task other than their normal duties.

- **Receiving Emergency Information**. City staff should know how they will receive emergency information and updates from the City. The City Communications Manager / PIO and EOC team will disseminate information via every available channel pursuant to the specific emergency situation including but not limited to email, text messages, phone call, the City website, and social media.
- The City Manager or his/her designee will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

- **Departmental Situational Awareness.** When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units (based on the Incident Command System), assess damages, and determine needs.
- **Assessing Building Safety.** If the primary building facility is declared unsafe, City leadership will make the determination to activate virtual work options, alternate work sites, or make other arrangements and give instructions to staff about where and when to report for work. For buildings that are not owned by the City and that house City Staff and or supplies, CPD or a designee has the responsibility to determine building safety.
- **Primary/Alternate Work Site Information.** There may be times when City offices are temporarily closed due to safety issues or hazards that could affect employees getting to and from work, or from a threat that would affect their workplace. The City Manager or designee is the primary authority for making such decisions, and when there is adequate forewarning and time the City Manager or designee will announce the decision and use all means available to advise employees.
- **Resource Management.** If City resources cannot meet the needs created by the emergency or disaster, a Proclamation of Emergency will be issued by the City Manager, and a request for State mission number will be made to the King County ECC and State. Additional assistance will be requested through existing mutual aid or through the EOC. In the event of an emergency, the deployment of resources will normally be coordinated through the EOC. Resources utilized to support City operations may be placed or remain at staging areas until specific assignments can be made.

  Requests for Assistance. Requests can be made through the Regional Coordination Framework (RCF) as well as WAMAS (Washington Mutual Aid System). Emergency funding may come from county, state, or federal government. FEMA funding may be available depending on the emergency or disaster and the accounting methods of the City during the emergency or disaster.
- **EOC Location.** In the event of a facility or communications failure in a disaster, any City facility or temporarily established site may act as an EOC until coordination can be established from the Emergency Manager or City leadership. Each may serve as a command post, staging area, triage station, emergency communications center, or in any other functional capacity appropriate for the situation.

- **Emergency Worker (Volunteer) Management.** The registration, management, and assignments of volunteer Emergency Workers will be coordinated through the Human Resources Manager and Volunteer Lead located in the Slater Room at the Mercer Island Community and Event Center.
- **EOC Demobilization.** The decision to demobilize the EOC is made by the Emergency Manager in coordination with the City Manager and, if established, field Incident Command Post. The EOC will begin demobilization planning when incident stabilization has been established. The EOC Manager position will be the last of the EOC staff to demobilize. Including in closing the EOC is the notification to the KCOEM and the WAEMD of the date and time of closure. Demobilization may be a phased process based on incident recovery efforts.
- **Restoration of City Services.** Efforts to restore city/public services to a basic functioning level shall be generally prioritized as listed below.

  Tier I
  - Emergency responder communications
  - Vehicle access to emergency medical facilities
  - Fire control, hazard mitigation and general rescue
  - Emergency medical services
  - Security and public order
  - Water production and distribution
  - Waste water collection

  Tier II
  - Electrical service
  - Telephone service
  - Natural gas service
  - Vehicle access on arterial and collector roadways
  - Internal communications

  Tier III
  - Normal incident command to govern response then includes property protection and protection of the economy and the environment. All other city and public services will be restored as soon as possible at the direction of the Incident Commander after consulting with the Mayor and the Chief Administrative Officer.

CONCEPT OF OPERATIONS

OPERATIONAL OBJECTIVES

Survivability and sustainability are City Leadership's goals and objectives for the community during a disaster. The operational objectives of this Plan and all incident response are stabilizing the incident and protecting life, property, and the environment. The desired outcome after an incident is restoration of the community to as close to normal conditions and functionality as possible. To accomplish these objectives, the City conducts emergency management activities around the three core capabilities: (1) Planning, (2) Public Information and Warning, and (3) Operational Coordination. Those activities are detailed throughout this section and the next.

The City takes an all-hazards approach to planning, mitigating, and preparing for disasters. In doing so, the City's emergency preparedness activities help to reduce:

- Casualties;
- Infrastructure, property damage, environmental damage;
- Loss of services; and/or
- Human suffering.

Priorities and objectives of this Plan, and all emergency response, are stabilizing the incident and protecting life, property, and the environment.

WHOLE COMMUNITY ENGAGEMENT

The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. To that end, the City engages with a wide spectrum of organizations and populations, such as volunteer groups, private sector and faith and community-based organizations, and the general public.

The City complies with all laws related to fair, equitable, and nondiscriminatory treatment and access to all services for all members of the community, regardless of race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, ability, functional needs, or English proficiency – in accordance with RCW 49.60, laws against discrimination, and Title 44, CFR 205.16, Nondiscrimination.

The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and works to support the whole community, as resources allow.

Identification of the Physical, Programmatic, Communications Needs for Individuals with Disabilities and Access / Functional Needs (AFN)

AFN is a term that describes individuals who may be especially vulnerable to or have additional needs during emergencies. This may include individuals with disabilities, those living in

congregate housing or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with Limited English Proficiency (LEP).

Addressing ADA Needs
Included in the general public, are individuals who are covered by the Americans with Disabilities Act (ADA). Mercer Island recognizes that these populations require ongoing support as they may be more vulnerable during and after an emergency. The City will make every reasonable effort to meet the requirements of the ADA during all phases of emergency management – mitigation, preparedness, response, and recovery.

Addressing the Essential Needs of Children
Special consideration of, and accommodation for, the essential needs of children in an emergency, especially if sheltering or reunification services are required, will be addressed to the best of the City's ability. The City will work with community organizations and partner agencies to plan for the essential needs of children.

Addressing the Essential Needs of Service Animals and Household Pets
The City also works to identify and address the needs of individuals with trained service animals and/or household pets in emergency planning, and in accordance with the Pets Evacuation and Transportation Standards (PETS) Act. Partnerships with community and regional agencies, as well as public, private, and non-profit organizations, is necessary to ensure the needs of the whole community.

Addressing the Needs of Limited English Proficiency (LEP) Populations
Mercer Island will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members with Limited English Proficiency (LEP) during incidents. LEP populations are likely to encounter emergency notifications along the same timeframe and frequency as all Mercer Island community members. Additional information and identified translation resources are outlined in ESF 2.

Emergency communications are required by state statute (RCW 38.52.070) to be translated into languages spoken by populations that exceed 1,000 people or 5% of the jurisdictions' population based on data from the Office of Financial Management. According to United States Census Bureau estimates from the 2022 American Community Survey, 3,389 or 13.9% of Mercer Island residents speak "Asian and Pacific Islander languages" – while 1,405 identify as speaking English "less than very well." The Washington State Office of Financial Management identifies 27 languages that qualify as LEP including Chinese, Vietnamese, and Korean, among others. King County estimates from 2021 align with these finding, listing Vietnamese (2), Chinese (3 and 6), and Korean (8) in the top languages spoken in the County. Tools that may be leveraged to communicate with the whole community are detailed in ESF 2.

INCIDENT MANAGEMENT

Mercer Island Emergency Management, by Ordinance (Ord. No. 95C-007; MICC 3.32.050), is a subdivision of the Mercer Island Police Department (MIPD) for daily operations. During an incident, the Emergency Manager functions under the general direction of the City Manager, and is responsible for coordinating incident management, response, stabilization, continuity of government, and recovery activities.

Incident Command System

The City uses the Incident Command System, which is the model tool for command, control, and coordination when responding to an incident. An Incident Commander for an event will be assigned. There may be some situations when a Unified Command with Police, EF&R, and/or Public Works will be the most appropriate model of response.

ICS provides a means to coordinate the efforts of the City, departments, and other organizations to work toward the common goal of stabilizing the incident and protecting life, property, and the environment. It allows response to grow and shrink as the need grows and shrinks. ICS uses principles that improve efficiency and effectiveness and are well known and standardized across all levels of government and emergency volunteer organizations.

To that end, all City staff and emergency volunteers are required to undertake baseline ICS training. Those requirements are:

IS-700	ICS-100	ICS-200	IS-800	ICS-300	ICS-400
All Staff					
Supervisors and/or staff with EOC positions or emergency responsibilities					
City Leadership, senior staff, and/or staff with leadership positions within the EOC					
Emergency Volunteers					

IS-700: National Incident Management System, An Introduction
ICS-100: Introduction to the Incident Command System
ICS-200: ICS for Single Resources and Initial Action Incidents
IS-800: National Response Framework, An Introduction
ICS-300: Intermediate ICS for Expanding Incidents
ICS-400: Advanced ICS for Command and General Staff

Proclamation of Emergency

At the onset of an emergency, the City Manager and Emergency Manager will determine if circumstances necessitate a Proclamation of Emergency, including if an incident (1) impacts public health, safety, and welfare of those living and working in Mercer Island, (2) exceeds the needed resources to respond to the incident, and/or (3) requires expedited processes and contracting as prescribed by associated emergency powers granted by applicable State and local legislation.

The Proclamation authorizes the City to take necessary measures to respond to a disaster, protect lives, property and the environment and exercise the powers vested in RCW 38.52.070, including the right to enter into contract, employ temporary workers and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

The Proclamation of Emergency is normally a prerequisite to state and federal disaster assistance. Requests to the Governor to proclaim a State of Emergency are made through the King County Emergency Coordination Center (KCECC). Declaration by the President is necessary for federal disaster relief funds.

The Proclamation of Emergency is drafted by the City Attorney, City Clerk, and Emergency Manager; signed by the City Manager; and ratified by the City Council at their next possible meeting. A copy will be provided to King County Office of Emergency Management and Washington State Emergency Management Division.

The proclamation will remain in effect until the City Manager notifies the City Council that the incident has been resolved and emergency powers no longer necessary.

Continuity of Operations

Continuity of Operations identifies the City's essential functions, lines of succession, devolution of control, alternate work sites, vital records, logistics, resources, and annual training. This plan supports continuity of governance and the continuance of City services pre, during, and post disaster.

Departmental and hazard specific SOPs or operational plans will be prepared separately by each department and will be consistent with the City of Mercer Island CEMP. These will include:

- Identifying essential records, vital systems and operations.
- Establishing priorities for reinstatement of systems and operations.
- Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
- Identifying minimum resources needed to recover essential functions.
- Conduct a business impact analysis in order to establish short and long-term recovery goals and objectives. These goals and objectives are recognized, but are not limited to, the following considerations:
    - Health and safety of employees and clients.
    - Continuity of operations and services.
    - Environmental and economic impact of emergencies or disasters.
    - Regulatory and contractual requirements.
    - Good will.
    - Conducting and managing ESF responsibilities.

- Develop department roles and responsibilities.
- Update and maintain operational capabilities and guidelines for facilitating response actions in the incident of an emergency or disaster.
- Maintain functionality and coordination with the EOC.
- Each City department has identified the following resource preparedness activities:
  - Conduct a resource need and availability assessment for an emergency or disaster scenario. Consideration is given to personnel, equipment, facilities, essential functions, critical operations, and materials for life and family protection safety.
  - Develop, update, and maintain a resource inventory.
  - Establish a method for resource coordination and integration among responding organizations, and individuals as required.
  - Develop and update service level agreements, mutual aid, and/or memorandums of agreement as required.

If a weather warning alert or other notification is received by the King County OEM Duty Officer, NORCOM (911), the Emergency Manager, or by other means, City departments will be notified. Departmental preparation activities will commence.

The City will coordinate resources to support departments, internally at first until resources are expended, then with local jurisdictions, county, state, mutual aid, or federal government resources. The City will assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements, including the King County RDP, or as provided in local emergency or disaster preparedness plans.

At the onset of a sudden emergency, City departments, local jurisdiction EOCs, King County ECC, and the State will communicate and coordinate with each other as the situation dictates. The EOC may or may not warrant activation. If EOC activation occurs, King County ECC and the State will be notified immediately, and a State mission number will be requested.

COORDINATION OF INCIDENT MANAGEMENT ACTIVITIES

The Emergency Manager, as directed by the City Manager, coordinates emergency and disaster management activities. They are responsible for conducting mitigation and planning activities, setting into motion the Incident Command System, and managing all EOC activities. Operating under NIMS and the ICS, the City's emergency operations response consists of an Incident Command Team featuring major functional areas:

- Command Staff
- Operations Section
- Logistics Section
- Planning Section

See page 17 for the full EOC Organizational Chart.

The EOC serves as the hub for emergency coordination and communication activities as directed by the Emergency Manager. Coordination activities may include establishing incident command field locations, alternate work sites, mobile command post(s), communicating with King County ECC, the State, nongovernmental organizations, and private industry.

Those in highest authority will activate the EOC until others can arrive. Upon EOC activation, the Policy Section of the EOC will convene to receive situation report. City departments will communicate and assess response efforts. Departments with ESF responsibilities will activate.

The Emergency Manager coordinates and establishes response and recovery support priorities. Priorities are determined by the extent, size, duration, and complexity of the incident and the availability of resources.

CONCURRENT IMPLEMENTATION OF OTHER PLANS

Each department director is responsible for the management of staff and resources available to support and or respond to an emergency or disaster. Plans must be completed and tested to ensure each department is prepared. When the EOC is activated, in addition to the CEMP, the following plans should also be activated or referred to:

- **Mercer Island Annex to the King County Regional Hazard Mitigation Plan (RHMP)**
  The Hazard Mitigation Plan identifies the local infrastructure and vulnerabilities associated within the City due to local technological or natural disasters. A copy of the plan is available at: www.mercergov.org/emergencyprepand via hard copy.
- **Department Continuity of Operations Plan (COOP)**
  Continuity planning ensures each department can sustain an impact from an emergency or disaster to continue essential functions that support the City's primary public services. Each department should have their own plan. Some critical activities that support the continuance of essential functions are safety and security of personnel, recovery and restoration of critical business operations, and activities that support emergency response operations. Certain activities may be suspended to enable the City to concentrate on providing essential functions and building internal capabilities necessary to increase and eventually restore normal operations. These essential functions may be done remotely, at the department's primary work site, or alternate work site(s).
- **Emergency Operation Center Plan**
  This plan is used by the City Emergency Operation Center (EOC) and each City Department, as required, for response operations specific to the operations of the City Emergency Operation Center (EOC). It details tasks and tactical activities to support the City Emergency Operation Center (EOC)'s response to a disaster.

Additional plans include but are not limited to:

- Debris Management Plan
- Pandemic Plan

- Shelter Plan
- Terrorism Response Plan and Threat and Hazard Identification and Risk Assessment (not for public disclosure)
- Volunteer Operations Plan

ROLES AND RESPONSIBILITIES

INCIDENT MANAGEMENT ACTIVITIES BY EMERGENCY MANAGEMENT PHASE

Emergency management activities are conducted under the four phases of emergency management: mitigation, preparedness, response, and recovery.

A major emergency or disaster could happen at any time. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and on the City's ability to respond.

A disaster would severely stress normal municipal systems, and could likely require outside assistance from other organizations, local, state, and/or federal government. With that in mind, City departments continuously assess, identify, and work to secure resources to adequately handle a major emergency or disaster.

It is also understood that in a disaster it is likely that county, state, and federal government response may be delayed, and that the City should be prepared to take care of their own basic survival needs for at least 7- to 14-days after a disaster and communicate this principle to each employee, local businesses, and residents of Mercer Island.

An important step in emergency management coordination is setting priorities and moving towards reducing potential impacts of the worst hazards. This can be accomplished through mitigation and preparedness strategies including hazard identification, vulnerability analysis, and risk assessment.

Mitigation

Mitigation is a long-term approach to enhancing and developing the capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Specific tasks may include:

- Take prudent steps to eliminate or control all existing hazards or risks.
- Ensure that protection and survivability of critical assets are given due consideration in the strategic planning and budget process.
- Maintain a surplus of basic operational and emergency supplies at City facilities.
- Provide emergency backup power for all critical systems.
- Ensure there are adequate warning systems and procedures in place to quickly determine threats to City facility(s), and to alert occupants.

Preparedness

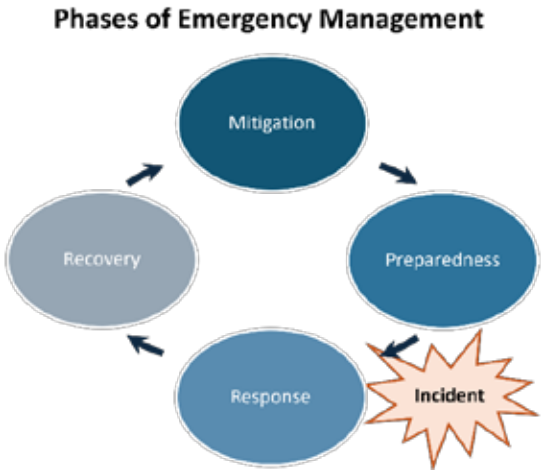
The preparedness phase focuses on shorter-term steps designed to increase the community's ability to respond when an incident occurs. Specific tasks may include:

- Educate staff, residents, and local businesses and organizations on the importance of personal and family preparedness, with an emphasis on being prepared to provide for basic survival needs for at least 7- to 14-days after a disaster.
- Developing communication templates for faster notification during an incident.
- Conduct trainings for staff on ICS roles.
- Conduct periodic "risk assessments" of all facilities and offices to identify potential sources of harm to occupants and/or property. Typical examples include:
  - Storage of toxic or flammable substances.
  - Non-structural fixtures or furnishings that could collapse or topple over.
  - Faulty procedures or practices.

Response Tasks

During the response phase, all staff and partner agencies respond to the incident by saving lives, minimizing suffering, protecting property, and meeting basic human needs. Response also includes the execution of emergency operations plans, incident mitigation activities designed to limit the loss of life, personal injury, property damage, and enhance response effectiveness. The priority then becomes bringing the incident to an end as soon as possible. Specific tasks may include:

- Open, staff, and manage EOC activities.
- Ensure incident is properly documented (Proclamation of Emergency, ICS forms, resource requests, contracts, etc.).
- Coordinate incident management between departments, partner agencies, and public, private, and non-profit organizations.
- Commence continuity of government and department continuity of operations plans.



Recovery Tasks

Restoration to original state operations, or as close as possible, begins once the initial emergency response is completed. Damage assessments and updated situation reports are finalized and given to the EOC, King County ECC, and/or the State EOC. Recovery of the City's essential functions begin as soon as possible. Steps must be completed to ensure primary work sites are safe and that staff have the capability to execute their essential functions. Restoration of the primary work environment begins once the initial emergency response is completed. Specific tasks may include:

- Moving departments or teams to alternate work sites for an indefinite time or remote work or working from home.
- Develop After Action Report based on feedback from responding departments, agencies, and organizations.
- Mitigation activities resume in earnest based on the After Action Report.
- Re-supply resources must be and correct certain known weaknesses.
- Submit budgets, reimbursement forms, and other necessary documentation to recover the cost of the response, any necessary repairs, and replacement, updating, or filling of depleted reserves.

KEY POSITION AND DEPARTMENT RESPONSIBILITIES

Key position and department responsibilities are listed first followed by other participating agencies, such as the American Red Cross, Mercer Island Emergency Volunteers, Mercer Island School District (MISD), and private sector organizations. City departments are responsible for developing, training, exercising, evaluating, maintaining internal departmental SOPs or operational plans, and maintaining and updating ESF responsibilities to which they are assigned by this CEMP. All departments support each ESF and coordinate their training as requested by the primary responsible department.

The following responsibilities are for each department, division, team, and organization. This list is not all-inclusive but does include critical responsibilities that are necessary for preparedness, response, and recovery of an emergency or disaster, lists specific ESF responsibilities, as well as identifying which of the 12 Response Core Capabilities they are fulfilling.

A foundational assumption of this plan is that all departments, divisions, teams, and organizations will provide a base-level of support for all ESFs.

Elected Officials

The role of the City Council is to establish City law and policies by passing ordinances and resolutions. During an emergency, the City Council ratifies the Proclamation of Emergency, participates in special or additional meetings (in compliance with applicable laws), appropriates funds for special requests and unanticipated expenses, and advocates for state and/or federal support for the City. Additionally, members of the City Council may:

- Assist with media briefings if requested by City Manager.
- Enact any necessary emergency measures as recommended by the City Manager or his/her designee.
- Assist in hosting visiting dignitaries (state and federal elected officials).
- Appropriate funding for emergency response and recovery.
- Request assistance from the King County Executive through the King County office of Emergency Management, or from the governor through the King County Executive, in

the incident a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid.
- Provide visible leadership.
- Help resolve conflicts between local agencies in an emergency.
- Approve mutual aid agreements.

Policy Group

The Policy Group provides subject matter expertise and guidance to the City Manager for incident policy level decision making. The Policy Group is comprised of the City Manager, the Directors or Chiefs, and incident-specific appointed members. The Policy Group is responsible for advising the City Manager on policy decisions to be implemented by the Emergency Manager.

City Manager

The City Manager provides overall direction for City operations. During an emergency or disaster, the City Manager delegates incident management authorities to the Emergency Manager. The City Manager convenes and leads the Policy Group, coordinates City Council engagement, and requests support and funding from local, federal, state, and county representatives and/or agencies. Additionally, the City Manager:

- Issues a Proclamation of Emergency as necessary.
- Ensures the City Council and all directors have been notified of EOC activation.
- Assesses situation, defines the problem, overall strategy, need for evacuation, estimate of incident duration.
- Assists with emergency response activities through the Emergency Manager.
- Appoints the City Public Information Officer to coordinate preparation and dissemination of emergency information to the public and the media.
- Requests assistance, when necessary, from local jurisdictions per the Regional Coordination Framework, King County ECC, and Washington State EOC through the Emergency Manager.
- Prepares City Council and director briefings.
- ESF Responsibilities:

  Joint Primary ESF 5: Emergency Management

Emergency Manager

Response Capability: Situational Assessment

The role of the Emergency Manager is to maintain daily situational awareness of risks or hazards that could affect Mercer Island and support City departments responding to incidents. The Emergency Manager manages and maintains the EOC, coordinates volunteer groups, prepares and conducts City trainings and exercises, and organizes all-hazards public education and community outreach. The Emergency Manager represents the City during engagement with county, state, and/or federal agencies. The Emergency Manager will also:

- Open and manage EOC, activate EOC staff, and manage overall direction and control of emergency operations.
- Assess situation and problem, identify overall strategy, need for evacuation, and estimate of incident duration, and define objectives.
- Work with City Attorney's Office, City Clerk, and City Manager to prepare Proclamation of Emergency and notify appropriate county, state, and federal agencies once signed. Acquire state mission number.
- Ensure EOC staff perform checklist and ESF functions, and that EOC staff maintain activity logs (ICS Form 214).
- Coordinate dissemination of emergency warning information though emergency alerts via King County ECC.
- Implement Incident Action Plan (IAP).
- Establish liaisons to other cities, county, state and federal governments.
- Conduct briefings as needed.
- Review and approve PIO news releases.
- Manage the continuity of resources (technical, administrative, and material) to support 24-hour operations for a prolonged period.
- Work with Finance Director and City Attorney to ensure that the application for Public Assistance is made within state guidelines.
- Coordinate City assets to support other local jurisdictions in need of supplemental emergency or disaster assistance.
- Receive, process, and approve requests from local jurisdictions for specific City, emergency and disaster related assets and services.
- Assist Incident Command in establishing evacuation measures.
- Review response and recovery costs, Hazard Mitigation Assessment and FEMA Recovery Teams for federal Public Assistance Programs.
- Direct demobilization plan and coordinates after action report.
- Manage and maintain Emergency Operation Center (EOC).
- Manage and maintain Emergency Volunteer Teams and Emergency Radio Operators.
- Coordinate emergency preparation activities with city, county, state, and federal agencies.
- Update of the CEMP and other plans and exercise plans with City personnel.
- Coordinate all disaster preparedness activities for the City.
- Requisition necessary personnel or material of any City department or agency.
- ESF Responsibilities:

  Joint Primary ESF 5: Emergency Management

Communications Manager / Public Information Officer
Response Capability: Operational Communications

The role of the Communications Manager / PIO is to coordinate and disseminate all public-facing communications regarding the incident. To that end, the PIO will:

- Participate in EOC briefings.
- Set up checklist of news media agencies (email/phone list) to contact.

- Act as a liaison with surrounding agencies for uniformity in releases.
- Develop the format and guidelines for press conferences.
- Manage the Joint Information Center (JIC) for centralized City coordination of information associated with the emergency and to coordinate with other responders.
- Provide press releases, content, and messaging for media, website management, government access cable TV programming, social media, and print communications.
- ESF Responsibilities:

Joint Primary	ESF 2: Information Systems and Warnings
	ESF 15: External affairs

EOC Liaisons

EOC Liaisons serve as points of contact, establishing and maintaining communication, with the City Council and elected officials, representatives of other governmental agencies, nongovernmental organizations, businesses, volunteers, and other entities. EOC Liaisons provide information and direction to City departments on identifying the terms and agreements with assisting agencies concerning the release of resources and special needs. Additionally, EOC Liaisons will:

- Identify and determine capabilities of cooperating agencies: American Red Cross, Utility Companies, Army Corps of Engineers, MOUs with private companies, etc.
- Assist in obtaining and allocating said resources to the necessary areas.
- ESF Responsibilities:

Support Primary	ESF 5: Emergency Management
	ESF 15: External affairs

City Attorney / Safety Officer

Response Capability: Environmental Response/Health and Safety

The role of the City Attorney is to address incident-related legal matters, interpret local, state, and/or federal legislation and orders related to an incident. The City Attorney develops the City's Proclamation of Emergency and other emergency ordinances and resolutions and provides guidance and assistance in the ratification process. Additionally, City Attorney will:

- Provide and coordinate legal advice to City leadership, departments, and the EOC team as it pertains to disaster response and recovery, and risk management.
- Review agreements, contracts, and other emergency or disaster-related documents for form and content.
- Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal agencies.
- Review emergency contracts for City liability considerations.
- Review agreements, contracts, and other emergency or disaster-related documents for form and content.
- Provides legal review of emergency plans and supporting documents to ensure compliance with local, state and federal agencies.

- Reviews and updates Mercer Island Emergency Worker Registration Application, as needed, for legal content, according to RCW 38.52.180.
- Serves as the Risk Manager / Safety Officer, ensuring the coordination of multi-agency safety efforts, ongoing assessment of hazardous environments, emergency responder safety, and operational safety. Exercises emergency authority to stop/prevent unsafe acts during incident.
- ESF Responsibilities:

Support Primary	ESF 5: Emergency Management ESF 13: Public Safety

Police Department

Response Capability: Situational Assessment; On-Scene Security, Protection, and Law Enforcement; Fatality Management Services

During a disaster the Police Department will carry on all regular duties ensuring local law enforcement, traffic, and life-safety operations continue throughout the duration of the incident. The Police Department is also responsible for assisting in the dissemination of warning and alert information to residents as needed by reverse 911, public address system, megaphones, leaflets, or door-to-door, as well as necessary evacuation notices and measures. Additionally, Police will:

- Provide active security at the EOC during activation.
- Act as liaison between City EOC personnel, military, FBI, or special operations personnel responding to an emergency or disaster.
- Provide Marine Patrol services for the City and contracted jurisdictions as well as waterfront reconnaissance of disaster impacted areas and emergency missions.
- Maintains continuous preparedness and response communication capabilities.
- Provide information on emergency situations and locations to the EOC during activation.
- Assist in urban search and rescue activities as needed.
- Provide explosive device identification, handling, and disposal, or coordinate this activity with the appropriate agency.
- ESF Responsibilities:

Primary	**ESF 13:** Public Safety, Law Enforcement, Security **ESF 20:** Defense Support to Civil Authorities **ESF 24:** Evacuation
Joint Primary	**ESF 2:** Telecommunications, info. systems, warnings **ESF 5:** Emergency Management
Supporting Primary	**ESF 9:** Search & rescue

Public Works

Response Capability: Critical Transportation; Environmental Response/Health and Safety; Logistics and Supply Chain Management; Mass Care Services; Infrastructure Systems

The role of the Public Works department and various Public Works teams is to assess and repair damaged utilities at the earliest possible opportunity. The Recreation Division within the Public Works department is also responsible for mass care services. Additionally, the Public Works department will:

- Provide damage assessment and status of essential city services including streets, storm drains, lift/pump stations, water delivery, and I-90 bridge status to the EOC team.
- Execute necessary emergency repairs to utilities as needed or coordinate and contract with and manage vendors for major repair work as appropriate.
- Coordinate with private utilities the restoration of public utilities to critical and essential services.
- Provide support to CPD regarding the stability of slopes and sensitive areas during recovery efforts.
- Implement emergency water resource plan for conserving and distributing water during a drought or disaster.
- Coordinate operation of the emergency well.
- Responsible for debris clearance estimates, management, and removal or coordinating with jurisdictional, county, state, and/or federal partners.
- Provide support to EF&R and Police in hazardous material incident responses to City streets.
- Provides expertise and recommendations for reconstruction, demolition, and mitigation during the recovery period.
- Provides support to citywide evacuation planning and assist in evacuation efforts.
- Coordinate the use of City facilities and parks for disaster operations, mass care, temporary housing, and debris removal or management.

Recreation Division

- Develop plans for mass care and sheltering that includes coordination with other organizations, transportation, emergency supplies in containers, and staging areas as appropriate.
- Coordinate limited temporary shelter for animals.
- Coordinate transportation of individuals during emergency situations to designated shelter sites as required.
- Arrange alternate locations and transportation needs from which to operate buses, cars, light and heavy trucks, boats as necessary.
- Coordinate relocation activities and arranges resources through Finance to support response and recovery operations.
- Coordinate establishment of State and/or FEMA disaster assistance centers (DACs) to support community recovery efforts.
- ESF Responsibilities:

Primary	**ESF 1:** Transportation **ESF 6:** Mass Care, Housing, Human Services, Special Needs, Pet Shelters **ESF 12:** Energy

Joint Primary	**ESF 3:** Public Works and Engineering **ESF 7:** Resource Support **ESF 11:** Agriculture and Natural Resources (Food & Water)
Support Primary	**ESF 23:** Damage Assessment **ESF 24:** Evacuation and Movement

Community Planning and Development
Response Capability: Situational Assessment

The role of Community Planning and Development (CPD) during a disaster is to coordinate damage assessment of City facilities, including appropriate documentation for federal disaster declarations and reimbursement processes. Additionally, CPD will:

- Provide and/or coordinate initial damage assessment / Rapid Impact Survey (RIS) and safety evaluation of City infrastructure and key facilities.
- Compile initial preliminary damage assessments (PDAs) of essential citywide facilities.
- Provide EOC and City staff expertise and recommendation for reconstruction, demolition, and structural mitigation during recovery period.
- Provide mitigating seismic retrofitting, flood proofing, land use practices and building codes.
- Provide permit process for disaster recovery efforts.
- Develop plans to manage land use, environmental impact, and related mitigation issues before and following disasters.
- ESF Responsibilities:

Primary	**ESF 14:** Long Term Community Recovery **ESF 23:** Damage Assessment
Joint Primary	**ESF 3:** Public Works and Engineering

Administrative Services
Response Capability: Operational Communications; Situational Assessment; Infrastructure Systems

Administrative Services encompasses Human Resources, the City Clerk's Office, Payroll, Information Technology (IT), Geographic Information Systems (IGS), the Customer Service Team (CST), and Public Communications. Responsibilities for Public Communications is detailed under Communications Manager / Public Information Officer (above). Responsibilities for the remaining teams is detailed below and include:

Human Resources Team

- Track, document, and manage City staff and Emergency Workers.
- Register, confirm credentials, and/or run background checks for Emergency Workers and work with Volunteer Lead to assign volunteers in accordance with EOC needs.
- Provide liability release for volunteers.
- Maintains, updates, and re-supplies the four mobile registered Emergency Workers registration kits.

- Supply EOC, City personnel, volunteers with meals and resources as needed.
- Review and update Mercer Island Emergency Worker Registration Application, as needed, according to RCW 38.52.180.

IT and IGS Team

- Coordinate the recovery operations of the City's computer and telephone systems following disaster situations, ensure supplies are on hand as needed to fulfill this function.
- Provide telecommunication support to the EOC, including the EOC, coordinating with the City's Mercer Island Radio Operators (MIRO), and other support as priorities dictate.
- Establish temporary communications capabilities within affected area(s).
- Provide liaison to coordinate with telephone service providers for the permanent or temporary restoration of telecommunications capabilities and services.
- Maintain and support EOC computer systems and equipment, ensuring these are in highest working order.
- Provide geographical information systems (GIS) support.

City Clerk's Office

- Serve as Planning Section Chief.
- Assist the development and ratification of the City's Proclamation of Emergency.

Customer Service Team

- Coordinate, manage, and staff EOC Call Center, serve as back up to non-emergency calls made through NORCOM (911) when systems are overwhelmed.
- ESF Responsibilities:

Primary	**ESF 2:** Telecommunications/ Information Systems and warnings
Joint Primary	**ESF 7:** Resource Support - Volunteer

Youth and Family Services

Response Capability: Mass Care Services; Public Health, Healthcare, and Emergency Medical Services

During a disaster or emergency, Youth and Family Services (YFS) will become responsible for coordinating food and water for emergency shelter clients, as well as mental health services. Additionally, YFS will:

- Support the Recreation Department in setting up mass care Community Shelters and transporting individuals to designated shelter sites as necessary.
- Develop and assist in implementing plans that utilize volunteer groups to identify and assist access and functional needs for individuals in their homes and senior care facilities that may need assistance or shelter in an emergency or disaster.
- Coordinate with partner agencies to establish disaster assistance centers (i.e. American Red Cross, FEMA, SBA etc.) in support of recovery efforts.
- Manage, train, and coordinate the Mental Health Volunteer Team.

- Coordinate the receipt, storage, and distribution of donated goods.
- ESF Responsibilities:

Joint Primary	**ESF 8:** Public Health and Medical Services **ESF 11:** Agriculture and Natural Resources (food & water)
Support Primary	**ESF 6:** Mass Care, Housing, Human Services, Special Needs, Pet Shelters

Finance Department

Response Capability: Infrastructure Systems

During a disaster, the Finance Department is responsible for managing and coordinating disaster related requests, expenses, contracts, and related financial aspects and details of the disaster assistance programs for reimbursement. Additionally, Finance will:

- Ensure the completion of appropriate documentation and requirements for county, state, and federal support for reimbursement.
- Assist City departments with the compilation of disaster related financial information.
- Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- Coordinate disaster related purchases and expenditures and assist in developing and maintaining information about available resources.
- ESF Responsibilities:

Primary	ESF 7: Resource Support – Volunteer Info.

Multi-Jurisdictional Coordination and Partner Organizations

Eastside Fire & Rescue

Response Capability: Fire Management and Suppression; Public Health, Healthcare, and Emergency Medical Services; Mass Search and Rescue Operations; Fatality Management Services

During a disaster Eastside Fire & Rescue (EF&R) will carry on all regular duties to continuously protect and preserve life and property through quality education, prevention, and rapid emergency response throughout the duration of the incident. Additionally, Eastside Fire & Rescue will:

- Receive and share status reports from field units for EOC situational awareness.
- Provide direction and control for search and rescue activities.
- Provide command and control for field operations through established incident command posts as appropriate.
- Coordinate citywide search and rescue and if necessary, supplement the efforts of other local jurisdictions in need.
- Provide preliminary damage assessments (PDAs) for fire station facilities (ATC-20) to the EOC.

- Coordinates with mutual and automatic aid and outside agencies as appropriate on hazardous materials incident response, radiological monitoring, or terrorist incidents within the City.
- ESF Responsibilities:

Primary	**ESF 4:** Fire Fighting
	ESF 8: Public Health and Medical Services
	ESF 9: Search & Rescue
	ESF 10: Hazardous Materials
Supporting	**ESF 5:** Emergency Preparedness

King County, Washington State, and Federal Governments
Response Capability: Mass Care Services; Public Health, Healthcare, and Emergency Medical Services; Infrastructure Systems; Logistics and Supply Chain Management

Emergencies and disasters are managed at the lowest possible level. When an incident exceeds the City's ability to respond, King County Office of Emergency Management (OEM), Washington State Emergency Management Division (WA EMD), and the Federal Government (FEMA) may provide guidance and assistance, as requested. Mercer Island is part of King County's Zone 1 Regional Coordination Zone. As such, the Zone 1 liaison will be utilized to coordinate a broad range of disaster functions within the geographical area as outlined as Zone 1 in the King County Regional Coordination Framework. King County will serve as an information and resource clearinghouse among the County jurisdictions and organizations and will oversee resource management county-wide. The State does the same state-wide and FEMA provides assistance when State resources have been overwhelmed.

Mercer Island Emergency Volunteer Teams
Response Capability: Mass Care Services; Operational Communications; Public Health, Healthcare, and Emergency Medical Services

The Emergency Manager supervises the Mercer Island Emergency Volunteers and assists with coordination of the 13 volunteer disaster teams. Emergency Volunteers will register and be assigned specific duties based on need and training. Refer to the Mercer Island Volunteer Operations Manual for specific team duties. The 13 teams encompass the following:

- Volunteer Operations
- Medical
- Search and Rescue (SAR)
- Damage Assessment
- Transportation
- Administration
- Sheltering (including Animal Sheltering)
- Emergency Well Operations
- Community Points of Distribution (CPOD)
- Communications
- Long-Term Care Facilities and Senior Community
- Religious Community
- Public Communications

ESF Responsibilities:

Support Organization	**ESFs** 1, 2, 3, 5, 6, 7, 8, 9, 11, 14 20, 24

American Red Cross (ARC)
Response Capability: Mass Care Services

The American Red Cross, FEMA, and Homeland Security is responsible for providing, managing, and coordinating food, shelter and first aid for victims, the bulk distribution of relief supplies, family reunification, and direct assistance to families with verified event caused needs, as available. These responsibilities are coordinated through the EOC through liaisons to the King County ECC. Additional responsibilities include:

- Provide mental health counseling for disaster victims in support of Youth and Family Services, as available.
- Coordinate, within its agreements, the provision of relief efforts by any volunteer organization actively engaged in providing relief assistance to disaster survivors in coordination with Washington Volunteer Organizations Active in Disaster (WAVOAD).
- Provide training for mass care shelter support staff, shelter operations and management.
- ESF Responsibilities:

Support Agency	**ESF 6:** Mass Care, Housing, Human Services, Special Needs, Pet Shelters

Mercer Island School District (MISD)
Response Capability: Mass Care Services

During an emergency or disaster, the MISD supports City disaster activities not limited to fuel, transportation, generators, shelter, and feeding. Should an event occur, MISD has control over their facilities and coordination must be made with MISD and the City for co-use of the facility. MISD will support mitigation and disaster preparedness concepts of self-sufficiency for 7 to 14-days. For improved coordination, MISD will send a liaison to the City EOC in an event and report initial damage assessments to the City EOC.

- ESF Responsibilities:

Support Agency	All ESFs as needed depending on expertise required.

Private Sector, Volunteer Organizations, and Others
The private sector, volunteer organizations, and other entities play an essential role in mitigation, preparedness, response, and recovery efforts, especially around mitigation and disaster preparedness concepts of self-sufficiency for 7 to 14-days. These organizations provide resources to assist in the response and recovery phases of emergency or disaster operations. They also participate as members of the Mercer Island Emergency Volunteer teams and participate and support drills and exercises and by including the City in business and industry activities.

- ESF Responsibilities:

Support Organization	All ESFs as needed depending on expertise required.

Mutual Aid Agreements, Memorandum of Understanding, and Interlocal Agreements

In addition to the Washington Mutual Aid System, the City utilizes mutual aid agreements (MAA), memorandums of understanding (MOUs), and interlocal agreements (ILAs) with other jurisdictions, agencies, public, and private partners for emergency response, including:

- American Red Cross – Mass care shelter services and disaster relief supplies
- King County – Mutual assistance for fire and emergency medical services
- King County – Regional coordination framework for disasters and planned events
- Mercer Island Country Club – Resource and facility agreement during disasters
- Mercer Island School District – Facility agreement during disasters

MERCER ISLAND DEPARTMENTS AND PARTNER RESPONSE CORE CAPABILITIES MATRIX

The following represents the 12 Response Core Capabilities and the department or partner agency fulfilling each Response Core Capability.

CORE CAPABILITY	KEY POSITION, DEPARTMENT, OR PARTNER AGENCY
CRITICAL TRANSPORTATION	Public Works
ENVIRONMENTAL RESPONSE/HEALTH AND SAFETY	City Attorney / Safety Officer
	Public Works
FATALITY MANAGEMENT SERVICES	Police Department
	Eastside Fire & Rescue
	King County
FIRE MANAGEMENT AND SUPPRESSION	Eastside Fire & Rescue
INFRASTRUCTURE SYSTEMS	Administrative Services
	Finance Department
	Public Works
	King County
	Washington State Emergency Management Division
	Federal Emergency Management Agency
LOGISTICS AND SUPPLY CHAIN MANAGEMENT	Public Works
	King County
	Washington State Emergency Management Division
	Federal Emergency Management Agency
MASS CARE SERVICES	Public Works
	Youth and Family Services
	Mercer Island Emergency Volunteer Teams
	American Red Cross
	Mercer Island School District
MASS SEARCH AND RESCUE OPERATIONS	Eastside Fire & Rescue
	King County
	Washington State Emergency Management Division
	Federal Emergency Management Agency
ON-SCENE SECURITY, PROTECTION, AND LAW ENFORCEMENT	Police Department
OPERATIONAL COMMUNICATIONS	Administrative Services
	Communications Manager / PIO
	Mercer Island Emergency Volunteer Teams
PUBLIC HEALTH, HEALTHCARE, AND EMERGENCY MEDICAL SERVICES	Youth and Family Services
	Eastside Fire & Rescue
	King County
	Washington State Emergency Management Division
	Federal Emergency Management Agency
	Mercer Island Emergency Volunteer Teams
SITUATIONAL ASSESSMENT	Administrative Services
	Community Planning and Development
	Emergency Manager
	Police Department

EMERGENCY SUPPORT FUNCTIONS

MERCER ISLAND DEPARTMENTS RESPONSIBILITIES MATRIX

Roles and Responsibilities In the Event of an Incident

The following responsibilities are for each department. This list is not all inclusive but includes critical responsibilities that are necessary for preparedness, response, and recovery of an emergency or disaster.

RESPONSIBLE DEPARTMENTS, TEAMS, AND PARTNER AGENCIES	1 - TRANSPORTATION	2 – TELECOMMUNICATIONS / INFORMATION SYSTEMS AND WARNING	3 – PUBLIC WORKS AND ENGINEERING	4 – FIREFIGHTING	5 – EMERGENCY MANAGEMENT	6 – MASS CARE, HOUSING, HUMAN SERVICES, SPECIAL NEEDS, PET SHELTERS	7 – RESOURCE SUPPORT – VOLUNTEER INFO.	8 – PUBLIC HEALTH AND MEDICAL SERVICES	9 – SEARCH & RESCUE	10 – HAZARDOUS MATERIALS	11 – AGRICULTURE AND NATURAL RESOURCES (FOOD & WATER)	12 – ENERGY	13 – PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY	14 – LONG TERM COMMUNITY RECOVERY	15 – EXTERNAL AFFAIRS	20 – DEFENSE SUPPORT TO CIVIL AUTHORITIES	23 - DAMAGE ASSESSMENT	24 - EVACUATION AND MOVEMENT
All Departments	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Council															S			
City Manager's Office					JP													
Emergency Manager					JP													
Communications Manager / PIO		JP													P			
Liaison Officer					SP										SP			
City Attorney/Safety Officer					SP								SP					
Community Planning and Development			JP											P			P	
Finance							JP											
Public Works	P		JP				JP				JP	P					SP	SP
Recreation Division	SP					P												
Human Resources Team							JP											
Info & Geographic Services Team		JP																
Eastside Fire & Rescue				P	S			P	P	P								
Police		JP			JP				SP				P			P		P
Youth and Family Services						SP		JP			JP							
Mercer Island Emergency Volunteers	S	S	S		S	S	S	S	S		S			S			S	S
Red Cross/ FEMA/ Homeland Security						S	S				S			S				S
School District	S	S				S	S		S								S	S

JP: Joint Primary Responsibilities P: Primary Responsibilities SP: Support Primary Responsibilities S: Supporting Responsibilities

COMMUNICATIONS

The City recognizes the important role information plays during an incident. It is imperative to disseminate information at the outset and at regular intervals to keep the public updated on current conditions, response, and recovery activities. To that end, the City will use all available communications and warnings systems during a disaster.

ACTIVATING EMERGENCY COMMUNICATIONS

Activation guidelines are executed upon initial impact of the incident, generally 0- to 12-hours after the impact. The guidelines are:

- Notify emergency response personnel required to perform immediate and long-term essential functions including life safety for all City employees.
- Notify employees and contractors regarding activation of this Plan and the initial level at which they will be assisting in the emergency or disaster.
- Notify appropriate authorities, managers of alternate facilities, Mercer Island Emergency Volunteers, and other specified points of contact.
- Get directions and maps of routes from the primary locations to disaster field operating sites.
- Order necessary equipment and supplies that are not already in place.

LIMITATIONS TO EMERGENCY COMMUNICATIONS

The greatest challenge to providing emergency communications during a catastrophic disaster will be power. Extended power outages will deplete cell tower back-up batteries, which typically last 24-48 hours. Limited access to fuel will also limit generator capabilities. These challenges are not easily solved without unlimited fuel storage for generators or other creative power sources like solar and wind energy – both of which have limited availability due to extended periods of cloud cover in the Pacific Northwest, and limited space for windmills capable of providing power to facilities.

REACHING LEP POPULATIONS

Mercer Island is home to Limited-English Proficiency (LEP) populations. As part of the City's whole community approach to emergency management, the City has identified resources to help communicate with LEP populations. The City has engaged a number of resources to communicate emergency messages including website translation apps, on-call voice and text translators, and more. See ESF 2 for full details.

COMMUNICATIONS METHODS

Depending on the type of disaster, severity, and duration, there will be challenges in coordinating and disseminating messages to the public. However, the City will use all communications methods available and at its disposal dependent on the specific incident. Those methods, along with the requirements (and would-be challenges) to utilize that method are listed below. These methods will be reviewed and assessed after real-world incidents during After-Action Reviews.

AVAILABLE COMMUNICATIONS METHODS AND RESOURCE NEEDS

RESOURCE AND/OR CHALLENGES	COMMUNICATIONS METHOD
Dependent on cell towers and power	**Emergency alert system.** Alerts are provided in 29 languages including LEP languages Chinese, Korean, and Vietnamese. Information is pushed out to phones via message, text, or email. **City Website.** Information will be posted as a red alert banner at the top of the City website - www.mercerisland.gov. When activated, the emergency banner is static and will appear on all City webpages. **Facebook, NextDoor, and Twitter.** Receiving information via City social media accounts is one of the fastest ways to receive updates. **City Information Line.** The City's information line (206-275-7600) is answered by a member of the City team. **Live YouTube Briefings.** The City may host live briefings on the City's YouTube channel, available for viewing after the live event on YouTube and MI-TV Channel 21.
Generator or alternate power sources (ex. solar power/panels) may extend availability	**Electronic Message Boards.** Electronic message boards placed along key City arterials, highlighting key messages. **Local Media.** During a large-scale emergency, information will be passed through to local media including FM 88.9. **Loudspeaker.** City vehicles, equipped with speakers and/or sirens, will be deployed across the Island share short, key messages. **HAM/Amateur Radio Operators.** Trained volunteers are able to provide communications support to the City during major disasters.
Little to no hindrance	**Physical Message Boards.** Placed at key locations in the community. **Flyers.** Prepared pre-incident, printed before loss of power, or hand-written flyers delivered throughout the community. **Neighbor-to-Neighbor and Business-to-Business.** Word of mouth.

ASSESSING THE EFFECTIVENESS OF EMERGENCY COMMUNICATIONS

The goal of emergency communications is to protect lives, property, and the environment through swift, credible, and consistent messaging shared at the onset of the incident and at regular intervals throughout. Assessing the effectiveness of emergency communications after an emergency is imperative to ensure that improvements are made for future events. Improvements to communications processes will be captured in After-Action Reports. Many of the challenges to communications during a disaster are related to lack of access to electricity, WiFi, or internet. The City has limited resources but works with community partners and private agencies on finding solutions to these challenges.

ADMINISTRATION, FINANCE, AND LOGISTICS

Documentation is crucial to the success of the City's ability to capture the costs associated with the disaster as well as possible reimbursement for expenses. Critical reports include the preliminary damage assessment (PDA), situation reports (SitReps), and other reports as required depending on the type of emergency and whether it is declared by local, state, or federal authorities. Timely, accurate reporting and documentation will save the City time and money.

Incident records including records of operational activities and financial documents are kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records. This may include defining specific budget or other codes for ease of tracking, separate filing, and/or alternate methods of payment/payroll processing, as necessary.

Standardized National Incident Management System (NIMS) document templates are available at: https://training.fema.gov/icsresource/icsforms.aspx.

ADMINISTRATION, DOCUMENTATION, RETENTION, AND PRESERVATION

EOC activation related documentation will be maintained and archived according to the City's archiving policies and in compliance with RCW 40.10.010 regarding the protection of essential records. The EOC Planning Section, with assistance from the City Clerk and City Attorney's Offices, is responsible for organizing and maintaining incident documentation. Retention items include physical and electronic EOC documents, maps or visual displays, and other incident-related materials.

The Emergency Manager and City leadership will develop, update, and maintain guidelines and procedures to document and report emergency or disaster-related expenditures to ensure the City meets all requirements and reporting obligations for the best chance to qualify for insurance, state, or federal reimbursement.

EOC staff are responsible for creating the following reports as necessitated by the specific situation:

- Preliminary Damage Assessment (PDA).
- Damage Assessment (full report).
- Situation Report that includes personnel status, equipment damage, and floor condition.
- Disaster Health Services: Activate procedures to provide for the mental health and physical well-being of staff affected by the emergency or disaster.
- Initial Damage Assessment, upon the inception of the incident, within the first 12 hours as related to the department.

- Daily Situation Report (SitRep) that includes but is not limited to personnel status, equipment damage, and City building floor conditions or alternate work site(s).
- Fatality Management: Implement procedures to recover, identify, and safeguard remains of people in the City of Mercer Island.
- Emergency Support Function Responsibilities: Conduct and manage ESF primary and supporting agency responsibilities as reflected in this plan.
- Activate procedures to track and manage personnel time and expenditures related to the incident.
- Integration of Response and Recovery Activities
- Implement procedures for maintaining the response activities, while initiating and conducting recovery activities.

When appropriate, incident reports and expenditures are coordinated, and documented for state and/or federal reimbursement and/or assistance programs.

FINANCE

The City will follow routine financial practices whenever possible during incident management; however, approval procedures for expenditures may be modified based on incident needs. City staff will follow all normal expense approval levels until directed otherwise by the Finance Director or City Manager. The EOC Logistics Section coordinates the documentation and reporting of citywide incident financial records, leveraging an established resource management process to document incident-related expenses.

Incident-related expenditures incurred by the City may be reimbursed through local, county, state, and/or federal programs. The City uses the ICS Resource Request Form 213 to document, approve, and track purchases to facilitate cost recovery if that opportunity is presented. If a Presidential Declaration of Disaster is made, the City may qualify for federal disaster relief.

- **Public Assistance**: Provides funds to help communities responding to and recovering from an incident that has resulted in a Presidential Disaster Declaration. The program provides temporary emergency assistance to help save lives and protect property, as well as to help restore community infrastructure that may have been damaged or otherwise disrupted by the federally declared incident.

During response and recovery efforts, City departments are responsible for tracking potentially reimbursable incident costs related to emergency actions and damages incurred to public facilities and infrastructure as a result of the incident. If incident impacts are perceived to potentially be eligible for support, the King County ECC sends instructions to the City for completing an official preliminary damage assessment (PDA) worksheet. The PDA is compiled by the Finance Department, with support from the Emergency Manager and affected City departments.

Incident-related obligations and expenditures may be incurred in accordance with RCW 38.52.070, RCW 35.33.080, and RCW 35.34.140, which outline emergency expenditures.

Helping the Community Recover

There are more than 70 forms of assistance from 17 federal agencies. The most common FEMA relief grant programs are Public and Individual assistance. Eligibility for these programs is contingent upon a Presidential Declared Disaster.

- **Individual Assistance**: Provides federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants' needs, which may include disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs including medical, funeral, clean-up, moving, and other expenses.
- **Small Business Administration (SBA):** Business Disaster Loans from the U.S. Small Business Association (SBA) are low-interest, long-term disaster loans to help homeowners, renters, businesses, and nonprofit organizations of all sizes recover from declared disasters. Visit www.sba.gov/funding-programs/disaster-assistance for more information.
- **Other Assistance Options:** Disaster Legal Services through the U.S. Department of Homeland Security (DHS)/FEMA; Disaster Assistance for Students through the U.S. Department of Education; Disaster Unemployment Assistance through the U.S. Department of Labor; Home and Property Disaster Loans through the SBA; and more. Visit www.disasterassistance.gov for more information.

It is recommended that residents update insurance information, including with current photo documentation, to help with cost recovery processes and reimbursements after a disaster. For federally declared disasters, residents may be eligible for reimbursements to help cover some of the losses not covered by insurance. After a disaster, affected residents may fill out a disaster assistance application online at www.disasterassistance.gov or by downloading the FEMA app, calling 1-800-621-3362, or applying in person at a disaster recovery center (disaster recovery centers are typically established after it has been federally declared a disaster). For more information about the recovery process, www.disasterassistance.gov.

LOGISTICS AND RESOURCE MANAGEMENT

City departments facilitate resource management at the lowest possible level. If needs exceed the department's capability and/or supply, the department contacts the EOC if activated, to request additional resource support. The Emergency Manager may work directly with the department to provide support or the EOC Logistics Section will provide resource management, including logistics support. Every effort will be made to source necessary resources from City departments, through City mutual aid agreements and contracts, and from City-based commercial providers before seeking support from other sources. Additional information can be found in ESF 7.

An emergency may require resources ranging from personnel, teams, equipment, supplies, and facilities to specialized resources which may exceed the capacity of the City, creating a gap between needed resources and the availability of those resources. The City has limited internal access to specialized resources like HAZMAT response teams, temporary housing facilities and shelters, healthcare supplies, equipment, and facilities, and the like. It is the City's assumption that during major emergencies or disasters, City resources will be insufficient to meet the needs of the incident. As such, the City will request support through KCOEM. Assistance may also be requested of neighboring cities according to the Regional Coordination Framework for Disasters and/or the Washington State Intrastate Mutual Aid System (WAMAS). King County may forward the City's request to the State for assistance and/or the implementation of the Emergency Management Assistance Compact (EMAC).

Personnel is a finite resource that, should a major disaster disrupt transportation lines along the I-90 corridor, specifically the East Channel and floating bridges, City staff may not have the ability to return to Mercer Island. Planning for this has included preparing and training residents. See ESF 7 for details.

The City has internal resource procurement, tracking, and management tools for normal operations and will utilize WebEOC and ICS Resource Request Form 213 to document, approve, procure, and track requests.

Incident volunteers will be registered in accordance with WAC 118-04 Emergency Workers Program and City volunteer guidelines.

ONGOING PLAN MANAGEMENT & MAINTENANCE

COORDINATION

Ongoing plan management requires preparedness coordination. The incident management areas for coordination within the City system involve the development and execution of policy, planning, training, equipping, and preparedness activities.

PLAN MAINTENANCE

City of Mercer Island departments will use best efforts to update and maintain operational plans, and to include departmental SOPs, as appropriate, to facilitate response and recovery activities in the event of an emergency or disaster.

The Plan must be updated and submitted to the State every five years with revisions throughout that time period as need arises. The City will work with King County Office of Emergency Management, the State, and other partner agencies to monitor changes in State law pertaining to requirements related to this and other plans. The City works with County and State partners to monitor changes to laws pertaining to emergency management. Currently, there is an effort underway to update WAC 118-30 during the Washington State 2025 Legislative session. The City is monitoring and participating in that process.

Procedures, questions, and problems will be answered and solved by conducting drills, tabletop exercises, and functional exercises with the City, the EOC, volunteers, jurisdictional partners, King County, non-governmental organizations, the State, and other agencies and organizations. The purpose of conducting exercises is to identify gaps in plans and resources to be addressed before the next incident. Additionally, lessons learned after using the Plan, in practice and in response to real emergencies, will be incorporated in revisions of the Plan. Each participant's input is vital in reaching the goal of making the CEMP a tool that everyone within the City of Mercer Island will feel confident using. For more about the process see Appendix 4 – Training, Drills, and Exercises.

POST-EXERCISE AND/OR DISASTER SITUATION EVALUATION ANALYSIS

To that end, at the conclusion of an incident or exercise, participants will conduct a post-emergency review to assess effectiveness of emergency response procedures and guidelines as outlined in this, and other City Plans, as well as overall achievement of incident objectives.

The review will be conducted via meeting with representatives from a variety of departments and organizations involved with the incident, survey, personnel interviews, and/or reviewing the draft After-Action Report. During this review, gaps in response capabilities may emerge along with recommendations to modify procedures, roles, responsibilities, and the like to fill gaps or correct issues. These observations will be compiled into an After-Action Report (AAR) which will help the City prepare for future incidents. The AAR will guide the development of recommended improvement actions, and improvements will be integrated into future CEMP planning and review processes as appropriate. Corrective actions are identified and assigned to

appropriate departments or organizations and then integrated into future reviews, exercises, and Plan updates. See Appendix 4 for details about training, drills, and exercises.

AVAILABILITY TO THE PUBLIC

This Plan is available for the public to review on the City website: www.mercerisland.gov/emergencyplans. The community is encouraged to review the Plan and provide input via the suggested changes form on page viii.

RESOURCES

A. National Response Framework, Draft, September 2007
B. National Response Plan, December 2004, and Notice of Change, May 2006
C. Federal Emergency Management Agency, www.fema.gov
D. FEMA Independent Study Program: IS-235 Emergency Planning Course is found at https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c
E. Guide for All-Hazard Emergency Operations Planning, FEMA, State and Local Guide (SLG) 101 September, 1996
F. Multi-Hazard, Identification and Risk Assessment: A Cornerstone of the National Mitigation Strategy, FEMA, first edition 1997
G. Washington State Military Department, Emergency Management Division, www.emd.wa.gov
H. Washington State Comprehensive Emergency Management Plan, Washington State Military Department, Emergency Management Division – June 2016
I. Washington State Hazard Identification and Vulnerability Assessment, Washington State Military Department, Emergency Management Division, March 2003.
J. Washington State Enhanced Hazard Mitigation Plan, Emergency Management Division, July 2004
K. 2018 Mercer Island Pandemic Flu Plan http://www.mercergov.org/Files/mercer%20island%20pandemic%20flu%20plan%202009%20final.pdf
L. 2015 Mercer Island Hazard Mitigation Plan http://www.mercergov.org/files/MIHazardMitigationPlan2015.pdf
M. Mercer Island Evacuation Plan: Refer to ESF 24 of the CEMP
N. Mercer Island Shelter and Pet Shelter Plan: Refer to ESF 6 of the CEMP

APPENDICES

Appendix 1. Definitions

Appendix 2. Acronyms

Appendix 3. Authorities and References

Appendix 4. Training, Drills, and Exercises

Appendix 5. Emergency Support Functions (ESF) Matrix

APPENDIX 1

DEFINITIONS

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) – Statewide law enforcement data network controlled and administered by the Washington State Patrol. This system provides capability to send warning and notification of emergencies from state to local jurisdictions.

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

ACTIVATION – Initial actions that include detection of an incident followed by a response.

ACTIVITY LOG – The log is a detailed record of the City disaster activities. It includes a record of:

- Meetings held at City EOC, etc.
- Phone conversations from outside agencies in which requests are made or agreements about disaster work are reached.
- Actions initiated by city management and staff.

The log is the basis for the After-Action Report, potential JIC materials, and is the basis for a defense in a liability action against the City.

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

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) – The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

AIR SEARCH and RESCUE – Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

AMERICANS WITH DISABILITIES ACT (ADA) – Enacted on July 26, 1990, the ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

ANTIBIOTIC – A substance that inhibits the growth of or kills microorganisms.

APPROVED – Acceptable to the authority having jurisdiction.

AUTHORITY HAVING JURISDICTION (AHJ) – An organization, office, or individual responsible for enforcing the requirement of a code or standard, or for approving equipment, materials, an installation or procedure.

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

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

BACTERIA – Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals. Plural of bacterium

BIOLOGICAL WARFARE – The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

BLISTER AGENT (vesicants) – Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may produce lethality, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

BLOOD AGENT – Cyanide-containing compounds that are absorbed into the body primarily by breathing. They poison the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA). All are highly volatile and therefore non-persistent even at low temperatures.

BUSINESS CONTINUITY – An ongoing process supported by senior management and funded to ensure that the necessary steps are taken to identify the impact of potential losses, maintain variable recovery strategies, recovery plans, and continuity of services.

BUSINESS PROCESS – Organized work performed by more than one person, system or department and completed according to a set of procedures and dynamic user interaction. It is a process centric model that converts tasks into repeatable, controllable, and measurable processes.

CATASTROPHE – An expected or unexpected incident in which a community, because of the severity of the incident, is unable to use its resources or the need for resources has greatly exceeded availability disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community is

incapable of responding to or recovering from the effects of the incident without massive and prolonged outside help.

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

CHEMICAL AGENT – A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CHOKING AGENT – Compounds that injure an unprotected person chiefly in the respiratory tract (the nose, throat and particularly the lungs). In extreme cases, membranes swell, lungs become filled with liquid, and death results from lack of oxygen; thus, these agents "choke" an unprotected person. Choking agents include phosgene, diphosgene, and chlorine.

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

COMPREHENSIVE EMERGENCY MANAGEMENT – See EMERGENCY MANAGEMENT.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) – Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

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

COMPANION ANIMAL – not legally defined but is accepted as another term for pet.

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

CONSEQUENCE MANAGEMENT – Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses and individuals.

CONTAGIOUS – Capable of being transmitted from one person to another.

CONTINGENCY PLANNING – Defensive planning that includes activities directly related to non-mitigated mission critical business operations.

CONTINUITY of GOVERNANCE – A program supported and funded by executive staff to ensure continuity requirements are assessed, resources are allocated, mitigation is implemented, and contingency planning, response, recovery, reconstitution, and resumption procedures are

completed and tested. Continuity of governance is a process of developing advance arrangements and procedures that enable the City to respond to an incident in such a manner that essential functions continue with planned levels of interruption.

CONTINUITY of OPERATIONS – The capability of the City to continue mission critical business operations without unacceptable interruptions.

COUNTER-TERRORISM – Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

CRISIS MANAGEMENT – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat, act, or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination, and assurance of public health and safety.

CRISIS MANAGEMENT TEAM – A team established and put into action upon the activation of this Plan, or upon the declaration of a disaster by higher authority, or upon the discernment by the Executive Director of impending disaster.

DAMAGE ASSESSMENT – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

DECONTAMINATION – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

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

DIRECTION AND CONTROL EXERCISE – An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER – An incident expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

DISASTER/EMERGENCY MANAGEMENT – An ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.

DISASTER RECOVERY CENTER (DRC) – A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) – This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

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

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

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

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

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT – The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY MANAGEMENT PROGRAM – A program that implements the mission, vision, and strategic goals, and objectives as well as the management framework of the program and organization.

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

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

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENGINEER – Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

ENTITY – A governmental agency or jurisdiction, private or public company, partnership, non-profit organization, or other organization that has emergency management and continuity of operations responsibilities.

EXOTIC ANIMAL – any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope, anteaters, kangaroos, water buffalo, and species of foreign domestic cattle such as Ankole, Gayal, and Yak.

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

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

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

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

FCO to include designated representatives of other federal departments and agencies as needed.

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

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) – (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN – The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an incident. The incidents include one involving the Nuclear Regulatory Commission or State licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation incidents are included in those involving the U.S. Nuclear Regulatory Commission, State licensee, U.S. Department of Energy, or U.S. Department of Defense.

FIELD ASSESSMENT TEAM (FAST) – A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

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

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

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

FOREST FIRE – The uncontrolled destruction of forested lands by wildfires caused by natural or human-made incidents. Wildfires occur primarily in undeveloped areas characterized by forestlands.

FULL-SCALE EXERCISE – An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The ECC is activated, and field command posts may be established. A full-scale exercise is always formally evaluated.

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

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

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

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

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

IMMEDIATE RESPONSE ZONE (IRZ) – The planning zone that immediately surrounds each Army CSEPP installation. Generally, it extends to about 6 miles from the installation's chemical storage area. At some installations, it extends to about 9 miles.

IMPACT ANALYSIS [BUSINESS IMPACT ANALYSIS (BIA)] – A management level analysis that identifies the impacts of losing the entity's resources.

IMPLOSION WEAPON – A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure has its volume suddenly reduced by compression - a step accomplished by using chemical explosives - so that it becomes supercritical, producing a nuclear explosion.

INCAPACITATING AGENTS – Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, such treatment does speed recovery.

INCIDENCE – Frequency of disease occurrence.

INCIDENT – An occurrence, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT ACTION PLAN – A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk-management and member safety that are developed by the emergency manager. [**1561**, 2005]

INCIDENT COMMAND SYSTEM (ICS)

a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual

agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).

b. An equivalent and compatible all-hazards, on-scene, functional management system.

INCIDENT LOG – Log of actions taken, beginning with notification that an emergency exists. (Documents the who, what, where, when, & how much for all actions requested and/or taken.)

INCIDENT MANAGEMENT SYSTEM (IMS) – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

INDIVIDUAL ASSISTANCE (IA) – Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

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

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM – The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded, and twenty-five percent state funded. The State administers the program.

INDUSTRIAL AGENTS – Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured, primarily, for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chlorine, chloropicrin, and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

INFECTIOUS – Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

INGESTION – The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

INHALATION – The act of drawing breath, vapor, or gas into the lungs.

INTERFACE AREA – The area where residences are built in proximity to the flammable fuels naturally found in wildland areas, such as forests, prairies, hillsides and valleys.

INTERFACE FIRE – Fire that threatens or burns the interface area. Fire affecting both wildland areas and homes.

INTERMIX FIRE – Fire that threatens or has caused damage in areas containing both forestlands and structures.

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

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

JOINT INFORMATION CENTER (JIC) – A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazard incidents.

JOINT PRIMARY AGENCY – Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the State EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10, Hazardous Materials.

LAND SEARCH AND RESCUE – See SEARCH AND RESCUE.

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

LESION – An injury or wound. A single infected patch in a skin disease.

LIMITED ENGLISH PROFICIENCY (LEP) – Someone who does not speak English as their primary language, and has a limited ability to read, speak, write, or understand English.

LIQUID AGENT – A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

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

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

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

MAJOR DISASTER – As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance… in

alleviating the damage, loss, hardship, or suffering caused thereby.

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

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

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

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

MITIGATION – Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

MORBIDITY – State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

MORTALITY – The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

MUTUAL AID/ASSISTANCE AGREEMENT – A prearranged agreement between two or more entities to share resources in response to an incident.

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

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

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

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

NATIONAL RESPONSE CENTER – A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

NATIONAL RESPONSE PLAN/FRAMEWORK (NRP/F) – The plan and/or framework that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

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

NATIONAL WARNING SYSTEM (NAWAS) – The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

NERVE AGENT – Organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD), and VX.

NEUROTOXIN – A substance that attacks nerve cells.

NON-PERSISTENT AGENT – An agent that, upon release, loses its ability to cause casualties after 10-to-15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

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

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

ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR) – A frequency used by “on-scene”

emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

ORGANOPHOSPHOROUS COMPOUND – A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

PATHOGEN – Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

PATHOGENIC AGENTS – Biological agents capable of causing serious disease.

PERSISTENT AGENT – An agent that upon release retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate, and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

PET ANIMAL – Any animal that has commonly been kept as a pet in family households in the United States such as dogs, cats, guinea pigs, rabbits, and hamsters. This term excludes exotic animals and wild animals.

PETS EVACUATION AND TRANSPORTATION STANDARDS (P.E.T.S.) Act – An amendment to the Robert T. Stafford Disaster Relief and Emergency Assistance Act in 2006 to ensure that state and local emergency preparedness operations plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

PLAGUE – A disease caused by *Yersinia pestis,* which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the latter being the most common result of a bioterrorist incident. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue, muscle aches and cough progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

PLUME – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

PRELIMINARY DAMAGE ASSESSMENT (PDA) – The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

PRELIMINARY DAMAGE ASSESSMENT TEAM – An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

PREPAREDNESS – Activities, tasks, programs, and systems developed and implemented prior to an emergency that are used to support the prevention of, mitigation of, response to, and recovery from emergencies.

PRESIDENTIAL DECLARATION – Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

PRIMARY AGENCY – A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the State EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

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

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the State and local jurisdictions.

PROJECT WORKSHEET TEAMS – Teams of federal, state, and local jurisdiction experts, typically architects or engineers who conduct detailed on-site inspections, of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Project Worksheets. Used in conjunction with Presidential Disaster Declaration.

PROPHYLAXIS – Observance of rules necessary to prevent disease. Protective treatment for or prevention of disease.

PROTECTION – Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

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

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

PUBLIC ASSISTANCE (PA) – Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

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

PUBLIC SAFETY ANSWERING POINTS – Serve as 911 or E911 call receiving points and emergency service dispatchers.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) – Licensed amateur radio operators

who support state and local jurisdictions during emergencies or disasters.

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

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

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

RADIOLOGICAL RESPONSE TEAM (RRT) – A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid buildup of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

RECONSTITUTION – Action of reconstituting a state of city operations, facilities or alternate facility(s) including procedures implemented to transfer to normal business operations at primary or alternate site(s).

RECOVERY

a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
c. Activities and programs designed to return conditions to a level that is acceptable to the entity.

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

RECOVERY AND RESTORATION TEAM (RRT) – In the wake of a catastrophic disaster, the Emergency Manager or Incident Commander may direct the formation of a Mercer Island Recovery and Restoration Team (RRT) that is comprised of designated departmental representatives from the City's Hazard Mitigation Assessment Team. The RRT is made up of

staff from Community Planning and Development and Public Works, and, if necessary, staff from other departments and consultants. The purpose of the RRT is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The EOC will coordinate support for the RRT, as necessary. The RRT will coordinate with mutual aid local jurisdictions, county and state when activated.

RECOVERY RESOURCE GROUP (RRG) – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state, and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

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

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

RESCUE COORDINATION CENTER (RCC)

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

RESPONSE – Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

RESOURCE MANAGEMENT– A system for identifying available resources to enable timely and unimpeded access to resources needed to prevent, mitigate, prepare for, respond to, or recover from an incident.

RESPONSE – Immediate and ongoing activities, tasks, programs, and systems, to manage the effects, of an incident that threatens life, property, operations, or the environment.

RESTORATION – The process of planning for and/or implementing procedures for the repair or relocation of city operations at the primary site and/or to an alternate site.

RESUMPTION – Activities focused on resuming essential functions as usual at the primary site by operations testing, training of personnel on new process(s). Recycle business processes and especially mitigation processes overall to ensure accuracy and operational readiness.

RISK MANAGEMENT – A process that manages risk to include assessments, hazard identification, vulnerability analysis, business impact analysis, proactive actions that are scenario driven, awareness/understanding/assumptions, and upon evaluation sent to mitigation planning for corrective action.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) – The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

ROUTE OF EXPOSURE (Entry) – The path by which a person comes into contact with an agent or organism; for example, through breathing, digestion, or skin contact.

SEARCH AND RESCUE – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused incident, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

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

SERVICE ANIMAL – any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can do this work. (American with Disabilities Act, 1990)

SHALL – Indicates a mandatory requirement.

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

to protect people from radiation.

SHOULD – Indicates a recommendation or that which is advised but not required.

SITUATIONAL AWARENESS – The process of evaluating the severity and consequences of an incident and communicating the results.

SOCIAL ANIMAL – often animals that did not complete service animal/service dog training due to health, disposition, trainability, or other factors, and are made available as pets for people who have disabilities. These animals might or might not meet the definition of service animals. There is no legal definition.

SPILL RESPONSE – All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

SPORE – A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

STAKEHOLDER – Any individual, group, or organization that might affect, be affected by, or perceive itself to be affected by the emergency

STANDARD – A document, the main text of which contains only mandatory provisions using only the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Non-mandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not considered a part of the requirements of a standard.

STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA) – A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

STATE COORDINATING OFFICER (SCO) – The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) – An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

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

SUPPORT AGENCY – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

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

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

SYNDROME – A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological, or biochemical peculiarity. Provides a frame of reference for investigating an illness.

TABLETOP EXERCISE – An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans, guidelines and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TERRORISM – The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

THERAPY ANIMAL – not legally defined by federal law, but some states have laws defining therapy animals. They provide people with constant contact with animals but are not limited to working with people who have disabilities. They are usually the personal pets of their handlers and work with their handlers to provide services to others. Federal laws have no provisions for people to be accompanied by therapy animals in places of public accommodation that have “no pets” policies. Therapy animals are not usually service animals.

TITLE III – Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical incidents to the public.

TOXICITY – A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

TOXINS – A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae, and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation.

TESTING/DRILLS/EXERCISES – Review and update of emergency or disaster training, drills, and exercises.

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

TRIAGE – The screening and classification of sick, wounded, or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment, and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

UNIFIED COMMAND (UC) – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

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

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

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

URBAN SEARCH AND RESCUE TASK FORCE – A 62-member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

VACCINE – A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

VAPOR AGENT – A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air the cloud will rise and disperse more quickly.

VENOM – A poison produced in the glands of some animals such as snakes, scorpions, and bees.

VIRUS – An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell. Some examples include:

WASHINGTON PUBLIC POWER SUPPLY SYSTEM (Name changed to **Energy Northwest** in 1999) – A public corporation planning the construction and operation of three nuclear facilities in the State of Washington. Two facilities (WNP-1 and WNP-2 – Name changed to **Columbia Generating Station**) are located on land leased from the United States Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. Columbia Generating Station is the sole operating plant.

WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) – State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

WEAPON OF MASS DESTRUCTION (WMD) (TITLE 18 USC, SECTION 2332a) – Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, min or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WILDLAND – An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

WILDLAND FIRE – Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

WILDLAND SEARCH AND RESCUE – Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

WIND (DF) MESSAGES – Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

APPENDIX 2

ACRONYMS

ACRONYM	DEFINITION
AAR	After Action Report
AFN	Access and Functional Needs
AFRCC	Air Force Rescue Coordination Center
ALNOT	Search and Rescue Alert Notice
ALS	Advanced Life Support
APHIS	Animal and Plant Health Inspection Service
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BC	Battalion Chief
BCM	Business Continuity Management
BCP	Business Continuity Plan
BLS	Basic Life Support
BP	Business Process
CAR	Capabilities Assessment for Readiness
CDRG	Catastrophic Disaster Response Group
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CIP	Capital Improvement Program
COG	Continuity of Government
COOP	Continuity of Operations
CPOD	Community Point of Distribution
CPR	Cardiopulmonary Resuscitation
CSEPP	Chemical Stockpile Emergency Preparedness Program
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DEOC	Department Emergency Operations Centers
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMCC	Disaster Medical Control Center
DMORT	Disaster Mortuary Team
DNR	Department of Natural Resources
DOC	Department Operating Center

DOD	Department of Defense
DOE	Department of Energy
DOH	Department of Health
DOT	Department of Transportation
DRC	Disaster Recovery Center
DSG	Dynamic Sound Generator
DSHS	Department of Social and Health Services
DWI	Disaster Welfare Information
EAS	Emergency Alert System
EAS	Emergency Alert System
EICC	Emergency Information and Coordination Center
ELT	Emergency Locator Transmitter
EM	Emergency Manager
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMAT	Emergency Management Action Team
EMD	Emergency Management Division
EMS	Emergency Medical Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Procedures
EPA	Environmental Protection Agency
EPCRA	Emergency Planning & Community Right-to-Know Act
EPI	Emergency Public Information
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FNARS	Federal Emergency Management Agency National Radio System
FNF	Fixed Nuclear Facility
FOGs	Field Operating Guidelines
FORSCOM	Fifth United States Army/US Army Forces Command
FRP	Federal Response Plan
GA	General Administration
GAR	Governor's Authorized Representative
Gets	Government Emergency Telecommunications Service
HAZMAT	Hazardous Materials

HIVA	Hazard Identification & Vulnerability Assessment
HLS	Homeland Security
HMP	Hazard Mitigation Plan
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFC	International Fire Code
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
KCDOT	King County Department of Transportation
KCOEM	King County Office of Emergency Management
KCSO	King County Sheriff's Office
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committees
LNO	Liaison Officer
MAC	Multiagency Coordination
MACC	Multiagency Coordination Center
MCBO	Mission Critical Business Operations
MCI	Mass Casualty Incident
MOU	Memorandum of Understanding
NAWAS	National Alert and Warning System
NCH	Natural, Cultural, Historic
NDMS	National Disaster Medical System
NDRF	National Disaster Recovery Framework
NEST	Nuclear Emergency Support Team
NFA	National Fire Academy
NFPA	National Fire Protection Association
NGO	Non-Government Organization
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Association
NRC	National Response Center
NRDA	Natural Resource Damage Assessment
NRF	National Response Framework

NRP	National Response Plan
NVOAD	National Voluntary Organizations Active in Disasters
NWACP	Northwest Area Contingency Plan
NWS	National Weather Service
OCCI	Office of Communications and Community Initiatives
OSC	On-Scene Commander
OTED	Office of Trade and Economic Development
PA	Public Assistance
PADD	Petroleum Administration for Defense Districts
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PFO	Principle Federal Official
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCC	Rescue Coordination Center
RCECC	Regional Communications and Emergency Coordination Center
RCO	Regional Response Center
RCTV	Redmond Cable TV
RCW	Revised Code of Washington
RFA	Request for Assistance
RIA	Rapid Impact Assessment
RR	Resource Request
RRTF	Recovery and Restoration Task Force
SAR	Search and Rescue
SBA	Small Business Administration
SCADA	Supervisory Control and Data Acquisition
SCO	State Coordinating Officer
SECURE	State Emergency Communications Using Radio Effectively
SEPA	State Environmental Policy Act
SERC	State Emergency Response Commission
SLA	State and Local Assistance
SMP	Shoreline Master Program
SOGs	Standard Operating Guidelines
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
TTY	Text Telephone
UC	Unified Command
UMCD	Umatilla Chemical Depot
UPS	Uninterruptible Power Supply

USAR	Urban Search and Rescue
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VA	U.S. Department of Veterans Affairs
WEA	Wireless Emergency Alert
WPS	Wireless Priority System
MERCER ISLAND OR REGION-SPECIFIC ACRONYMS	
CAO	City Attorney's Office
CMO	City Manager's Office
CST	Customer Service Team
CWA	Cascade Water Alliance
DNR	Department of Natural Resources (WA State)
DOE	WA Department of Ecology
DOH	WA Department of Health
EFR	Eastside Fire and Rescue
EHMT	Eastside Hazardous Materials Response Team
EM	Emergency Manager
GIS	Geographic Information System
ICW	Island Crest Way
JCC	Jewish Community Center
KCECC	King County Emergency Coordination Center
KCEMS	King County Emergency Medical Services
KCOEM	King County Office of Emergency Management
KCSARA	King County Search and Rescue Association
KSCO	King County Sheriff's Office
LBA	Luther Burbank Admin Building
MICEC	Mercer Island Community and Event Center
MIPD	Mercer Island Police Department
MISD	Mercer Island School District
NORCOM	Northeast King County Regional Public Safety Communication Agency
PHSKC	Public Health - Seattle & King County
PNEMA	Pacific Northwest Emergency Management Arrangement
PSE	Puget Sound Energy
PW	Public Works
RASKC	Regional Animal Services of King County
RCW	Revised Code of Washington
SPU	Seattle Public Utilities
ST	Sound Transit
TC	Town Center
TS (MITS)	Mercer Island Thrift Shop
WAC	Washington Administrative Code

WAVOAD	Washington Voluntary Organizations Active in Disasters
WDFW	Washington Department of Fish and Wildlife
WDNR	Washington Department of Natural Resources
WDOH	Washington Department of Health
WDPR	Washington Department of Parks and Recreation
WEIC	Washington State Emergency Information Center
WISHA	Washington Industrial Safety and Health Administration
WNG	Washington National Guard
WSDA	Washington State Department of Agriculture
WSDOT	Washington Department of Transportation
WSFC	Washington State Fusion Center
WSP	Washington State Patrol
WTD	King County Wastewater Treatment Division
WUTC	Washington Utilities and Transportation Commission

APPENDIX 3

AUTHORITIES AND REFERENCES

CITY OF MERCER ISLAND

- City of Mercer Island CEMP
- City of Mercer Island Annex to the King County Regional Hazard Mitigation Plan
- City of Mercer Island Emergency Operations Plan
- City of Mercer Island Municipal Code Title 3.32

COUNTY GOVERNMENT/REGIONAL

- King County Comprehensive Emergency Management Plan (CEMP)
- King County Debris Management Plan
- Recovery Framework
- Regional Coordination Framework

STATE OF WASHINGTON

- Washington State Comprehensive Emergency Management Plan, Washington State Military Department, Emergency Management Division
- Washington State Hazard Identification and Vulnerability Assessment, Washington State Military Department, Emergency Management Division, March 2003.
- Washington State Enhanced Hazard Mitigation Plan, Emergency Management Division, July 2004
- Washington State CEMP, ESF 1-15, 20
- RCW 4.24.480, civil immunity for members of the State Emergency Response Commission, Local Emergency Planning Committees and their members.
- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 35.33.101, Emergency Warrants
- RCW 38.08, Powers and Duties of Governor.
- RCW 38.12, Militia Officers
- RCW 38.52, Emergency Management.
- RCW 38.52.70, Local and Joint operation.
- RCW 38.52.390, Emergency contracts.
- RCW 38.52.400, Search and Rescue.
- RCW 38.54, Fire Mobilization.
- RCW 43.06, Governor's Emergency Powers
- RCW 43.19.200, Emergency Purchases.
- RCW 43.21F.045, Duties of Energy.
- RCW 43.21F.060, Additional duties and authority of Energy Office.
- RCW 43.21G, Energy Supply Emergencies, Alerts.
- RCW 43.43, Washington State Patrol.

- RCW 43.105, Washington State Information Services Board (ISB)
- RCW 43.155.065, Emergency Public Works Projects.
- RCW 44.39.070, Meetings - Energy supply alert or energy emergency – Duties.
- RCW 47.32.130, Highway Dangerous Objects Removal.
- RCW 47.68, Aviation Search and Rescue.
- RCW 49.70, Worker and Community Right-to-Know.
- RCW 70.136, Hazardous Materials Incident.
- RCW 70.136.030, Incident Command Agencies- Designation by political subdivisions.
- RCW 90.48, Water Pollution Control.
- RCW 90.56, Oil and Hazardous Substance Spill Prevention and Response.
- WAC 118, Military Department, Emergency Management.
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs
- WAC 118-040, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting.
- WAC 173-181, Facility Contingency Plan and Response Contractor Standards.
- WAC 194-22, Curtailment Plan for Electric Energy.
- WAC 296-62-3112, General Occupational Health Standards.
- WAC 296-305, Safety Standards, Firefighters.
- WAC 468-200, Management Air Search and Rescue.
- Washington State Fire Services Resource Mobilization Plan.
- Washington State Public Assistance Manual, December 1995.
- Washington State Department of Transportation Disaster Plan
- Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, June 1997 with changes.

FEDERAL LEGAL AUTHORITIES

- National Response Framework, Draft, September 2007
- National Response Plan, December 2004, and Notice of Change, May 2006
- Federal Emergency Management Agency, www.fema.gov
- FEMA Independent Study Program: IS-235 Emergency Planning Course found at https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c
- Guide for All-Hazard Emergency Operations Planning, FEMA, State and Local Guide (SLG) 101 September, 1996
- Multi-Hazard, Identification and Risk Assessment: A Cornerstone of the National Mitigation Strategy, FEMA, first edition 1997
- Code of Federal Regulations Title 44, Part 205 and 205.16.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Public Law 96-342, Improved Civil Defense 1980.
- Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).

- Public Law 920 Federal Civil Defense Act of 1950, as amended.
- Public Law 105-19 Volunteer Protection Act of 1997.
- Telecommunications Service Priority program.
- Robert T. Stafford Act (Public Law 93-208 as amended).
- National Response Plan/Framework ESF 3
- Federal Response Plan, ESF 9.
- 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
- 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.
- 40 CFR Part 355 Emergency Planning and Notification.
- FEMA Publication 262, Guide to Federal Aid in Disasters, April 1995.
- National Interagency and State Mobilization Guides.
- National Fire Protection Agency (NFPA) 1600.
- National Emergency Management Institute.
- National Fire Academy.
- Incident Command System, ICS Operational System description (ICS-120-1), National Interagency Incident Management System.
- National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).

APPENDIX 4

TRAINING, DRILLS, AND EXERCISES

Training

NIMS Training Requirements

a. All Federal, State, Tribal, and Local entities, Private Sector and Nongovernmental personnel with a direct role in emergency management and response must be NIMS and ICS trained. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel, as follows:
   i. Entry Level (all staff)
      FEMA IS-700: NIMS, An Introduction to ICS
   ii. First Line, Single Resource, Field Supervisors
      IS-700, ICS-100 and ICS-200: Basic ICS or its equivalent
   iii. Mid-level Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.
      IS-700, IS-800 A, ICS-100, ICS-200
   iv. Command and General Staff; Area, Emergency and EOC Managers
      IS-700, IS-800.A, ICS-100, ICS-200, ICS-300* and ICS-400*

b. Additional Specialized NIMS Training Requirements
   i. The National Fire Academy (NFA) offers a broad range of training that addresses key elements of NIMS within an all-hazard environment. The numerous command and control courses, for example, support provisions of the NIMS ICS. NFA also has courses that address incident-specific areas, including hazardous materials and terrorism emergency response and emergency medical services. NFA offers courses in preparedness planning, training and management as well as resident, field and self-study courses.
   ii. The NFA offers the following NIMS-required courses online:
      1) Q-462 ICS-100, Introduction to ICS for Operational First Responders
      2) Q-463 ICS-200, Basic ICS for Operational First Responders
      (They are located at: www.usfa.dhs.gov/training/
      For more information on the National Fire Academy, please click here: www.usfa.dhs.gov/training/nfa/)

The recommended target audience for each of the courses includes the following personnel:

ICS-100: Introduction to ICS
Entry level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel, and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.

ICS-200: Basic ICS
First line supervisors, single resource leaders, lead dispatchers, field supervisors, company officers, and entry level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.

ICS-300: Intermediate ICS
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and Multi-Agency Coordination System/Emergency Operations Center staff.

ICS-400: Advanced ICS
Command and general staff, agency administrators, department heads, emergency managers, areas commander, and Multi-Agency Coordination System/Emergency Operations Center managers.

ICS-402: ICS Summary for Executives
Elected officials, senior executive, senior managers, and agency administrators with a policy responsibility that do not have a specific ICS or Multi-Agency Coordination System function/role or responsibility.

NIMS Compliance
NIMS Compliance activities are presented annually.

Drills and Exercises

Mercer Island Emergency Management designs, develops, and conducts drills and exercises regularly to test this and other plans. City staff also participate in regional drills and exercises to learn new skills, identify best practices, and work with partner agencies. Emergency Management conducts exercises annually, except during years when the City's EOC has been activated for a real-world incident. The City follows Homeland Security Exercise and Evaluation Program (HSEEP) methodology and practices.

APPENDIX 5

EMERGENCY SUPPORT FUNCTIONS

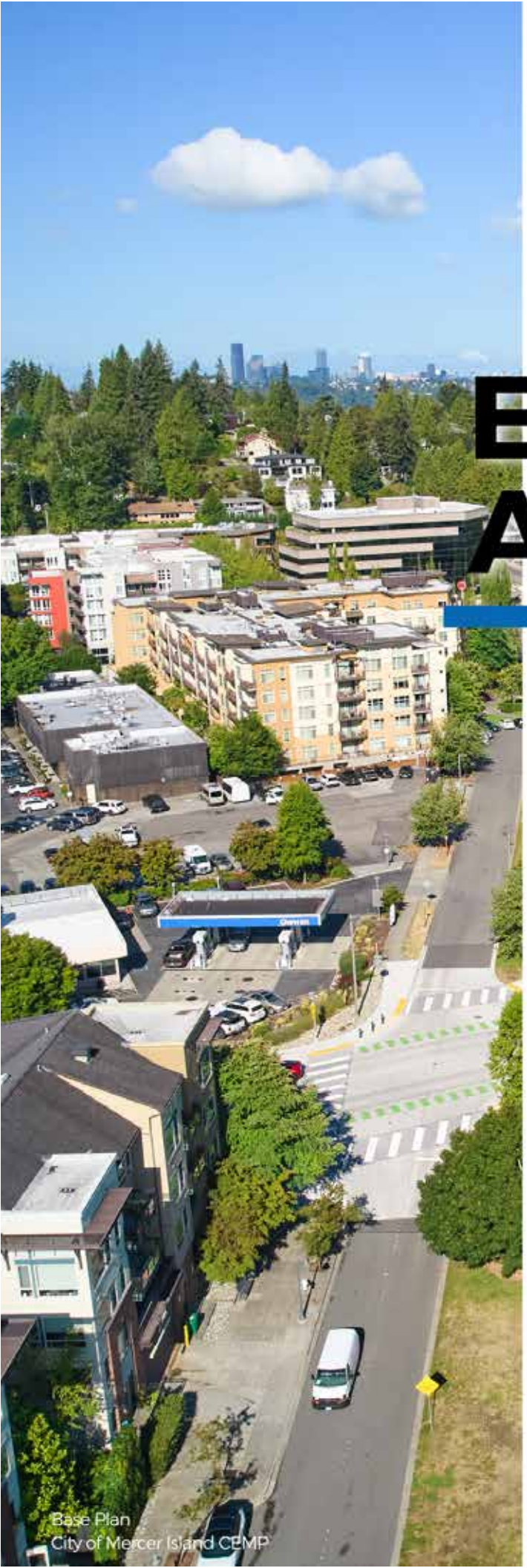
MERCER ISLAND DEPARTMENTS RESPONSIBILITIES MATRIX

Roles and Responsibilities In the Event of an Incident

The following responsibilities are for each department. This list is not all inclusive but includes critical responsibilities that are necessary for preparedness, response, and recovery of an emergency or disaster.

RESPONSIBLE CITY DEPARTMENTS OR TEAMS	1 - TRANSPORTATION	2 – TELECOMMUNICATIONS / INFORMATION SYSTEMS AND WARNING	3 – PUBLIC WORKS AND ENGINEERING	4 – FIREFIGHTING	5 – EMERGENCY MANAGEMENT	6 – MASS CARE, HOUSING, HUMAN SERVICES, SPECIAL NEEDS, PET SHELTERS	7 – RESOURCE SUPPORT – VOLUNTEER INFO.	8 – PUBLIC HEALTH AND MEDICAL SERVICES	9 – SEARCH & RESCUE	10 – HAZARDOUS MATERIALS	11 – AGRICULTURE AND NATURAL RESOURCES (FOOD & WATER)	12 – ENERGY	13 – PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY	14 – LONG TERM COMMUNITY RECOVERY	15 – EXTERNAL AFFAIRS	20 – DEFENSE SUPPORT TO CIVIL AUTHORITIES	23 - DAMAGE ASSESSMENT	24 - EVACUATION AND MOVEMENT
All Departments	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Council															S			
City Manager's Office					JP													
Emergency Manager					JP													
Communications Manager / PIO		JP													P			
Liaison Officer					SP										SP			
City Attorney/Safety Officer					SP								SP					
Community Planning and Development			JP											P			P	
Finance							JP											
Public Works	P		JP				JP				JP	P					SP	SP
Recreation Division	SP					P												
Human Resources Team							JP											
Info & Geographic Services Team		JP																
Eastside Fire & Rescue				P	S			P	P	P								
Police		JP			JP				SP				P			P		P
Youth and Family Services						SP		JP			JP							
Mercer Island Emergency Volunteers	S	S	S		S	S	S	S	S		S			S			S	S
Red Cross/ FEMA/ Homeland Security						S	S				S			S				S
School District	S	S				S	S		S								S	S

JP: Joint Primary Responsibilities P: Primary Responsibilities SP: Support Primary Responsibilities S: Supporting Responsibilities



ESF ANNEXES

ESF 1 – Transportation

ESF 2 – Telecommunications / Information Systems and Warning

ESF 3 – Public Works and Engineering

ESF 4 – Firefighting

ESF 5 – Emergency Management

ESF 6 – Mass Care, Housing, Human Services, Special Needs, Pet Shelters

ESF 7 – Resource Support – Volunteer Info.

ESF 8 – Public Health and Medical Services

ESF 9 – Search & Rescue

ESF 10 – Hazardous Materials

ESF 11 – Agriculture and Natural Resources

ESF 12 – Energy

ESF 13 – Public Safety, Law Enforcement, and Security

ESF 14 – Long Term Community Recovery

ESF 15 – External Affairs

ESF 20 – Defense Support to Civil Authorities

ESF 23 – Damage Assessment

ESF 24 – Evacuation and Movement

EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION

PRIMARY DEPARTMENTS: Public Works Department
SUPPORT DEPARTMENTS: All Departments
Mercer Island School District
Mercer Island Recreation Division
Mercer Island Emergency Volunteers
Private Transportation Services
Public Transit Authorities
Washington State Department of Transportation (WSDOT)

INTRODUCTION

PURPOSE

The purpose of Emergency Support Function (ESF) 1 is to provide for effective coordination and operations of all transportation services during emergency situations.

SCOPE

The Public Works Department is designated as lead department for coordinating all transportation related activities within the City of Mercer Island.

The provision of transportation support includes:

- Coordinating transportation activities to supplement the efforts of Mercer Island departments with each other and other jurisdictions and or agencies.
- Establishing appropriate emergency notification and priority, mobilization, use, and/or allocation of transportation resources.
- Processing of all transportation requests, conducting infrastructure damage assessment, coordinating debris management, coordinating with Public Safety on marine traffic and island access routes, determining the priority of roadway restoration and recovery phase repair work, and coordination with all departments, local jurisdictions, and state and federal agencies.
- Participation in mitigation and preparedness activities.

POLICIES

Transportation planning is directed towards satisfying two operational demands. The first is to ensure the integrity of the City's transportation infrastructure. The second is to coordinate and provide transportation assistance to other departments and jurisdictions, upon the direction of

the Emergency Manager.

The City of Mercer Island will perform emergency management functions within its jurisdictional boundaries as mandated by Washington State RCW 38.52.070.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- A significant disaster may severely damage the transportation infrastructure.
- Localized transportation systems and activities may be hampered by the damaged transportation infrastructure and disrupted communications.
- Refer to the Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- The Mercer Island transportation infrastructure may sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of the response and recovery efforts.
- Disaster response and recovery activities, which require the use of the transportation system, may be complicated.
- Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
- The established snow evacuation routes will be the designated transportation routes during an event.
- The immediate need for a functional transportation system for response and recovery activities may exceed the capabilities of the City of Mercer Island and possibly other jurisdictions, thus requiring assistance from the Mercer Island School District, Mercer Island Emergency Management Volunteer Disaster Teams, King County and King County Metro, the state and federal government, and/or other agencies, to supplement efforts.
- Normal means of communications may not be available and repairs to communications networks could take days, weeks, or months. Non-traditional means of communication must be established and used.
- Critical City facilities are self-sufficient for at least seven days. The City of Mercer Island supports the efforts of employees to communicate with their families and return home as needed.

CONCEPT OF OPERATIONS

GENERAL

- In accordance with the Comprehensive Emergency Management Plan (CEMP), Base Plan

and this ESF, the Public Works Department is responsible for coordinating transportation activities and maintaining transportation infrastructure**.**

- The Public Works Director or designee shall coordinate all operations from the Emergency Operations Center (EOC) if activated.
- All City departments will support ESF 1 as requested.
- When transportation requests exceed the capability of the City and with the approval of the Emergency Manager, the Public Works Department will coordinate transportation activities with the King County ECC, WSDOT and other responsible agencies as necessary.
- Requests for assistance will be generated first through mutual aid agreements and / or the King County Regional Disaster Plan, King County RCECC and then forwarded to the WSDOT Emergency Operations Centers or state EOC.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- The Public Works Department offices are located at 9601 SE 36th, Mercer Island, Washington and are responsible for maintaining the transportation infrastructure.
- The Public Works Department is organized into six teams: Water and Sewer Utilities Team, Right of Way & Stormwater Team, Support Services Team, Engineering & Capital Projects Team, Parks Operations Team, and Recreation Division. These teams span the Operations, Planning, and Logistics Sections of the Incident Command structure along with other supporting departments.
- The Public Works Department coordinates with the Police Department which is responsible for all marine transportation activities surrounding Mercer Island on Lake Washington and contracted jurisdictions.

PROCEDURES

Follow all prescribed procedures in the Public Works Call Out Book, the EOC Handbook, and other supporting plans and documents, as well as:

1. Notifies all appropriate departments, agencies, and affected individuals as soon as possible to provide early warning of system changes and roadway conditions.
2. Identifies the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.

3. Organizes alternate means of transportation as necessitated by the condition of the emergency in coordination with the Mercer Island School District, Metro/King County Transit, and other agencies and as part of King County Regional Disaster Plan.
4. Provides damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, other transportation facilities, and tracks available equipment in conjunction with CPD.
5. Provides for emergency repair and restoration of City-owned transportation facilities and coordinates the repair of facilities owned by other agencies that are essential to the functions of the City's transportation network.
6. Coordinates operational strategies with City departments and WSDOT, Washington State Patrol (WSP), and King County Department of Transportation Road Services Division (KCDOT), and others to ensure an integrated transportation system.
7. Coordinates additional resources of assistance that may be obtained through existing mutual aid agreements and/or contracts through private contractors.

MITIGATION ACTIVITIES

- Regularly review and update hazards.
- Ensure all personnel are briefed on known hazards and departmental response requirements and capabilities.

PREPAREDNESS ACTIVITIES

- Develops and maintains the department's Call Out Book, procedures, and checklists in support of the City CEMP and EOC Handbook and other documents.
- Coordinates and maintains a method of identifying available transportation resources to the EOC, which will be shared with county, state agencies, federal government, and private organizations.
- Coordinates and maintains a method of identifying damaged transportation resources to the EOC City which will be shared with county, state agencies, federal government, and private organizations.
- Develops and maintains a current inventory of transportation resources and other equipment.
- Maintains liaison with all supporting City departments, local jurisdictions, KCDOT, WSDOT, and other agencies as necessary.
- Provides access of all departmental documentation to the Emergency Manager.
- Coordinates with Police and EF&R to ensure operational readiness.
- Coordinates with Police and EF&R to maintain the EOC in a state of readiness.
- Coordinates with Police and EF&R in identifying available transportation capabilities.
- Maintains adequate sandbags, barricades, and other resources, replenishing stockpiles as required.

- Establishes and maintains liaison with contractors and construction and equipment rental companies.
- Develops contingency plans for detour routes and appropriate changes to traffic control devices in coordination with Police, EF&R, and other departments and agencies as needed to improve the safety and efficiency of the transportation network.
- Develops plans for alternative transportation solutions including but not limited to boat, air, and other options.

RESPONSE ACTIVITIES

- Staffs the EOC for coordinating transportation related missions and damage assessment.
- Determines the usable portion of the transportation system (surface, pipeline, and maritime) to coordinate and control emergency traffic in conjunction with the Police Department and when necessary the WSP, State Military Department, and the Federal Highway Administration.
- Coordinates transportation related missions in support of the City, local jurisdictions, county, and state CEMPs.
- Coordinates the mobilization of field personnel and equipment required for services as related to the City transportation system.
- Coordinates the distribution and use of communications resources to personnel in support of citywide operational requirements in accordance with ESF 2, Telecommunications/Information Systems and Warning, providing resources are available.
- Provides information via status reports to the EOC and the Public Information Officer during response and recovery activities.
- Other supporting departments provide traffic, resource and transport support, purchasing and contracting.
- Ensures transportation routes to key distribution – community points of distribution (CPOD) – open at earliest possible juncture in support of ESF 11.
- Coordinates requests for assistance with the EOC, mutual aid, King County Regional Disaster Plan, King County ECC, state and federal agencies.

RECOVERY ACTIVITIES

- Conducts, in coordination with CPD, inspections of the transportation systems and facilities.
- Conducts, in coordination with CPD, detailed damage assessments of the transportation systems and facilities.
- Coordinates and conducts with CPD the reconstruction and repairs of the City transportation system, including the designation of alternate routes in coordination with public and private agencies.

1. Coordinates with local jurisdictions, King County, state and federal agencies to provide support in accordance with the City, county, and State CEMPs.
2. Contributes to the Damage Assessment Reports required by the State including the forms DEM 129 and 130 and other required reports.
3. Contributes to the After-Action Report (AAR).

RESPONSIBILITIES

PRIMARY DEPARTMENT - PUBLIC WORKS

- Develops and maintains the department's Call Out Book, procedures, and checklists in support of the City CEMP and EOC Handbook and other documents.
- Coordinates transportation activities in support of the City CEMP.
- Coordinates the maintenance and repair of all signage and stop lights.
- Primary Department for initial damage assessment, in coordination with CPD, on all City transportation infrastructure.
- Conducts immediate field assessments in coordination with Police and EF&R of the status of the street network and reports findings to the EOC if activated and other agencies as appropriate.
- Takes immediate action as necessary to protect the public from unsafe conditions and implement detours and/or road closures as deemed appropriate, and as soon as possible, notifies the appropriate support departments and agencies.
- Coordinates with Police and EF&R or with the EOC if activated on the closing and opening of roads and coordinates activities required to accomplish this task.
- Coordinates assessment with CPD of major structural damage to roads and bridges and oversees the contracting of design and repair if accomplished through outside services.
- Coordinates with Police and EF&R the assessment of damage to street facilities and transportation routes and takes action to appropriately close or adjust the operation of those deemed unsafe.
- Notifies Police, EF&R, the Mercer Island School District, King County Metro Transit, and other agencies of routes affected by partial to total road closures and detours.
- Selects detour routes and makes appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
- Conducts minor street and structure repair as necessary.
- Provides for the safe and effective operation of streets and walkways through the removal of debris.
- Purchases and maintains inventories of equipment (signs, barricades, paint, sandbags, etc.) to ensure ready availability for use in responding to road closures, detour route markings, etc. To the extent possible, delivers this equipment to the site in a timely manner.

SUPPORT DEPARTMENTS - ALL

Finance

- Coordinates contracts and purchases of supplies and equipment as requested by City departments.
- Coordinates City disaster funding obligations and requests and prioritizes costs from appropriate funding sources.

Community Planning and Development

- Supports the Public Works Department by providing available resources including engineering support.

Recreation Division

- Supports the Public Works Department by providing available resources including vehicles and drivers.

Police Department

- Coordinates with Public Works citywide emergency traffic control pursuant to emergency traffic regulations.
- Coordinates the use of available law enforcement resources to assist with special emergency or disaster requirements.
- Coordinates identification and mitigation of high hazard accident locations and safety concerns.

Police Department – Police Marine Patrol

- Provides loading, off-loading, and staging assistance, if resources are available, to support the Public Works Department's mission of coordinating marine transportation requests, in support of the City's effort to repair or restore the overloaded transportation infrastructure.
- Coordinates emergency movement or evacuation of people as requested.

Other Departments and External Support Agencies - All

- Provides the Public Works Department with the use of available equipment and personnel resources to assist, as requested, with emergency or disaster requirements.
- Notifies the Public Works Department of system deficiencies as soon as possible and makes recommendations for corrective action.
- Ensures adequate training is provided to respond to emergencies.
- Keeps records of all actions taken, including personnel tracking and all purchases relating to transportation issues.

Mercer Island School District

- Supports the Public Works Department by coordinating school buses for the movement or evacuation of people.

RESOURCE REQUIREMENTS

Primary and support departments will provide the required personnel, facilities, and equipment to support activities.

Local jurisdiction, regional, and national fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets.

REFERENCES

- CEMP Base Plan
- Public Works Department, Call Out Book
- Emergency Operations Center Procedures Manual
- City Annex to the King County Regional Hazard Mitigation Plan
- Mercer Island Disaster Debris Management Plan
- King County Regional Disaster Plan (RDP)
- State of Washington CEMP, ESF 1
- Federal Response Plan, ESF 1

DEFINITIONS AND ACRONYMS

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

CPOD – Community Point of Distribution

DAMAGE ASSESSMENT – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

FAA – Federal Aviation Administration

FHWA – Federal Highway Administration

ICP – Incident Command Post

KCDOT – King County Department of Transportation

WSDOT – Washington Department of Transportation

WSFC – Washington State Fusion Center

WSP – Washington State Patrol

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 2
TELECOMMUNICATIONS

PRIMARY DEPARTMENTS:	Police Department City Communications Manager / PIO Administrative Services - Information and Geographic Services
SUPPORT DEPARTMENTS:	All Departments Mercer Island Radio Operators (MIRO) National Weather Service (NWS) National Oceanographic and Atmospheric Administration (NOAA) Other External Agencies

INTRODUCTION

PURPOSE

The purpose of Emergency Support Function 2 (ESF) is to organize, establish and maintain communication capabilities necessary to meet operational requirements of the City of Mercer Island in preparing for, responding to, and recovering from emergencies and disasters.

ESF 2 addresses the roles, responsibilities, and procedures the City will use in alerting and warning city officials and the general public of a potential or occurring emergency or disaster.

To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operational requirements of City departments in responding to, and recovering from, emergencies and disasters.

SCOPE

- The Police Department has been designated as a joint lead agency for coordinating all communications, and alert and warning of events (or pending events).
- The Information and Geographic Services Team within the Administrative Services Department has been designated as a joint lead agency for providing service for telecommunications and information systems infrastructure. This includes managing the emergency computer data systems in place to respond to disasters electronically.
- The Communications Manager/PIO has been designated as a joint lead agency for providing messaging for the alerts and warnings to be disseminated to the public, and executing public information officer responsibilities.

- This ESF describes the coordination of actions to be taken to establish and maintain telecommunications, information systems, alert and warning support in preparation for, response to, and recovery from an emergency or disaster which affects the community and operations of the City.
- Support for this ESF includes city furnished telecommunications (including contracted), state government furnished telecommunications (CEMNET), commercially leased communications, and telecommunications services provided under the National Response Framework.
- These services are provided under the Federal Response Plan and the National Security Emergency Preparedness (NSEP) procedures for expediting service requirements covered under the Telecommunications Service Priority (TSP) program.
- This ESF describes the coordination of the departments' actions within the City that need to be taken to establish and maintain communications and warning support in preparation for, response to, and recovery from an emergency or disaster which affects the population and government operations in the City. It also addresses special considerations for communicating with segments of the population with limited English proficiency (LEP) and those with access or functional needs.
- The systems used include voice, data, internet, radio, or personal contact through voice, pictures, gestures, or by leveraging existing social networks. Specific procedures are addressed in the policy and procedure manuals of participating departments and agencies.

POLICIES

It is the policy of the City to use normal communications and warning systems as much as possible during an emergency or disaster. The City aims to communicate emergency messages in a manner which can be understood by its population. The City will prioritize available communications systems with life safety first, followed by critical government functions, the protection of property, the environment, and the economy.

In the event communication support is needed beyond available capabilities, the City will request assistance through the King County Office of Emergency Management/Regional Communications and Emergency Coordination Center or directly to Washington State Emergency Management Division. The City may also rely on other external communications partners to assist as needed.

The CEMP, as described by this ESF, governs City telecommunications, information systems, alert and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.

The City has developed in this ESF, telecommunications, information systems, alert and warning plans, and systems commensurate with the City emergency requirements and needs. The City

plans compliment the King County and Washington State plans with systems interoperable with the county and state systems when and where feasible.

The Information and Geographic Services Team within the Administrative Services Department will develop departmental telecommunications and information system contingency plans, disaster recovery/business resumption plans, and information system security plans commensurate with the City's systems. Departmental standard operations guidelines (SOGs) or operations plans within each plan shall complement the city, county and state CEMP.

The City will make every reasonable effort to meet the communications requirements of the ADA during all phases of emergency management – mitigation, preparedness, response, and recovery.

SITUATION

EMERGENCY/DISASTER HAZARDS AND CONDITIONS

The Base Plan portion of this CEMP identifies the natural and technological emergencies or disasters the City of Mercer Island may experience that require full support of their communication systems.

The City's communications systems may be overwhelmed, damaged, or destroyed by a natural or technological disaster when they are needed the most. As backup communication is limited, it will be necessary to assess, prioritize, and allocate the use of all working systems.

Under normal circumstances, the City relies mainly on hard-wired and cellular telephone and radio communications for its communications transactions. The communication link with residents and neighborhoods also happens through Mercer Island's Cable TV Channel 21, MIHS Radio Station 88.9 FM, the City's website: www.mercerisland.gov, and social media outlets. However, the City is always subject to a variety of emergency or disaster events requiring dissemination of alert and warning and/or other emergency information to city, county, or state personnel and the community.

Emergency or disaster alert and warning may originate from any level of external government or other sources. Most weather forecasting resources are located within the federal government, the National Weather Service (NWS). This may include watches, alerts, and/or warnings for: floods, seismic sea waves (tsunami), avalanches, severe weather, volcanic eruptions, fixed nuclear facility incidents, hazardous material incidents, as well as earthquake confirmation notification.

The sudden and unexpected nature of a catastrophic event, such as an earthquake and its extensive damage, will result in numerous requests from all levels of government for services required to save lives, protect property, and preserve the environment and economy.

The City and specifically the Police Department will require accurate and timely information on which to base their decisions and focus their response actions. Concurrently, widespread

damage to commercial telecommunications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent. All surviving telecommunications assets of the various levels of government, augmented by extra-regional assets, will be needed immediately to assure an expedient response to the needs of the victims of the event.

Refer to the City's annex to the 2020 Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- The City's primary concern will be with lifesaving responses and the restoration of vital city services necessitating the use of communication systems.
- The City and county, in conjunction with the telecommunications industry, will accomplish as much restoration and reconstruction of telecommunications facilities as the situation permits.
- Initial reports of damage may be fragmented, providing an incomplete picture on the extent of damage to telecommunications facilities.
- There will be occasions when there may be no time or mechanism to provide alerts or warnings.
- Weather and other environmental factors may restrict the ability to deploy mobile or transportable telecommunications equipment into the affected area.
- Conditions following the event will necessitate the careful consideration of sites located for establishing staging areas, shelters, assistance centers, alternate operations centers, the Command Post(s), and communications to support activation.
- A Proclamation Declaring an Emergency will be requested and announced as the situation warrants.
- A combination of warnings, including the Emergency Alert System (EAS) must be utilized. The EAS warning method is used in cooperation with King County OEM, local broadcasters, and cable providers.
- Communication systems are vulnerable and depending on the nature of the disaster and the extent of damage, repairs to these systems may take months.
- The 800 MHz radio system may be overwhelmed and unable to handle all public safety and emergency responder radio transmissions.
- The City would likely need to use multiple systems and approaches.
- The nature of the incident may not allow the time to provide for warning.
- Emergency information or warning relayed to the media is publicized at the discretion of the broadcasters.
- The activation of the EAS can be requested by the City, but the City is not an EAS warning point and does not control the use of that warning resource.
- Following an emergency or disaster, people within Mercer Island will expect to be informed of the actions the City is taking to protect life and property loss.

- Reverse dial telephone notification systems databases will not include all telephone numbers of affected individuals.
- Communication systems may not have sufficient capacity to handle the traffic generated by emergency conditions.
- The City may be forced to rely on alternate communication systems when normal communication systems are overwhelmed or inadequate.
- Not all warning and emergency notification messages will reach the intended audiences due to disruptions in communication systems.
- Members of the community with limited English proficiency and those with access and functional needs will have additional difficulties in receiving and understanding warning and emergency notification messages if special efforts are not made to reach them.
- Technological limitations may prevent communication with the public, including those with limited English proficiency and those with access or functional needs.
- National Oceanic Atmospheric Association (NOAA) Weather Radio announces weather forecasts only. Weather warnings, watches, and advisories are issued by the National Weather Service over the NOAA Weather Radio and other avenues.
- Additional communication resources for the City include:
- CEMNET (Comprehensive Emergency Management Network) – two-way VHF radio system or contact with the State EOC at Camp Murray.
- Mercer Island Radio Operators (MIRO) amateur radio volunteer group which is registered as both a RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) group – two-way communication via voice, limited continuous wave/Morse code, limited radio teletype, and packet using amateur radio frequencies.
- NAWAS (National Warning System) – Federal landline warning system connecting the state warning network. The primary "drop" is located in King County Dispatch.
- NORCOM – 9-1-1 public safety dispatch center.
- Mercer Island will use the primary method EAS in some cases, the MIHS radio station, a public-address system of megaphones in police cars, if necessary, door-to-door neighborhood canvassing and messages posted to social media sites, as available.
- Use of message runners or couriers to convey written or verbal messages between locations if all communications are disrupted.

CONCEPT OF OPERATIONS

GENERAL

- Reliable telecommunications and information system capabilities are necessary at all levels of government for day-to-day communications, alert and warning of impending events, response and recovery operations, search and rescue operations, and coordination with other jurisdictions and public safety agencies. Such capabilities must

be available to the City for operations from the primary or alternate EOC as well as at all department locations or specific selected locations because of existing conditions at the time of the emergency or disaster.

- Emergency communication between the City and other local jurisdictions and King County ECC, as well as with other state and federal agencies, can be provided through the Communications Centers (911) (the Public Safety Answering Point (PSAP)), and in some cases to the Emergency Manager, and others.
- As Primary, the Police Department can activate the EAS through the King County Sheriff's Office (KCSO). EAS operates through designated radio and television stations and is intended to disseminate prompt alert and warning information concerning emergency or disaster events or situations.
- The Emergency Manager in coordination with the Information Technology Manager may advise the City on the availability, selection, and use of telecommunications and information system capabilities during all four phases of emergency management.
- The City's communications capabilities available include:
    - NORCOM PSAP located in Bellevue.
    - Puget Sound Emergency Radio Network (PSERN) 800 MHz Radio System (Secondary Voice) maintained and operated by the PSERN Operator.
    - Commercial telephone including the City's private branch exchange (PBX) system, private line, leased line, regular telephone, cellular telephone, facsimile, email, and the internet including satellite internet provided by Starlink.
    - Mercer Island Radio Operators (MIRO) amateur radio emergency communications.
    - EAS is activated by KCSO Communications Center during an emergency as Primary Voice. Secondary EAS is State EMD.
    - NAWAS, National Warning System, landline - voice, intra-state landline-voice. When receiving, primary is KCSO who will notify the Mercer Island Police and Eastside Fire & Rescue via their respective dispatch centers, Kirkland and Bellevue (911), secondary is City of Seattle.
    - National Oceanic Atmospheric Association (NOAA) Weather Wire through ACCESS (A Central Computerized Enforcement Service System, landline - teletype).
    - CEMNET (Comprehensive Emergency Management Network) two-way VHF radio systems for backup direction and control.
    - GETS (Government Emergency Telecommunications Service) – the City also participates in the Federal government's GETS program, which prioritizes calls over wireline networks.

- The communications capabilities presently available from county, state and federal are:
    - EAS Relay Network (Public Safety radio and the broadcast industry). When sending from the Communications Centers (911) primary is KCSO, secondary is State EMD.
    - CEMNET (Comprehensive Emergency Management Network) two-way VHF radio systems for backup direction and control.
    - NAWAS (National Warning System), landline - voice, intra-state landline-voice. When receiving, primary is KCSO who will notify Mercer Island via Communications Centers (911), secondary is City of Seattle.
    - National Oceanic and Atmospheric Association (NOAA) Weather Wire through A Central Computerized Enforcement Service System (ACCESS), which is a landline - teletype.
    - State Agency Emergency Network, 800 MHz two-way radio system for back-up direction and control.
    - SECURE (State Emergency Communications Using Radio Effectively), a point-to-point high frequency two-way radio system.
    - RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) – two-way radio and/or packet systems via ham frequency bands.
    - FNARS (Federal Emergency Management Agency National Radio System), a high frequency radio system.
    - The federal government, under the National Response Framework (NRF) and the National Security Emergency Preparedness (NSEP) procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to the City of Mercer Island, King County, and the state prior to or during an emergency or disaster.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.
    - The City has identified a number of resources to support Limited-English Proficiency (LEP) populations and has detailed those resources in Appendix 5 of this ESF.

- While the City has limited resources, it endeavors to communicate with the whole community and deploys numerous methods to reach all members of the public. Most of these methods are written or visual and therefore would be accessible to hearing-impaired populations.

ORGANIZATION

- The City's telecommunications infrastructure is maintained by the Information and Geographic Services Team within the Administrative Services Department which is responsible for repairing and/recovering telecommunications infrastructure.
- The Police Department is the primary agency for tactical communications response efforts and providing communications.
- Information and Geographic Services provides telecommunications, network, and cable TV support to the City departments, City EOC, Joint Information Center (JIC), and department recovery teams.
- The City's Communications Manager / PIO coordinates the City's public information releases.
- The PIO sets up and staffs the Joint Information Center (JIC).
- The Police Department maintains the City EOC, and the coordination of City communications systems for warning the public in an emergency.
- The City coordinates the use of the Emergency Alert System (EAS) through the King County Sheriff's Office. The City EOC can activate the local Emergency Alert System (EAS) plan through a Local Relay Network (LRN) that allows the local broadcast media to receive and disseminate the message if they so choose. The State EOC can activate the Emergency Alert System (EAS) either statewide or regionally through the State Relay Network (SRN).
- If a warning or alert that affects Mercer Island comes into the City via any of these means, a notification alert to City officials and department heads will commence.
- The City's dispatching is NORCOM PSAP for Police and Eastside Fire & Rescue.
- When the EOC is activated, a Phone Bank is implemented to receive calls from residents within the City.
- Alternate communication methods include 800 MHz, conventional radio UHF, MIRO amateur (HAM) radio, CEMNET radio, and MIHS Radio Station 88.9 FM, regular telephones, cellular telephones, facsimiles, satellite telephones, satellite internet, Alert King County - Code Red, e-mail, and social media; sites such as City accounts on Twitter, Facebook, and NextDoor; posters and A-Frame signage; utilization of public-address systems including megaphones in Police cars and City vehicles; and door-to-door neighborhood canvassing.
- Use of universal symbols/Unicode emojis to convey messages without words.
- Leveraging community-based social networks, which may include word of mouth, email, social media, and other means of informal information sharing by the public.

- Utilizing interpreters/translators to provide messaging that can be understood by significant segments of the population with limited English proficiency.

PROCEDURES

1. Incident Command procedures are dictated by the National Incident Management System (NIMS).
2. Procedures detailing responsibility for and operation of emergency communications equipment are in the City of Mercer Island EOC procedures, maintained separately.
3. Procedures detailing the activation of warning systems are found in the City of Mercer Island EOC procedures, maintained separately.
4. Mercer Island Radio Operators (MIRO). MIRO is comprised of amateur radio operators/equipment of Amateur Radio Emergency Services (ARES) – two-way radio via ham frequency bands – and serves as a "tertiary" back-up communications system for direction, control, alert and warning, and coordination. Systems that can be employed by MIRO are (1) VHF two-meter repeater, (2) UHF cross-band repeater, (3) VHF two-meter simplex, and (4) UHF 440 repeater. See Appendix 3 of this ESF and the MIRO Plan 2004. Amateur radio support, RACES, is also established and available at the State EOC. See the State of Washington, Radio Amateur Civil Emergency Services (RACES) Plan, WA State CEMP ESF 2, Appendix 1.
5. Emergency Alert System (EAS). This system provides emergency information to the public via local radio and television stations. It may be activated as primary by contacting the KCSO, then as secondary, the State EOC. See the State of Washington CEMP, ESF 2.
6. Comprehensive Emergency Management Network (CEMNET). Serves as the "primary" back-up communications system for direction and control of emergency operations statewide. CEMNET is a low band VHF system employing twelve (12) remote mountaintop base stations. The 12 stations are operated and controlled at/by the State EOC through the Washington State Patrol microwave radio system. Channel assignment for Mercer Island is F1 - 45.20 MHz. See the State of Washington CEMP, ESF 2, Appendix 1, Tab B. MIRO supports and operates this radio system.
7. National Warning System (NAWAS). The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from FEMA or Regional Warning Centers, to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to the City, local jurisdictions, and the State concerning severe weather, earthquakes, flooding, and other activities affecting public safety. See the State of Washington CEMP, ESF 2.
8. When an alert or warning is received via the Emergency Manager, notification will be made to appropriate staff.

MITIGATION ACTIVITIES

1. Establish a mitigation program for all City computer and communications systems to protect them from the effects of an emergency or disaster. Included in this program will be the seismic protection of all essential City computer and communications systems.
2. Explore new technologies designed to improve the reliability of communication systems.
3. Establish a mitigation program for all radio and wireless communications systems to protect them from the effects of an emergency or disaster.
4. Explore new technologies designed to improve the reliability of radio and wireless communication systems.
5. The EOC is equipped with an emergency generator.
6. Extra radio batteries are rotated and kept charged.
7. The generator is capable of supplying power to vital services and is tested regularly. Fuel on hand is approximately 60 hours of diesel and oil. The Public Works Department will refuel as needed or upon request.
8. Since 2020, City staff have successfully worked remotely and could continue to do so as telecommunications are available. There is a contingency plan for staff to also work off-site.

PREPAREDNESS ACTIVITIES

1. The Police Department is responsible for the overall direction and control of communications related to the E-911 and 800 MHz radio system during a disaster or emergency situation. The City's internal EOC frequency will be on the City 2 talk group. When conditions warrant, the EOC talk groups will be activated.
2. The Information and Geographic Services Team, within the Administrative Services Department, subscribes to the Government Emergency Telecommunications Service (GETS), which is offered by the Department of Homeland Security, Office of Emergency Communications, to meet national security and emergency preparedness requirements by Federal, State, and local government and other authorized users. GETS provides emergency access and specialized processing in local and long-distance telephone networks through a simple dialing plan and personal identification number. Subscriber cards (with instructions) are issued to EOC team members and select staff, and are available for use by members of the City's emergency management organization through those cardholders.
3. City Departments will maintain 800 MHz radios and batteries: Community Planning and Development (4), Recreation Division (1), Public Works (4), Police Department (6), and Youth and Family Services (1).

4. Mercer Island Emergency Volunteers will coordinate drills and exercises to test the capabilities of the MIRO volunteer radio nets and CEMNET checks.
5. Pre-stage relevant emergency messages and/or maps for the automated emergency notification system.
6. Maintain a resource list of translation/interpreter services.

RESPONSE ACTIVITIES

1. The EAS provides emergency information to the public via local radio and television stations. Police and Eastside Fire & Rescue will coordinate activation. It may be activated as primary through the KCSO, then as secondary, the State EOC. See the State of Washington CEMP, ESF 2.
2. Notification of residents regarding emergency information and instructions may be handled through the EAS, MIHS Radio Station 88.9 FM, door-to-door by uniformed City personnel, mobile public-address systems in patrol cars, or any other means available to the command agency at the time.
3. The Public Information Officer (PIO) from the Administrative Services Department and Police Department can send emergency public safety information through conventional methods such as e-mail, social media channels, King County Alert – Code Red and broadcast fax to local media broadcasters. Once the initial warning is sent, the task of keeping the public informed of actions to take, to prevent injury or personal loss, lies with the PIO.
4. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the King County ECC Warning Point, which, in turn, disseminates the warning to local warning points. Alerts and warnings for the City are received at the Office of Emergency Management, who in turn notifies local emergency personnel, staff and the public.
5. Weather advisories, watches, alerts and warnings are provided via teletype by the National Weather Service (NWS) and via email from rping.org. Messages will be monitored on a 24-hour basis and determined when to notify appropriate City personnel. The NWS Seattle Office is also capable of sending civil emergency notices to their network of weather radios at the request of local, public safety officials. The newer generation weather radios are self-activated when warnings are initiated.
6. The Emergency Manager will be notified in the event the EOC is to be activated.
7. The Information and Geographic Services Team will coordinate repair and restoration of telecommunications infrastructure in case of partial or total loss of local services.
8. MIRO volunteer radio nets may be activated as necessary to supplement the City's radio system capabilities by local amateur radio operators. The Incident Command (IC) or EOC can activate the MIRO amateur radio operators when requested. MIRO will also be contacting the City and offering their emergency communication services.

9. Update and publish information to the emergency information web page if the necessary systems are accessible and operational.
10. Work together with the other City departments to develop content of warning messages.
11. Coordinate the communication strategy for reaching significant segments of the population with limited English proficiency.

RECOVERY ACTIVITIES

1. Primary and alternate alert and warning systems will be used to coordinate recovery activities.
2. Conduct damage assessments of department facilities and equipment, and initiate repairs and mitigation activities.
3. Activated telecommunications and information systems will continue to support recovery operations, as required.
4. Restore telecommunications and information system facilities and systems not used in response activities until full services are available to the City.
5. Contribute to the Damage Survey Reports (DSRs) required by the state for the Public Assistance Program.
6. Departments will return to normal activities when resources are no longer needed to support recovery activities, and when normal systems and facilities are restored.
7. Contribute information to the After-Action Report (AAR).

RESPONSIBILITIES

PRIMARY DEPARTMENTS

Police and Eastside Fire & Rescue (EF&R)

- Directs emergency communications support activities of the City.
- Maintains continuous preparedness and response communication capabilities through the contracted Public Safety Answering Point (PSAP), known locally as the Communications Centers (911), and other methods.
- The EOC, Police, and EF&R have priority systems that must be supported and/or restored.
- Advises EOC on status and capability of emergency communications system.
- Arranges additional communications capabilities when necessary.
- Establishes restoration priorities for emergency telephone and radio systems in conjunction with IGS.
- Activates MIRO volunteer amateur radio emergency communication networks when necessary.

- Recommends relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.
- Disseminates alert and warning information received through EAS, the NWS and ACCESS, to directors and staff in accordance with the situation.
- Maintains coordination with the EAS and MIRO (ARES/RACES systems).

Information and Geographic Services

- Overall responsibility for planning and coordinating the Information and Geographic Services program within the City.
- Coordinates repair and restoration of telephone and/or computer systems. Priority order for telecommunication restoration activities:
  - City and MICEC Networks
  - Internet Connectivity (City: KC INET, Comcast) (MICEC: Comcast, Starlink Satellite)
  - EOC Operations at MICEC
  - Police and Public Works servers and applications
  - City Manager, City Attorney, Administrative Services servers and applications
  - Finance, Community Planning and Development, Youth and Family Services servers and applications
  - All other department/City servers and applications
- Secures equipment to mitigate against damage or failure.
- Coordinates use and distribution of loaned cell phones during disasters.
- Assists the Emergency Manager with the City's subscription to the Government Emergency Telecommunication Service (GETS), as needed and requested.

SUPPORT DEPARTMENTS - ALL

- Provides telecommunications and information system staff and system/equipment assistance, as available and in accordance with the department's primary mission.
- Provides internal telecommunications and information system support to the City and to return the City to its day-to-day activities following an emergency or disaster.
- Assures that communications systems can be utilized from or to the EOC and mobile facilities.
- Maintains operation of radio equipment owned or used by the City including any contract agreements.
- Trains personnel in proper radio protocol, including limiting communications during emergencies, and yielding to Departmental Command Center communications.

RESOURCE REQUIREMENTS

The City and other supporting organizations should develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. At a minimum, all departments should expect to sustain immediate operations for seven (7) days and have other resources programmed for use up to fourteen (14) days.

REFERENCES

- CEMP Base Plan
- City of Mercer Island EOC Manual.
- 2020 Regional Hazard Mitigation Plan
- State of Washington, Radio Amateur Civil Emergency Services (Races) Plan, July 2021 with changes.
- King County Regional Coordination Framework (RCF).
- State of Washington CEMP, ESF 2.
- State of Washington, Chapter 38.52 RCW.
- State of Washington, Information Services Board, Department of Information Services, Information and Technology Policy Manual.
- Federal Response Plan, ESF 2.
- Civil Preparedness Guide (CPG) 1-14: Principles of Warning and Criteria Governing Eligibility at National Warning System (NAWAS) Terminals.
- Civil Preparedness Guide (CPG) 1-16, titled: National Warning System Operations.

DEFINITIONS AND ACRONYMS

Access and functional needs (AFN) – People who may have specific needs related to the emergency incident. In the context of this ESF, this includes those members of community who may be blind, visually impaired, deaf, have experienced hearing loss or may have other disabilities.

CEMNET – Comprehensive Emergency Management Network

EAS – Emergency Alert System

GETS – Government Emergency Telecommunication Service

Limited English Proficiency (LEP) – Language groups who self-identify as not speaking English very well.

NAWAS – National Warning System

NSEP – National Security Emergency Preparedness

PSAP – Accessible Radio Nets

SIGNIFICANT SEGMENT OF THE POPULATION – Five (5) percent of the total population of the City of Mercer Island, or 1,000 persons, whichever is smaller.

TSP – Telecommunications Service Priority

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDIX 1

EMERGENCY ALERT SYSTEM (EAS)

SCOPE

This plan provides guidelines for activating the EAS in the Central Puget Sound Region, which includes the counties of Island, Jefferson (east portion), Kitsap, Snohomish, King, and Pierce.

POLICY

It is the policy of all participating agencies to activate the EAS in order to alert and warn residents of life-threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media by normal channels. Further instructions and information to the public will be disseminated to the media by the originating agency or by the affected jurisdictions using normal channels.

CONCEPT OF OPERATIONS

The decision to activate the EAS for weather-related incidents will generally be the responsibility of the National Weather Service (NWS). For localized non-weather-related incidents, the affected county will be the designated authority for activating the EAS. Within each county, specified jurisdictions may be authorized to activate EAS as identified by local plans.

If an event has a regional impact that affects more than one county, the county where the incident originated will coordinate all EAS messages. If the incident begins in one county and then moves to another county, either of those jurisdictions may initiate an EAS message but the message should be coordinated by both agencies. Should an incident affect more than two counties in the Central Puget Sound Region, requests for EAS activation will be coordinated with Washington State Emergency Management. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.

Request for Activation

1. When the Emergency Manager or highest-ranking official at the scene of an incident determines that an EAS message must be initiated to save lives, they will contact the authorized individual from their jurisdiction who has authority to request activation of EAS. The Police Department is responsible and will coordinate with the City Emergency Manager who will contact the KCSO as the authorized EAS agency. If the local EAS activation KCSO, or alternate (if designated in local plans), cannot be contacted, EAS activation may be requested through Washington State EMD.
2. It is the responsibility of the agency initiating the EAS message to confirm the incident with a reliable source (dispatch center or Emergency Manager). If the City EOC is

activated, the Emergency Manager approves and coordinates with the City PIO to implement. Many broadcast stations will automatically air all EAS messages and have no mechanism to confirm or edit information. It is critical that the agency sending the alert authenticates the information before transmission to broadcasters.

3. It is recognized that emergency situations that require the use of EAS are time critical and public notification must be done immediately, however, the EAS message must be clear and provide direction. Messages must include the following information:
   - The name and title of the person delivering the message
   - What will happen, when it will happen, and where it will happen
   - Geographic area affected (if multiple jurisdictions affected, include all)
   - Emergency protection measures for the public including, as the situation warrants:
     - Public health protection
     - Sheltering-in-place details
     - Mass care shelter location information
     - Areas to be evacuated, specify desirable transportation routes and/or direction of travel for evacuees
     - Food and water notices
   - Reassurance that officials are addressing the incident
   - A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies
   - Advise the public to listen to local news radio stations for more emergency information. MIHS Radio 88.9 FM will provide specific Mercer Island Information.
   - Information and details about available survivor assistance provided by the City as well as public and private organizations, as applicable, including:
     - Shelter locations
     - Available medical care
     - Debris management and collection
     - Financial and/or other public assistance
4. The PIO will identify a point of contact that is currently available for questions from the media. Personnel will also be available to handle inquiries from the public or other agencies. It might be appropriate to establish a Joint Information Center (JIC) for media inquiries and open the Customer Service Call Center to address inquiries from the public.

Notification of Affected Agencies

Notification of affected jurisdictions and government officials will occur simultaneously with the sending of the EAS message whenever possible. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made. In addition to affected jurisdictions, notification includes Washington State Emergency Management. A request will be made for Washington State Emergency Management to notify other counties to advise of the activation of EAS. The method of notification may include, but is not limited to, telephones, radios, computers, ACCESS, and NAWAS.

APPENDIX 2

CITY OF MERCER ISLAND COMMUNICATIONS CHART

Purpose: Identifies methods of communication between personnel with designated tasks and the EOC. Specific personnel will be assigned to work in the EOC as available or will be on-call. It is important that the City establish more than one method of communication with field personnel who are checking systems, in case the primary method fails. The chart below shows methods of contacting the EOC. Note: MISD UHF and City UHF are not compatible systems.

EOC COMMUNICATIONS - DO NOT PUBLISH

Method	#, talk group, freq.	Comments
Phone - Police	NORCOM 911 or 425-577-5656	MI Police Sergeant: 206-999-2621
Phone – Eastside Fire & Rescue	NORCOM 425-577-5656 FAX: 425-452-7873	Public#: Station 91 206-275-7607 EF&R Business Line: 425-313-3200
Phone – City Main Line	206-275-7600	Direct to EOC, when EOC activated. Do not use individual staff #'s/ voice mail. It could be days before they are checked. If power available, numbers as usual.
FAX Alternate:	206-275-7941 Police 206-275-7663 City. Mgr.	

Method	#, talk group, freq.	Comments
Conventional Radio	UHF Emer. Ops. Repeater 458.325mhz (Mobile Xmit Freq.) 453.325mhz (Mobile Rcv Freq.) PL 141.3hz UHF Maint. Dept. Repeater 458.250mhz (Mobile Xmit Freq.) 453.250mhz (Mobile Rcv Freq.) PL 141.3hz VHF Simplex 154.190mhz (PL 103.5hz)	City of Mercer Island Emergency Operations. Monitored by EOC when activated. Public Works Department Frequencies Mercer Island Fire Conventional Frequency
MISD: Mercer Island School District (See Emergency Contact info for MISD – Pink Book)	UHF Repeater 468.375mhz (Mobile Xmit Freq.) 463.375mhz (Mobile Rcv Freq.) PL DPL .032 800 MHz (4) KIMH (88.9 FM)	School District repeater frequency used for transportation and school Emergency OPS. (MISD cannot talk to City via UHF, Fire can talk to MISD) 4 programmed MISD Radio KIMH 24/7 – on air for public broadcast, TBA; 230-6329
Amateur Radio MIRO	147.160 MHz Simplex VHF Repeater, +0.6 MHz offset, with a CTCSS tone of 146.2 Hz Alt: 147.440 Simplex VHF	Monitored when HAM EOC is activated
Low Band	CEMNET 45.20 (Channel 1)	Hailing to State EOC, State talk group, monitored when EOC open, by HAMS.
Emergency Manager	Amanda.Keverkamp@mercerisland.gov 206-275-7905	Amanda Keverkamp, Emergency Manager Primary Internet address to the EOC when open (server based)

APPENDIX 3

MERCER ISLAND RADIO OPERATORS (MIRO)

Mercer Island Radio Operators (**MIRO)** is a group of amateur radio operators who volunteer to provide emergency communication support for Mercer Island Emergency Management in case of a disaster. Amateur Radio Operators (aka Hams) are licensed by the Federal Communications Commission (FCC). MIRO was founded in 1993 under the name Mercer Island Amateur Radio Emergency Net. Currently 45 members actively participate in monthly meetings, the Mercer Island Emergency Net, and other drill and public service activities. There are 76 Hams on the MIRO roster with members living in most Island neighborhoods.

MIRO members volunteer under the authority of the Mercer Island Emergency Management, administered by the Emergency Manager. MIRO members are registered Emergency Workers specializing in Emergency Communications, pursuant to WAC 118-04-080. The group is also loosely affiliated with the Amateur Radio Emergency Service (ARES) of King County.

MIRO conducts a practice on-the-air Mercer Island Emergency Net on the second Thursday of every month at 7:00 PM Pacific Time on the 2-meter repeater (see below). All licensed amateur radio operators are invited to check in on the Net. A monthly meeting of the group is held on the third Thursday of every month at 7:00 PM at the Mercer Island LDS Church. All interested Mercer Island residents are welcome to attend.

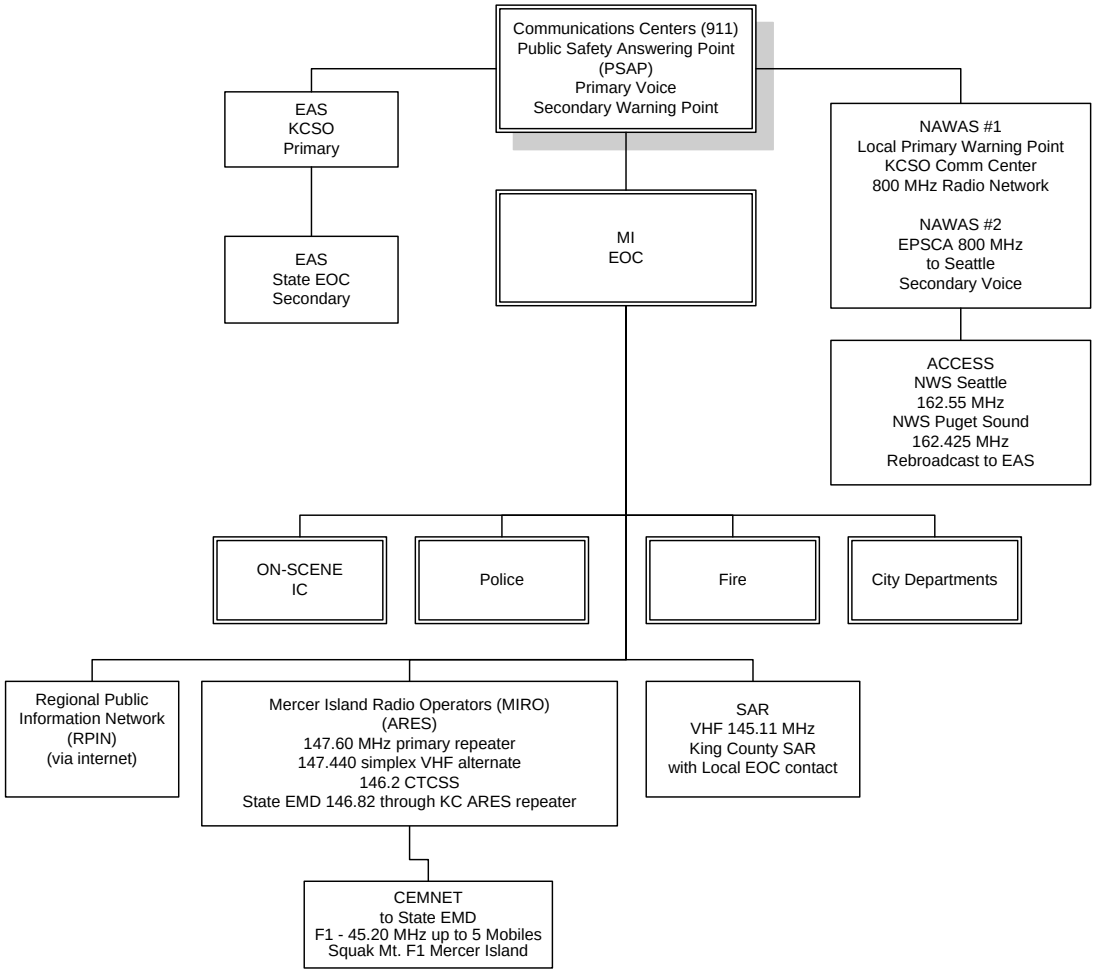
Besides member-owned radio equipment, MIRO volunteers maintain a digital infrastructure using the Winlink 2000 system for transmission of e-mail messages. In addition, dedicated installations for emergency communications are maintained at the following locations:

- Emergency Operations Center (EOC). Located at the Mercer Island Community and Event Center, the EOC facility provides both voice and digital communications to provide message handling for City officials. This facility provides communications at the island-wide, county and state level.
- Fire Stations. Voice amateur radio transceivers are installed at each of the two Mercer Island fire stations (FS 91 and 92).
- Water Reservoir. MIRO operates two repeater installations at this facility to provide island-wide communications:
    - 2-meter band. 147.160 MHz, + offset, CTCSS tone 146.2 Hz.
    - 70-centimeter band. 440.150 MHz, + offset, CTCSS tone 103.5 Hz.

Under the Mercer Island Emergency Volunteer plan, MIRO assigns volunteer members to staff the EOC and other communications facilities and to act as communicators for the various Mercer Island Emergency Volunteer teams during times of emergency. Persons seeking additional information or who would like to participate can learn more at https://miro.cmivolunteers.org.

APPENDIX 4

COMMUNICATIONS AND WARNING CHART



APPENDIX 5

LIMITED ENGLISH PROFICIENCY COMMUNICATIONS RESOURCES

Federal LEP Resources

www.LEP.gov – This website of the U.S. Department of Justice Civil Rights Division is a clearinghouse for a wide range of LEP-related resources for federal agencies, recipients of federal funds, users of federal programs and federally assisted programs. Included on this website are LEP guidance for recipients of federal funding (look for your primary funding agency), links to demographic data, federal agency LEP plans, and more.

- Title VI of the Civil Rights Act of 1964, 42 USC 2000d et. seq.
  - https://www.justice.gov/crt/fcs/TitleVI
- Presidential Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 11, 2001.
  - https://www.gpo.gov/fdsys/pkg/FR-2000-08-16/pdf/00-20938.pdf
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended, 42 USC 5151, July 22, 2024.
  - http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section5151&num=0&edition=prelim
- U.S. Department of Homeland Security Title VI regulations against national origin discrimination, 6 CFR part 21, March 6, 2003.
  - https://www.ecfr.gov/cgi-bin/text-idx?SID=ac08958ad1eeaba2855706e63fdcf796&mc=true&node=pt6.1.21&rgn=div5
- *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, Department of Homeland Security, April 18, 2011.
  - https://www.gpo.gov/fdsys/pkg/FR-2011-04-18/pdf/2011-9336.pdf
- *Guidance to State and Local Governments and Other Federally Assisted Recipients Engaged in Emergency Preparedness, Response, Mitigation, and Recovery Activities on Compliance with Title VI of the Civil Rights Act of 1964*, U.S. Departments of Justice, Homeland Security, Housing and Urban Development, Health and Human Services, and Transportation, June 14, 2023.
  - https://www.justice.gov/crt/fcs/EmergenciesGuidance
- *Tips and Tools for Reaching Limited English Proficient Communities in Emergency Preparedness, Response, and Recovery*, U.S. Department of Justice, Civil Rights Division, August 2016.
  - https://www.justice.gov/crt/file/885391/download
- *I Speak language identification cards, US Census Bureau*
  - https://www.lep.gov/ISpeakCards2004.pdf

State LEP Resources

- Washington Law Against Discrimination, RCW 49.60

  - http://app.leg.wa.gov/RCW/default.aspx?cite=49.60
- Washington State Civil Rights Act, RCW 49.60.400
  - http://app.leg.wa.gov/RCW/default.aspx?cite=49.60.400
- Governor Executive Order 17-01, *Reaffirming Washington's Commitment to Tolerance, Diversity and Inclusiveness*, February 23, 2017
  - http://governor.wa.gov/sites/default/files/exe_order/eo_17-01.pdf
- SSB 5046 – *Emergency Notices – Limited English Proficient Populations*, Chapter 312, 2017 Laws
  - http://lawfilesext.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/5046-S.SL.pdf#page=1

Data sources for locations of LEP populations:

Note: Make sure to read disclaimers provided for the data so you know the origin of the data and its limitations. And, make sure to document which data source(s) are used to make decisions on languages into which emergency public information is translated.

- State Office of Financial Management (languages spoken by county; August 2022)
  - http://ofm.wa.gov/pop/subject/default.asp.
- Modern Language Association (languages spoken by county, available from the language map)
  - https://apps.mla.org/map_data.
- State Department of Health's Washington Tracking Network health information portal (LEP data by county and census tract, by number of people and percentage of population)
  - https://fortress.wa.gov/doh/wtn/WTNPortal/#!q0=1085.
- State Commission on Asian Pacific American Affairs (county data on Asian and Pacific Islander populations), 2020 census data.
  https://capaa.wa.gov/population-data
- Local health departments / districts that serve LEP populations
  - http://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions.
- U.S. Environmental Protection Agency Environmental Justice Screening Tool (demographic indicators)
  - https://www.epa.gov/ejscreen.

Translation and Interpretation Service Providers:

Translation services are for the written word. Interpretation services are for the spoken word.

- Vendors available through State Master Contracts (fee involved).
  Any jurisdiction which has signed a no-cost Master State Usage Agreement with the State Department of Enterprise Services (DES) can use the master contracts listed below. The benefit of using a master contract is that vendors already have been vetted and their pricing structure approved through a request for proposal process run by DES. Information on how to contact vendors, schedule work, and vendor invoicing are part of the master contract documents.

- *Written translation services – Contract #04218*.
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/04218.
  Category 4: General Use. Note – Not all vendors provide service after normal business hours (M-F, 8a-5p); those that do may require additional set up in advance. Contact vendors for additional information.
  Category 6: Translations for Emergency and Urgent Situations.
- *In-person interpretation services – Contract #18222*.
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/18222
- *Sign-language interpretation – Contract #03919*.
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/03919
- *Sign language interpreter services – Contract #02120*, referral agencies:
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/02120

· DSHS list of *Certified/Authorized Interpreters and Translators* (fee involved)
- https://fortress.wa.gov/dshs/dshsltc/MyReports/Search.aspx
  Contact individual translator / interpreter on availability after normal business hours.

· *Washington State Courts Interpreter Program* (fee involved)
- http://www.courts.wa.gov/programs_orgs/pos_interpret/
  Contact individual interpreter on availability after normal business hours.

· *Washington State Coalition for Language Access*
- https://apps.wascla.org/directory/ (fee involved).
  Contact individual translator / interpreter on availability after normal business hours.

· City of Mercer Island Contract with LanguageLine Solutions phone interpretation services
- https://www.languageline.com/interpreting/on-demand/over-the-phone

State Comprehensive Emergency Management Plan's LEP Communications Plan
This plan is used to develop strategies to communicate with LEP communities during state emergency response and disaster recovery operations.

https://mil.wa.gov/asset/610b08d52115a

A template for a local LEP communications plan is available here:

CEMP -LEP Appendix - TEMPLATE v.5

EMERGENCY SUPPORT FUNCTION 3
PUBLIC WORKS AND ENGINEERING

PRIMARY DEPARTMENT: Public Works
SUPPORT DEPARTMENTS: Community Planning and Development (CPD)
Mercer Island Emergency Volunteers
King County Emergency Coordination Center
Washington State EOC
Washington State Department of Transportation
Puget Sound Energy
Washington State Department of Ecology
Environmental Protection Agency
Army Corps of Engineers

INTRODUCTION

PURPOSE

The purpose of Emergency Support Function (ESF) 3 is twofold:

- To provide Public Works and engineering support to assist the City of Mercer Island in meeting needs related to response and recovery, and;
- To provide for the restoration or demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, restoration and repair of utilities, and the inspection of facilities for structural conditions and safety. ESF 3 includes emergency activities for solid waste, wastewater treatment, water supply (including potable water and ice), and surface water management. Refer to Appendix 7 - Mercer Island Debris Management Plan.

SCOPE

The Public Works Department is designated as lead department for coordinating all Public Works activities within the City of Mercer Island. Support includes:

- Technical advice and evaluations.
- Engineering services.
- Construction management and inspection.
- Emergency contracting.
- Emergency repair of water, sewer, and stormwater facilities.
- Provision of potable water.
- Provision of emergency power.

Activities within the scope include:

- Participation in mitigation and preparedness activities.
- Participation in needs and damage assessment immediately following an event.
- Emergency clearance of debris to allow for reconnaissance and rapid assessment of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protection, and health and safety purposes during response activities.
- Removal of debris from public streets and roads.
- Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, waterways, and any other facilities necessary for passage of rescue personnel.
- Emergency restoration of critical public facilities including temporary restoration of water supply, pumping, and sewer systems.
- Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by the City as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
- Emergency contracting to support public health, water quality and safety.
- Assisting in the preparation of status reports or situation reports (SitReps), Preliminary Damage Assessments (PDAs), and other documents as required.
- Supporting other ESFs as outlined in the City of Mercer Island Comprehensive Emergency Management Plan (CEMP).

POLICIES

The City of Mercer Island provides public works services to lands, facilities and utilities under the City's jurisdiction. Response to private property problems is done when a City facility, such as a culvert, is causing the problem or when life or public health is threatened. Response outside of the City is facilitated through the City EOC, King County ECC, and/or mutual aid, on a case-by-case assessment.

Emergency response actions include steps to minimize or eliminate risk to endangered species covered under the Endangered Species Act Section 7 or their habitat to the greatest extent possible.

Emergency related projects may require an environmental review or permit before final project approval.

The Public Works and engineering activities shall be done in coordination with all departments and agencies having supporting roles and authority within the City to provide these related services.

Regulations shall be adhered to including:

- All applicable provisions of Mercer Island City Code.

- All model codes and related standards adopted by the Mercer Island City Code, as amended by the City of Mercer Island.
- RCW 43.155.065 Emergency public works projects, and
- Other applicable codes and policies.

The Public Works Department may advise other public or private utilities operating in the City of state or federal restrictions, or any emergency restrictions or operating policies established by City government, and may also coordinate with the Emergency Resources Management Organization if activated by the Governor.

Permitting fees and normal inspection procedures will remain in effect following a disaster unless otherwise directed by the City Council.

The CPD is responsible for initial inspection of its City-owned facilities or to those agencies where there are contractual agreements to manage facilities.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- An emergency or disaster may cause unprecedented property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and be partially or totally inoperable.
- A large event may affect the lives of many response personnel and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate area of impact may be damaged or inaccessible.
- Sufficient local resources may not be available to meet emergency requirements. Mutual aid, King County Regional Disaster Plan (RDP), state and federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient, and effective response and recovery from the event.
- Refer to the current Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- All local Mercer Island resources will be utilized before other external resources are requested.
- Access to the event area is dependent upon the establishment of ground, air, and water routes. Activities related to emergency road repairs and closures, debris, snow, and ice clearance are addressed in ESF 1 Transportation. Rapid assessment of the incident area is made to determine critical response issues and emergency response priorities. Response is coordinated through the City EOC. Information is gathered, compiled, and emergency assistance is coordinated at the City EOC.
- Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.

- Rapid damage assessment of the event area will be made to determine critical response time and potential workload.
- Emergency environmental waivers and legal authority may be granted by the state to dispose of materials from debris clearance and demolition activities. The City of Mercer Island will obtain the required waivers and clearances if and when applicable.
- Significant numbers of personnel with engineering and construction skills and construction equipment will be available from outside the event area but not necessarily available within the first three days or longer.
- Support departments will perform tasks under their Departmental standard operating guidelines (SOGs) or operational plans as applicable, in addition to tasking received under the authority of the City CEMP and other applicable documents.
- Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.
- Refer to the current Regional Hazard Mitigation Plan
- Normal means of communication may not be available and repairs to communication networks could take days, weeks, or months. In those situations, non-traditional means of communication are established and used.
- Critical City facilities are self-sufficient for at least seven days. Because government agencies may be overwhelmed by a disaster, on duty employees may be on their own for the first hours or even days after an event. The City will support the efforts of employees to communicate with their families and return home as needed. City departments will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this Plan.
- Basic needs such as water, wastewater, refrigeration, and emergency electrical power may be not be available with the loss of public services. ESF 3 is responsible for facilitating communication and coordination of emergency temporary restoration of these services.
- There may be a lack of resources, or the ability to obtain resources, and the City's emergency services could be impaired.

Environmental reviews may be necessary. Compliance issues may arise with environmental rules and regulations administered by local government and federal agencies. City authorities and private organizations are responsible for obtaining required waivers and clearances.

CONCEPT OF OPERATIONS & RESPONSIBILITIES

GENERAL

- Public Works and CPD will actively support response and recovery activities.
- Close coordination, using Incident Command System (ICS), will be maintained with all departments to determine potential tasks.

- The priority of tasks will be determined by the Emergency Operations Center (EOC) team.
- The ESF 3 will coordinate with and provide damage information to ESF 5, Information Analysis and Planning for overall damage assessment.

ORGANIZATION

- Public Works and CPD are responsible for the coordination of this ESF.
- Public Works is responsible for providing maintenance and engineering assistance, as resources allow, to meet City needs related to emergencies and disasters.
- Coordination will be implemented by using the Incident Command System (ICS) with ESF 3 functionally integrated.

PROCEDURES

- When the immediate life safety needs of the employees are met, personnel will assess the department to determine what resources are needed, and the department operational status. An initial status report will be sent to the City EOC concerning the status of employees, equipment, resources, and facilities.
- Rapid Damage Assessments plus Preliminary Damage Assessments (PDAs) will be a priority. Emergency repairs of City owned facilities and structures will follow. Repairs will be based upon critical needs as determined by the EOC, or as follows:
  - Buildings that house critical response units or staff.
  - Roads, streets or bridges that act as main evacuation routes.
  - Public facilities that serve or may need to serve as shelters.
  - Facilities providing essential services to the public (water, sewer, etc.).
  - Facilities used or needed to provide for emergency public information.
  - Debris clearance on City right-of-way.
- Command Centers and Field Command Posts may be established for the coordination of field operations.
- The Command Center Commanders shall provide regular status reports and provide timely reports regarding emergency public information to the EOC.
- Co-location of field command posts will be the preferred method of field operations when multiple departments/agencies have field command posts established.
- Communications between the Command Center Commanders and the EOC shall be through established channels.

MITIGATION ACTIVITIES

Primary Department – Public Works

- Implement hazard mitigation in the development of policy and the design and construction of City facilities, including water and sewer facilities and structures. This mitigation program will include the designation of methods to support emergency power sources for City wells, sewer pumping stations, water booster pump stations, and fuel supplies necessary to operations.
- Mitigate emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.
- Identify opportunities to lessen the effects of future emergencies or disasters and make them known to all City departments or other organizations that could be impacted.
- Provide staff preparedness training that focuses on the office, home, and family, and vehicles, for emergencies or disasters.
- Identify and mitigate the effects of hazards at home and in the work place to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

PREPAREDNESS ACTIVITIES

General Activities

Ensure personnel and equipment are protected from the effects of disasters by:

- Staff and resources performing the functions of data collection and reporting, information analysis, damage assessment, and development of emergency proclamations, as needed.
- Staff generating the appropriate reports forwarded to the City EOC as required.
- Leadership staff developing Incident Action Plans (IAP) based on operational objectives.
- Staff participating in planning activities throughout the year as well as exercises at least yearly.

Primary Department – Public Works

- Develops policies and procedures for emergency response and recovery personnel deployment and communications activities.
- Maintains liaison with county and state support agencies.
- Trains engineering staff in emergency procedures.
- Trains staff for Post-Earthquake Safety Evaluation of Buildings (ATC-20 training).
- Utilizes an electronic roster of architects, engineers, and contractors, and an

inventory of equipment and supplies that can provide support during emergencies or disasters.

- Develops, maintains, and distributes a phone notification list and communications process for rapid contact of key department and support personnel.
- Conducts periodic training and exercises and participates in citywide drills and exercises.

Support Departments – All

Takes actions necessary to ensure their staff are prepared to accomplish internal agency response and recovery activities for ESF 3, PDAs, and status reports.

RESPONSE ACTIVITIES

Primary Department – Public Works

- Provide personnel for PDAs and execute initial damage estimates on City public utility facilities, roads, buildings, and other City owned facilities as a member of the PDA Team, as resources permit.
- Provide trained personnel to conduct post-earthquake safety evaluation of buildings. Coordinate with support agencies to supply requested services and resources.
- Coordinate contracts with the Finance Department of architects, engineers, contractors, and equipment suppliers to provide requested services and equipment.
- Coordinate the mobilization of personnel and equipment required for engineering services that support the transportation infrastructure.
- Conduct inspections of the City's transportation infrastructure and facilities.
- Maintain reconstruction and repairs to the City public utility facilities (water, sewer, pumping stations, and storm drains) and transportation infrastructure.
- Provide flood control, debris removal from streams and ponds, and assessment and condition reports for flood control facilities such as drainage and sanitary sewage systems.
- Designate alternate transportation routes in coordination with the Police Department.
- Coordinate with other local water and sewer connection purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another.
- Provide potable water.
- Provide trucks and other heavy equipment in an emergency or disaster.
- Notify appropriate city department support groups.
- Identify support departments who may need to supply subject-matter expertise to the department.

- Establish communication with appropriate City departments and the City EOC.
- Upon detection of a water supply or wastewater incident, make an internal assessment of the situation. If it is determined that the event is of regional significance, inform the King County ECC of the situation in coordination with the City EOC.
- Maintain operations of the public water, water storage, pumping, and distribution systems.
- Maintain operations of the public sewer collection pumping systems and assist in meeting public sanitation needs and control sewage pollution to the environment.
- Coordinate with Seattle Public Utilities (SPU) and appropriate water purveyors and report to the City EOC.
- Communicate health and environmental issues to the City EOC.
- Address solid waste and debris management issues including:
  - Staging areas;
  - Mutual aid agreements;
  - Review of available resources;
  - Review of contracts already in place;
  - Requirements of regulatory agencies; monitoring data;
  - Contamination implications (i.e. biomedical, radioactive); and
  - Identifying locations/facilities that can accept contaminated waste.
  - For the complete plan, see the Debris Management Plan Appendix 7.
- Maintain passable vehicular circulation on priority routes.
- Maintain operation of fuel equipment and ensure adequate fuel supply for City owned vehicles and equipment.
- Provide damage assessment for City property, water, sewer, street, and City owned equipment.
- Provide for priority restoration of critical facilities.
- Provide information related to emergency public information through the City EOC regarding matters of public health and hazards related to damaged facilities.
- Provide for or contract for major recovery work, debris clearance, and/or services as appropriate.
- Coordinate repair operations with outside agencies as appropriate.
- Recommend emergency ingress/egress for responders, including access points to emergency responders.

Support Departments – All

Community Planning and Development – Primary in Rapid Impact Survey (RIS) and damage assessment teams

- Assures safety compliance for response and recovery activities.
- Verifies licenses of professional and technical personnel assisting in response and recovery activities.
- Executes assigned ESF 3 missions.
- Provides SitReps to the EOC.
- Provides damage assessments, ATC-20 and reports to the EOC.
- Utilizes designated support departments.

Information and Geographic Services

- Provide communications abilities for phone and networks.
- Provide data hardware and applications availability.

Finance

- Specifies and communicates funding of the emergency response and recovery activities.
- Activates emergency contracting procedures.
- Assists in contracting with architects, engineers, contractors, and equipment suppliers to provide requested services and equipment as requested.
- Maintains fiscal controls, accounting, and timekeeping for mission assignments.
- Assures there is physical and fiscal closure on response and recovery activities.

Recreation Division

- Tasks personnel, as necessary, to accomplish support responsibilities.
- Provides initial non-fire-related emergency or damage assessment reports on City facilities and City park property.
- Participates on ICS Teams to conduct inspections of parks and City owned facilities and lands, as well as other City facilities damaged by an emergency or disaster.

Police Department

- Reports EOC activation to King County ECC and the State EMD and requests a State mission number.
- Provides PDAs to KCECC.
- Coordinates with local jurisdictions and King County to maximize the use of available regional assets and identifies resources required from outside the City.
- Provides SitReps to King County ECC and the State EOC.
- Implements the Joint Information Center (JIC) if necessary.

- Executes assigned ESF 3 missions.
- Participates in the conduct of initial damage assessment estimates and reports to the EOC.
- Supplements City emergency communications.
- Supplies limited power generation.
- Provides transportation of key personnel.
- Provides security of facilities and facility property.
- Provides security, as requested.

Emergency Manager

- Supports the EOC.

Police Marine Patrol

- Investigates spills and pollution causes.
- Monitors water contamination and reports assessment to the EOC, if activated.

Support Agencies

Eastside Fire & Rescue

- Provides support in debris removal, emergency protective measures, and utility restoration when appropriate.
- Provides support in establishing on-scene command posts.
- Provides support in evacuating residents from potential landslides or environmental hazard areas as appropriate.

King County Office of Emergency Management

- Provide support and resource allocation for the Public Works response and recovery activities, when requested.

Washington State Department of Transportation

- Reconstruct, repair, and maintain the State transportation systems.
- Notify the City of Mercer Island EOC as to the status of the state transportation systems through the City of Mercer Island.
- Coordinate with the City of Mercer Island EOC on the designation of alternate transportation routes.
- Provide personnel to be part of the preliminary damage assessment (PDA) team for the City of Mercer Island transportation systems and facilities, when requested.

Puget Sound Energy

- Provide damage assessment evaluations to the City of Mercer Island Public Works Department and the City EOC, to include identification of outages, main breaks and their locations, and probable restoration times on the utility systems within the City of Mercer Island's jurisdiction.

US Army Corps of Engineers, Environmental Protection Agency, and Washington State Department of Ecology

- Provide regulatory information, technical and resource support for the City of Mercer Island Public Works Department response and recovery activities.

RECOVERY ACTIVITIES

- All departments continue with response and recovery activities until completed.
- The specific recovery actions following an emergency or disaster will be determined by the event.
- Any requests for external agency personnel, equipment or materials should be coordinated through the KCECC as part of the King County Regional Disaster Plan activation.
- Additional resources or assistance may be obtained through contracts with private firms.
- Coordinate with private utilities/businesses responsible for electricity, natural gas, telephone, cable, and waste management through the EOC as necessary.
- Maintain operations or repairs of the public water storage, pumping, and distribution systems.
- Provide documentation of costs incurred for the disaster efforts of Public Works activities.
- Implement mitigation processes as required to support essential services.
- Resume normal working activities.
- Train personnel on new business processes, as necessary.
- Create After Action Reports (AAR) and Lessons Learned.
- Update this Plan and the department's emergency operations plan.

RESOURCE REQUIREMENTS

- Mercer Island EOC Procedures Manual
- Public Works, Departmental Standard Operating Guidelines (DSOG) - *Call Out Book*

REFERENCES

- CEMP Base Plan
- Public Works, DSOG - Call Out Book
- Mercer Island Debris Management Plan
- 2020 Regional Hazard Mitigation Plan

- King County Regional Disaster Plan (RDP)
- Washington State CEMP, ESF 3
- Federal Response Plan, ESF 3

DEFINITIONS AND ACRONYMS

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDIX

- Summary of Mutual Aid Agreements

APPENDIX 1

SUMMARY OF MUTUAL AID AGREEMENTS

A mutual aid agreement provides the framework under which participating agencies may coordinate resources and maximize federal funding reimbursement during and after disasters/emergencies. For localized emergencies, such as a hazardous materials spill, it is desirable to have an agreement with nearby agencies in order to minimize response time. For regional disasters, such as an earthquake, it is desirable to have an agreement with agencies outside of the affected area.

The following agreements provide that balance of close-by and distant participants:

1. Public Works Emergency Response Mutual Aid Agreement for Signatory Agencies in the State of Washington (PWMAA),
2. Northwest Mutual Group Agreement (NWMAG),
3. King County Regional Disaster Plan (RDP),
4. King County Mutual Assistance for Fire and Emergency Medical Services
5. Mutual Aid Agreement for Fire Services with the City of Seattle
6. Regional Coordination Framework for Disasters and Planed Events in King County, and
7. Washington Intrastate Mutual Aid System (WAMAS).

Under mutual aid agreements, all personnel, resources and services would be provided voluntarily and at the sole discretion of the furnishing agency. No obligation to render aid would exist and refusal or failure to provide aid requested by another party shall not result in any liability for the party that did not provide such aid. Reimbursement by the borrower to the lender would be at the lender's current pay, equipment and materials rates, plus transport and handling charges if applicable, or as per written regulations in the document.

The first three agreements are wholly separate yet have the potential for having some common participants. All public works agencies in Washington State are eligible to participate in PWMAA. PWMAA is confined to Washington State and therefore was written under the precepts of State law. Large public works agencies in the States of Washington, Oregon, and Idaho are eligible to participate in NWMAG.

WAMAS is a mutual aid tool to use when other agreements do not exist. Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

The decision to loan or borrow resources under these agreements would be approved by the Chief of Operations or the City Manager or his/her designee after consultation with the City Attorney's Office and the Finance Department.

EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING

PRIMARY DEPARTMENTS: Eastside Fire & Rescue (EF&R)
SUPPORT DEPARTMENTS: Police Department
Public Works Department
Community Planning and Development (CPD)
NORCOM – 911 Center
King County Mutual Aid/Automatic Aid Agencies
Puget Sound Energy
King County Office of Emergency Management
Washington State Department of Transportation

INTRODUCTION

PURPOSE

The purpose of this Emergency Support Function (ESF) is to establish guidelines for the organizational framework that will effectively provide for the coordination of fire resources, and, to effectively assign such equipment and manpower to locations where needed, in a prioritized manner, and to provide for effective operations at the scene during emergencies or disasters.

SCOPE

Firefighting involves the organization and management of fire scene activities. This includes the resource assistance of other agencies through mutual aid agreements and the statewide mobilization plan.

For the purpose of this ESF, fire service is considered fire suppression and control. Other life-safety responses are detailed in other ESF's.

This ESF (4) addresses fire suppression and control activities that are expected to overwhelm existing fire suppression capabilities for the City of Mercer Island.

The Mercer Island contracts with Eastside Fire & Rescue (EF&R) for fire and emergency medical services. EF&R is the primary agency for all fire service, EMS, and rescue activities.

Firefighting involves:

- Management and coordination of firefighting activities.
- Detection and suppression of fires on city and private property.
- Provision of personnel, equipment, and supplies in support of city and
- other local jurisdictions involved in urban and urban interface firefighting and light search and rescue operations.

Specific EMS, rescue and recovery actions following an emergency or disaster will be determined by the event.

POLICIES

The processes and procedures established in EF&R's Standard Operating Guidelines shall be followed in responding to an emergency or disaster.

All activations of and within ESF 4 will be conducted in accordance with the National Incident Management System (NIMS), and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).

Priority shall be given to life-safety, property conservation, and environmental/economic considerations, in that order.

When Eastside Fire & Rescue has exhausted all resources through automatic/mutual aid agreements, one or more of three (3) established fire resource plans may be activated. These three (3) plans consist of the King County Fire Resource Plan, the South Puget Sound Regional Fire Defense Plan and the Washington State Fire Services Mobilization Plan (RCW 38.54.030).

The Mercer Island Emergency Operations Center (EOC), if activated, will be informed when resources are reasonably anticipated to be exhausted and will communicate critical resource updates to the Policy Group when policy level decisions are required for the continued management of the incident.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Under the best of circumstances, the management of firefighting, EMS, and rescue operations can be complex, often involving hundreds of people and several different federal, state, and local jurisdictions and agencies. Fires, rescues, or EMS incidents resulting from or independent of, but coincident with, a catastrophic earthquake or other disaster will place extraordinary demands on available resources and logistics support systems.
- A significant natural, man-made, or technological event may result in many urban fires. Ignition sources, of little concern under normal conditions, could cause hundreds of fires during and after an earthquake. The damage potential from fires in urban areas during and after a major earthquake exceeds that of all other causes.
- Urban fire departments not incapacitated by an earthquake will be totally committed to emergency responses involving fires, rescues, and EMS incidents in urban areas. Under the worst conditions, these fires may have the potential to spread rapidly, causing extensive damage, and posing a serious threat to life, property, and the environment.
- Disasters such as earthquakes may create simultaneous rescue situations caused by structural and geologic integrity issues taxing the ability of fire personnel to respond to EMS or rescue incidents.
- Available firefighting and mutual aid resources may be difficult to obtain and utilize

because of massive disruption of communications, transportation, utilities, and water systems.

- Refer to the 2020 Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- Urban fires or rescue situations may result from or occur coincident with an earthquake or as the result of another significant event.
- Landline communications may be interrupted. Radio communications may be relied upon heavily and will be through established channels. If the 800 MHz system fails, backup communications systems such as VHF, 800 MHz site trunking, line-of-site radio channels, and amateur radio may be needed.
- Wheeled-vehicle access may be hampered by such occurrences as falling trees and power lines, bridge failures and landslides, making wheeled vehicle travel to the emergency/disaster scenes extremely difficult or impossible.
- Agencies which commonly support large fire suppression operations (automatic/mutual aid, fire mobilization, police, public works, the Department of Ecology, the American Red Cross, etc.), will receive many fire and non-fire related requests, rendering these type resources unavailable.
- Support normally given by electric, gas, and water utility companies may be hampered by the magnitude of an incident and may not be available to respond. Additionally, a utility failure such as a disruption of firefighting water supply will compound or add to the size of the incident.
- Availability of fire service personnel may be limited due to injuries, family issues or limited access to the work location. First arriving recalled staff may be assigned to initial first response for emergencies.
- All departments will support this ESF as necessary.

CONCEPT OF OPERATIONS

GENERAL

- EF&R will manage and coordinate firefighting, EMS, and rescue activities.
- Actual firefighting or rescue operations will be managed using NIMS.
- Established firefighting processes, and procedures, as listed in EF&R's Standard Operating Guidelines (SOGs), WAC 296-305, and other associated regulations and standards will be used in support of firefighting activities.
- Responsibility for situation assessments and determination of resource needs lies primarily with the Emergency Manager in coordination with the City EOC, Zone 1 local jurisdiction Emergency Operations Centers (EOCs), King County ECC, and the State.
- Requests for Assistance (RFAs) for firefighting assistance and resources will be transmitted from the Mercer Island EOC and escalated to Zone 1 local jurisdiction Emergency Operations Centers (EOCs), and if need be to the King County ECC and the

state.

- Situation and damage assessment information will be transmitted through established fire channels and directly to the EOC.
- EF&R will be operational on a 24-hour basis for the duration of the incident or as needed.
- All communications will be through established channels and procedures.
- The Police Department will support EF&R during fires and rescue incidents from emergencies and disasters.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- King County is divided into three (3) Zones. The City of Mercer Island is located within Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies.
- The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.
- During localized emergencies expanding beyond the City limits of Mercer Island but within Zone 1, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.
- The firefighting, EMS, and rescue activities of the City will be accomplished according to EF&R's Standard Operating Guidelines (SOGs), and the EOC Handbook. These activities will be supported by the City EOC.
- The National Incident Management System (NIMS) will be executed and integrated with support from all City departments.
- EF&R shall serve as the Fire Operations Section in ICS when the EOC activates.
- Command posts may be established for the coordination of field operations.
- Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established in a Unified Command (UC).

PROCEDURES

1. In an emergency or disaster, EF&R's *Standard Operating Guidelines (SOGs)* will be implemented and other plans and documents as necessary.

2. The notification method used to mobilize off-duty personnel shall be by telephone. Backup notification shall be by emergency public information procedures covered in existing policies.
3. EF&R Fire Chief or his/her designee shall provide direction and control over EF&R resources and coordination with the EOC. EF&R personnel shall operate according to specific directives, standard operating guidelines (SOGs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.
4. On-scene management of emergencies will follow the National Incident Management System (NIMS) and the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.
5. The assigned EF&R Deputy Chief or designee shall provide regular status reports to the EOC.
6. The coordination of resources and requests for assistance will normally be through the EOC.
7. Requests for Assistance (RFAs) from King County shall be through the EOC Logistics Section. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone.
8. Coordination for Zone 1 activities is through the King County Zone 1 Coordinator and the King County ECC. Communications for this coordination will normally be between the City Mercer Island EOC and King County ECC.

MITIGATION ACTIVITIES

Primary Agency – Eastside Fire & Rescue

- Local businesses and organizations including city facilities shall submit Building Fire Safety Plans as required under the Fire Inspection Program.
- City Code Officials shall manage the Fire Prevention Program and Fire Codes, consistent with the terms of the contract between the City of Mercer Island and EF&R, including but not limited to:
  - Develops and proposes amendments to fire and building codes, reflecting solutions to latest trends and advances in building construction.
  - Organizes fire and life safety inspections of all applicable occupancies and fire protection systems and appliances.
  - Oversees the investigation of all fires.
  - Provides plan review services for all new construction and tenant improvements.
  - Reviews zone changes, lot divisions and devises solutions to diverse land development projects.
  - Maintains the fire management data processing systems for the preservation of records and of fire prevention programs.

- Public Education and Training:
  - Annual inspections of commercial occupancies for life safety and fire hazards are periodically done based on existing policies.
  - EF&R provides fire safety information starting at the earliest ages feasible, through to the senior community.
  - Continual education and implementation by fire personnel of the latest information, techniques, and programs for the prevention of injuries, and prevention of fires and reduction of property damage as a result of natural or man-made causes.) CPR and First Aid are taught on an ongoing basis.

Support Departments

- **All Departments:** Support EF&R as requested.
- **Community Planning and Development:** Coordinate with EF&R on all requested building plans.

PREPAREDNESS ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Coordinates ESF 4, Firefighting, of the City Comprehensive Emergency Management Plan (CEMP).
- Trains personnel in firefighting using established standards.
- Develops a list of resources, which includes apparatus, equipment, personnel and supply sources.

Support Departments – All

- Provides personnel for sandbagging, evacuation assistance, and other emergency or disaster work.
- Develops and maintains departmental standard operating guidelines (SOGs) or operational plans for managing response and recovery activities in relation to this ESF.

RESPONSE ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Provides fire suppression and control, and immediate life safety services within City of Mercer Island.
- Coordinates urban search and rescue services.
- Provides 24-hour response to any hazardous substance occurrence.
- Provides and coordinates firefighting assistance to other organizations and to local jurisdiction fire organizations, as requested per mutual aid agreements, under the terms of existing or future agreements and the City's CEMP.
- Implements the King County Fire Resources Plan when appropriate.
- Participates in the implementation of the Washington State Fire Services Resource Mobilization Plan when appropriate.

Support Departments

- **Police Department**
  - Coordinates urban search & rescue services.
- **City Communications Manager / PIO**
  - Provides the EF&R Public Information Officer (PIO) and/or Joint Information Center (JIC) support during response and recovery activities as requested by the EF&R. The City Communications Manager / PIO will operate under a Joint Information System (JIS), when established at the regional level.
- **Finance Department**
  - Assists by providing resource logistics, including sourcing and procurement, distribution, and replacement of equipment.
  - Supports in tracking incident costs and documenting and maintaining administrative records.
- **Public Works**
  - Transports available water tanks to selected sites for potable water as requested.
  - Provides available road repair equipment as requested.
  - Provides operational support with equipment, staff trained in the use of the equipment, traffic control, and control utilities.
- **Recreation Division**
  - Provides shelter for emergency or disaster victims, including the coordination of the transportation to the shelter.
- **Youth & Family Services**
  - Provides services as necessary for those families displaced by the event.
- **Community Planning and Development**
  - In an earthquake, Community Planning and Development coordinates and/or performs Rapid Impact Surveys (RIS) and preliminary damage assessments (PDA), and reports findings to the EOC.

RECOVERY ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Contributes to the Damage Assessment Reports required by the state including the forms DEM 129 and 130 (located in the EOC Handbook) and other required reports as necessary.
- Contributes to the After-Action Report (AAR).
- Provides regular reports and information regarding operational and resource needs to the City EOC.
- Coordinates the documentation and reporting of emergency disaster-related

expenditures to qualify for state or federal reimbursement.

Support Departments - Internal

- **General**
  - Coordinates with the Emergency Operations Center (EOC) team the preparation of After-Action Reports (AAR).
  - Supports the recovery effort.
- **Finance**
  - Coordinates the requests for funding for mitigation and recovery activities following a fire.
  - Distributes Federal Emergency Management Agency (FEMA/DHS) funds, if made available.
  - Coordinates and prioritizes fire-related budget requests and awards of expenses.
  - Coordinates purchase orders for resources.
- **City Communications Manager / PIO**
  - Provides Public Information Officer or Joint Information Center (JIC) support during response and recovery activities as requested by EF&R.
- **Recreation Division**
  - Coordinates with Community Organizations Active in Disasters (COAD) agencies.

Support Agencies

- King County Fire Service Coordinator – Coordinates the county-wide allocation of fire resources during regional emergencies through the King County ECC when activated.
- King County Zone 1 Coordinator – Coordinates the zone-wide allocation of fire resources during regional emergencies through the Eastside Communications Center or the Zone Coordination Center when activated.

RESPONSIBILITIES

PRIMARY DEPARTMENT – EASTSIDE FIRE & RESCUE

- Manage and support firefighting activities, EMS, and rescue activities.

SUPPORT DEPARTMENTS

All City Departments, Mutual & Automatic Aid Agencies, ARES, Utility Companies

- Support firefighting activities in the City consistent with this ESF.

RESOURCE REQUIREMENTS

Primary and support departments will provide the required personnel, facilities, and equipment to support activities.

Local jurisdiction, regional, and national fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets.

REFERENCES

- CEMP Base Plan
- Eastside Fire & Rescue SOGs
- City of Mercer Island CEMP, ESF 9
- City of Mercer Island EOC Procedures Manual
- King County Regional Disaster Plan (RDP)
- King County CEMP
- King County Fire Resources Plan
- Washington State CEMP
- Washington State Fire Services Resource Mobilization Plan
- National Interagency and State Mobilization Guides
- National Fire Protection Agency (NFPA) 1600

DEFINITIONS AND ACRONYMS

EF&R – Eastside Fire & Rescue

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

FAA – Federal Aviation Administration

FHWA – Federal Highway Administration

ICP – Incident Command Post

JIC – Joint Information Center

JIS – Joint Information System

PIO – Public Information Officer

UNIFIED COMMAND (UC) – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

SOG – Standard Operating Guidelines

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 5
EMERGENCY MANAGEMENT

JOINT PRIMARY DEPARTMENTS: Police Department – Emergency Manager
City Manager

SUPPORT DEPARTMENTS: All Departments
External Agencies

INTRODUCTION

PURPOSE

The purpose of Emergency Support Function (ESF) 5 is to collect and analyze information, estimate damages, prepare reports, and disseminate shared information about a potential or actual emergency or disaster. This ESF provides guidance in reporting information to the City Emergency Operation Center (EOC) including local jurisdictions, county, and state agencies to enhance the response and recovery activities of the City of Mercer Island. The goal is to ensure that the efforts of the City government in this area are coordinated, efficient, and effective.

SCOPE

The City Manager and the Emergency Manager are the joint primary leads for ESF 5 and are responsible for the management of information received in the City EOC.

This ESF is applicable to all departments, agencies, and other organizations that report information to the City EOC during activation. It is applicable to all other entities in that they have a requirement to provide situation reports (SitReps) when their businesses or organizations are affected by an event within the City of Mercer Island.

ESF 5 serves as support for all City departments and community agencies involved in the disaster, across the spectrum of incident management from prevention to response and recovery.

POLICIES

All City departments are required to keep the EOC informed of their readiness, needs, and situation.

Reports and paperwork generated by the EOC are collected and organized throughout the emergency. Once the emergency or disaster is over, an analysis of the reports will be performed and an after-action report (AAR) prepared by the Emergency Manager. The Emergency Manager will facilitate each department in making their reports.

The Emergency Manager, or his/her designee, has the responsibility to develop and maintain emergency management plans and programs for the City, and such other duties as may be assigned by the Police Chief and/or City Manager.

Damage assessments are critical to recovering costs and must be conducted on a regular basis.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

See the City of Mercer Island's annex in the 2020 Regional Hazard Mitigation Plan for a description of potential hazards effecting the City of Mercer Island.

PLANNING ASSUMPTIONS

- Reporting from each department is sent as soon as possible to the activated City EOC with an initial status report by voice, radio, email, fax, or written, and thereafter according to the agreed upon Incident Action Plan (IAP). SitReps, preliminary damage assessments (PDAs), and other reports are sent as required.
- Early in the course of the incident, little information may be available, and the information received in the City EOC from local residents and businesses may be vague and inaccurate.
- The central source of information gathering is the City EOC in order to compare and determine the validity of information and provide situational awareness to field staff.
- Documentation of all information is standardized on ICS forms and reports. (See the Mercer Island EOC Procedures Manual.
- Reporting to the state or county as the incident matures.
- Information collected provides a basis for:
  - Developing and revising City EOC operational objectives.
  - Briefing City EOC representatives, policy staff, and elected officials.
  - Development of City EOC Incident Action Plans guiding response and recovery actions.
  - Allocation of resources.
  - Requests for assistance and proclamations.
  - Overall damage assessment.

CONCEPT OF OPERATIONS

GENERAL

- The City of Mercer Island is organized under the concepts of the Incident Command System (ICS).

- The Emergency Manager assigns staff to the ICS management positions in the Operations, Planning, and Logistics Sections and coordinates the efforts of other ESFs.
- Department staff and volunteer emergency workers located in the City EOC work to meet the information requirements of the City EOC. These may include receiving or running periodic reports to or from departments, field staff, section chiefs, and residents. Essential information includes:
  - Hazard type and hazard specific information
  - Boundaries of the disaster area and jurisdictions impacted
  - Number of dead or injured persons
  - Social/economic/political impacts
  - Status of communications systems
  - Status of transportation systems
  - Access routes/points to disaster area
  - Status of operational facilities in the disaster area
  - Shelters
  - Weather data
  - Status of critical facilities
  - Status of reconnaissance activities (air and ground)
  - Status of key personnel
  - Status of ESFs
  - Status of disaster/emergency proclamation(s)
  - Major activities/issues of ESFs
  - Resource needs/shortfalls
  - Overall priorities for response
  - Status of forthcoming activities
  - Status of donations
  - Historical information
- The City of Mercer Island supports mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long-term development and hazard mitigation plans of the City. This is done a number of ways, including, but not limited to, the land use planning process and the enforcement of existing codes and mitigation requirements in the permit process.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support

during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

Operating under a Declaration of Local Emergency Proclamation, the Emergency Manager is responsible for managing EOC operations.

- **Organizational Structure**

  This ESF is established in accordance with the National Incident Management System (NIMS). ESF 5 supports the general staff functions of the overall emergency management organization described in the NIMS: command operations, planning, logistics, and administration. In accordance with NIMS, the size of the event will determine the actual number of personnel and functions that are staffed. In some small incidents, one person may handle several functions.

- **Command**

  ESF 5 includes the command function (Command Staff and Section Chiefs) and provides support with senior staff by providing incident action planning, information, administrative, logistical, and financial support functions. The Emergency Manager acts with the authority of the City Manager.

- **Operations**

  ESF 5 assigns Operations Section Chief who coordinate the efforts of the ESFs within their area of responsibility and initiate and manages the mission assignment process.

- **Planning**

  ESF 5 assigns the Planning Section Chief. ESF 5 provides for the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources. The Planning Section is responsible for the entire Incident Action Planning process. This includes preparing and documenting incident priorities, establishing the operational period, and developing contingency, long-term, demobilization, information technology systems services and other plans related to the incident, as needed, and producing and disseminating SitReps.

- **Logistics**

  ESF 5 assigns the Logistics Section Chief for managing the finance branch, the support branch, and the service branch. Logistics is responsible for control and accountability of supplies and equipment, resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and administrative services to include employee and volunteer tracking.

- Finance branch monitors funding requirements and incident costs.

PROCEDURES

Procedures are implemented using the following plans and guidelines:

1. Emergency Operation Center Emergency Operations Plan (EOP) (City EOC Procedures Manual).
2. Departmental Standard Operating Guidelines (DSOGs).
3. Departmental Continuity of Operation Plans (COOP).
4. City of Mercer Island Comprehensive Emergency Management Plan (CEMP).
5. Other documents and plans as required.
6. Departments report the following information to the City EOC:
   - Situation status,
   - Resource status (personnel, equipment and facilities),
   - Preliminary damage assessment (PDAs), and
   - Projected needs.
7. All data comprised in required ICS forms and reports are saved, and help create SitReps, Incident Action Plans, and periodic press releases.
8. The collection and dissemination of written reports are accomplished within the City EOC and approved by the Emergency Manager, Section Chiefs, and Policy Group (as needed) before distribution.
9. Briefings are held periodically by the Emergency Manager, Section Chief, City Manager, or other designees at designated intervals to update personnel and the public on response and recovery activities.
10. Working meetings are held throughout the emergency or disaster to set objectives, assignments, and tactics. Outcomes of these meetings aid in the compiling of the SitReps.
11. Information and reports collected by the City as part of an emergency or disaster may be released as public information only with the approval of the Emergency Manager, City Manager, or designee.

MITIGATION ACTIVITIES

- Regularly review and update hazards.
- Ensure all personnel are briefed on known hazards and departmental response requirements and capabilities.

PREVENTION ACTIVITIES

Joint Primary Departments: City Manager and Emergency Manager

- Creates various maps with Information and Geographic Services (IGS) to support mitigation activities for the City's annex in the 2020 Regional Hazard Mitigation Plan.
- Provides information and expertise in hazard mitigation and planning for preparedness.
- Prepares and maintains all requirements for this ESF.

Support Agencies

- **All Departments**
  - Identifies opportunities to lessen the effects of future emergencies or disasters and makes them known to the Police Department – Emergency Manager.
  - Supports all mitigation planning efforts and activities with personnel, expertise, supplies and equipment.

PREPAREDNESS ACTIVITIES

Primary Agency: Police Department – Emergency Manager

- Prepares and updates standardized reporting formats according to the ICS and, if necessary, special formats requested by county, state, or federal agencies.
- Creates and updates the City's Damage Assessment forms to be used by inspectors in the PDA in post-earthquake or other events.
- Places requests for procurement for display boards, computers and any other necessary equipment needed.
- Oversees the Mercer Island Emergency Volunteer workers program.

Support Agencies:

- **General: All Departments**
  - Prepares departmental reporting templates per standardized forms.
- **City Attorney**
  - Prepares a standard template for a Declaration of Emergency Proclamation.
- **City EOC**
  - Establishes all reporting requirements and procedures.

RESPONSE ACTIVITIES

General

- Notify the King County ECC and State EOC of any activation or demobilization of the City EOC.
- Upon activation of the City EOC, a call-out is conducted to each City department to inform them of the activation (see the City EOC Procedures Manual).
- Department Directors provide staffing to the City EOC depending on the emergency or disaster or at the request of the Emergency Manager.
- Department Directors, or their designees, report the following information to the City EOC: situation status, resource status (personnel, equipment and facilities), preliminary damage assessment, and projected needs.
- The City EOC Planning Section compiles disaster information into a SitRep and sends the report to King County ECC and the State EOC with a reasonable account of the situation. The information is updated throughout the emergency or disaster.

- Upon activation of the City EOC, the Declaration of Local Emergency Proclamation and any request for assistance (RFA) is sent in the most expedient means possible (WebEOC, e-mail, telephone, radio, facsimile) to the King County ECC and State EOC.
- Activate the Emergency Volunteer network, if warranted by situation.
- Any request for assistance (RFAs) from state or federal agencies or requests beyond the purview of ordinary mutual aid agreements or the King County Regional Disaster Plan, will be sent to the State EOC.

Primary Agency: City Manager and Emergency Manager

- Manages the City emergency response and coordinates with other jurisdictions and non-governmental agencies as needed.

Support Agencies:

- **General: All Departments**
  - Reports information to the City EOC regarding situation status, resource status (personnel, equipment and facilities), preliminary damage assessment, and projected needs.
  - Analyzes the information specific to their department IAP and makes recommendations to the Emergency Manager on actions to be taken.
  - Makes requests of field staff for special information.
- **Human Resources**
  - Initiates City department notification call-out as necessary, until City EOC or other staff can assume responsibility.
- **City Attorney's Office**
  - Prepares the Declaration of Local Emergency Proclamation and any necessary amendments.
- **Emergency Operation Center (City EOC)**
  - Provides information to local jurisdictions, King County ECC and State EOC on the status of personnel, facilities, equipment, and programs as necessary.
  - Ensures notification of initial City EOC activation, or demobilization, and subsequent local declaration of emergency and daily SitReps are sent to King County ECC and Washington State EMD or upon request as long as missions to save lives and to protect property are continuing, or more often if a significant finding occurs.
- **City Clerk**
  - Collects and displays the information provided to and requested from the City EOC staff and field operations.
  - Analyzes the information provided and shares with the General and Command staff.
  - Analyzes the information provided and posts recommended action strategies to display boards and geographical information systems (GIS).
  - Manages paperwork flow in the City EOC.

- Supports the City EOC in the collection, analysis, reporting, displaying and sharing of information, including the use of geographical information systems (GIS), about potential or actual emergencies that could affect the City of Mercer Island.
- Coordinates and prepares periodic SitReps.
- Requests special information from all field commanders, departments, local jurisdictions, volunteer organizations, and other agencies as directed by the Emergency Manager or designee.
- Sends copies of SitReps signed and released by the Emergency Manager to all positions in the City EOC and field commanders as well as the King County ECC and State EOC at designated time intervals established by the Emergency manager as long as missions to save lives or to protect property are continuing.

f. Community Planning and Development (CPD)

- Coordinates Rapid Impact Survey (RIS) with Emergency Management Volunteers, conducts damage assessments, and evaluates safety of facilities, buildings, and homes as necessary.

RECOVERY ACTIVITIES

Primary Agency: City Manager and Emergency Manager

- Overall responsibility for directing, controlling, collection, analysis, and sharing of information about potential or actual emergencies or disasters that could affect the City.
- Ensure that proclamations and timely operational SitReps are forwarded to the King County ECC and the State EOC as required.

Support Agencies:

- **General: All Departments**
  - Continue to provide information to the City EOC staff, as necessary.
  - Review and revise reporting procedures and formats, as necessary.
- **City Clerk**
  - Prepare SitReps, as required.
  - Continue to gather and disseminate information, as necessary.
  - Ensure that proclamations and timely operational SitReps are forwarded to King County ECC and State EOC as required.
  - Provide information guidance on all ICS forms and instructions to all City departments for the retention of information and supporting data and procedure for forwarding operational reporting information to the City EOC.
  - Review and revise reporting procedures and formats, as necessary.
- **City Attorney**

- Prepare documents, if necessary for the Emergency Manager to terminate the Declaration of Local Emergency Proclamation or demobilize City EOC activation.

- **Finance Department**
  - Collect and prepare reports required to support requests for assistance (RFAs).
  - Prepare, submit, and track all documentation necessary for federal and state reimbursement of Presidential declared disasters.

RESPONSIBILITIES

PRIMARY AGENCY: CITY MANAGER AND EMERGENCY MANAGER

- Coordinate the collection, evaluation, documentation and dissemination of information regarding potential or actual emergencies or disasters that could affect the City of Mercer Island.
- Provide emergency management staff to the City EOC.

SUPPORT AGENCIES: INTERNAL/EXTERNAL

- Support the City EOC in the collection, evaluation, and dissemination of information in regard to potential or actual emergencies or disasters that could affect the City of Mercer Island.
- Provide personnel to the City EOC as assigned and/or as requested.

REFERENCES

- CEMP Base Plan.
- City of Mercer Island EOC Procedures Manual.
- 2020 Regional Hazard Mitigation Plan

TERMS AND DEFINITIONS

AAR – After Action Report

DAMAGE ASSESSMENT – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

IAP – Incident Action Plan

PDA – Preliminary Damage Assessment

SITREPS – Situation Reports

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 6
MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES

PRIMARY DEPARTMENTS:	Recreation Division
SUPPORT PRIMARY:	Youth and Family Services
SUPPORT DEPARTMENTS:	All Departments
	Mercer Island School District (MISD)
	American Red Cross (ARC)
	Mercer Island Emergency Volunteer Disaster Teams
	External Agencies

INTRODUCTION

PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to: provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Mass Care Shelter system, to collect, receive, and report information about the status of victims and assist with family reunification within the City of Mercer Island, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following an emergency or disaster.

This ESF covers the inclusion of pet shelters. For specifics and the detailed plan for long term sheltering/housing and pet evacuation and sheltering, see the City's Shelter Manual.

SCOPE

- The Recreation Division has been designated as the lead department for coordinating all Mass Care Community Shelter activities within the City of Mercer Island. Youth and Family Services has been designated as primary support to the Recreation Division ESF 6. Youth and Family Services are primary lead with ESF 11, Food and Water. Youth and Family Services are primary lead for ESF 8 Mental Health Services as well. The City of Mercer Island Recreation Division will work with local non-governmental organizations (NGOs) such as the American Red Cross (ARC) in an effort to facilitate delivery of mass care services within the City of Mercer Island. Human Resources will facilitate registration and will provide food to staff working in the Mercer Island EOC and to Mercer Island Emergency Volunteers.
- Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Recovery assistance, such as temporary housing, loans and grants for individuals under the traditional disaster assistance programs of the Federal Emergency Management Agency (FEMA) and other federal agencies' initial recovery efforts, may commence as response activities are taking place. Likewise, the provision of the

customary American Red Cross (ARC) disaster services of emergency assistance and additional assistance will be considered based on the needs of the victims, the situation, and available resources. As recovery activities are introduced, close coordination will be required between those federal agencies responsible for recovery activities, and NGOs providing recovery assistance.

- The ARC independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of l974 (P.L. 93-288, as amended by the Stafford Act of 2000, and 2006).
- Department of Homeland Security/FEMA assumes primary agency responsibility under the National Response Plan/Framework (NRF) to coordinate federal response assistance to mass care response of state and local jurisdictions, and the efforts of other NGOs, including ARC relief operations.
- Mass Care includes:
    - Shelters (to include provisions for special needs survivors as well as pets:. The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary. Mercer Island currently has one fully supplied shelter site, one additional shelter site identified needing supplies, and supplies for a pet shelter site, location to be determined.
    - Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will attempt to include provisions for meeting dietary requirements of victims with special dietary needs.
    - Emergency First Aid: Emergency first aid services are provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service is supplemental to emergency health and medical services established to meet the needs of the victims.
    - Disaster Welfare Information Collection and Dissemination: Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area though a Disaster Welfare Information (DWI) System. Disaster Welfare Information (DWI) will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
    - Bulk Distribution of Emergency Relief Items – CPODS: Community Points of Distribution (CPOD) sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.

- The Mercer Island Community Shelter will be established and operated according to Department of Homeland Security/FEMA guidelines, training, and the documentation required for the ARC to assist with shelter responsibilities, as available.
- No information will be released about status of a victim without consent and approval by the Mercer Island EOC Emergency Manager. The Mercer Island EOC and the King County Medical Examiner's Office will decide the best method and or mechanism to inform outside family members about a fatality.
- The initial provision for emergency assistance will be considered based on the priority needs of the victims, the situation, accessibility of Mercer Island, and available resources. ARC will coordinate with WAVOADs additional support services.
- As recovery activities are introduced, close coordination will be required between each department, local jurisdictions, county and State and those federal agencies responsible for recovery activities, and voluntary agencies providing recovery assistance, including the ARC.

POLICIES

- The Recreation Division is the lead department for coordinating all ESF 6 Mass Care Community, Pet Shelter, and special needs activities.
- ESF 6 will be implemented and coordinated through the EOC.
- Upon request, resources will be used as available from City, MISD, the private sector, before activating the voluntary agencies, and King County RDP, King County ECC, state EOC, and federal agencies.
- Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

Information Collection and Dissemination

- Information disseminated about those injured, deceased or remaining within the affected area will be by approval of the Director of Emergency Services.
- Disaster Welfare Information (DWI), consisting of those persons identified on shelter lists, National Disaster Medical System (NDMS) casualty lists, and any further information made available by the State Emergency Operations Center (EOC), local jurisdiction EOCs, and hospitals, but not limited to these sources, will be collected and made available to immediate family members within or outside the affected areas.
- An initial moratorium, not to exceed 48 hours, can be issued to allow activation of the Disaster Welfare Information (DWI) System and determination of the affected area.
- Information about those injured and remaining within the affected area will be limited to that provided by local medical care units to the Disaster Welfare Information (DWI) System.
- Information on casualties evacuated from the affected area to other medical facilities will be restricted to that provided by the National Disaster Medical System (NDMS)

tracking capability. The listing of incident related deaths will be limited to officially confirmed fatalities.

- Federal communications support agencies identified in Federal ESF 2 (Telecommunications) will be tasked with transmitting information to the Disaster Welfare Information (DWI) Center. Fatality lists are not to be transmitted via amateur radio or the ARC 47.42 MHZ system.
- The Disaster Welfare Information (DWI) operation is to be discontinued as soon as practical after recovery operations.

SITUATION

EMERGENCY / DISASTER CONDITIONS AND HAZARDS

- The magnitude of damage to structures and lifelines could rapidly overwhelm the capacity of City of Mercer Island resources to assess the event and respond effectively to basic and emergency human needs. Damage to communications systems, roads, buildings, and more, could hamper emergency response efforts. The movement of emergency supplies could be seriously impeded if SeaTac International Airport was affected. Many professional registered Emergency Workers and others who normally would help during an event could be incapacitated due to the emergency, and unable to reach their assigned posts. City of Mercer Island, local and county jurisdictions, state and emergency operations facilities could be severely damaged or inaccessible.
- In a catastrophic event, hundreds of victims could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There could be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden impact event, with children in school and parents at work. Large numbers of transient populations defined as workers at Mercer Island businesses, tourists, students, foreign visitors, or commuters along Interstate 90 (I-90) may be affected. Interpreters may be needed to support the City's Limited English Proficiency (LEP) populations.
- The uniqueness of the City being on island creates additional challenges for staff and their family members. Most City personnel live off island and may not be able to get to Mercer Island. Additionally, most residents work off island creating an immediate need for parents and children to receive information about each other's safety and timely return to Mercer Island.
- The City of Mercer Island would have difficulty managing and operating a Community Shelter if an event occurred at night or on the weekend. To this end we have created the Mercer Island Emergency Volunteer registered Emergency Worker program.
- The Mercer Island Emergency Volunteer Disaster Teams are an important component of Mercer Island's emergency preparedness. The volunteer response teams consist of 15 different teams that are tasked with meeting at a predesignated place after a disaster in order to augment the efforts of City staff. These teams are prepared to support most ESFs, if needed: ESFs 1, 2, 3, 5, 6, 7, 8, 9, 11, 14, Annex A & B, damage assessment, and

evacuation respectively. Specifically, to ESF 6, the Shelter, Child Care, Elder Care, Disaster Mental Health, Disaster Medical, and Ham teams will provide assistance to staff.

- For procedures on Animal Shelters, see Appendix 1 to this ESF.
- For procedures on assistance with special needs victims, see Appendix 2 to this ESF.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan and the Mercer Island Shelter Operations Manual.

PLANNING ASSUMPTIONS

- Planning for ESF 6 is based on a worst-case scenario in which an event occurs without warning at a time of day that will produce widespread building damage necessitating the temporary relocation of victims to a Community Shelter. Only those with dire needs would require a Community Shelter location.
- The primary shelter location is the Mercer Island Community and Event Center. A secondary site at Islander Middle School has been designated but not yet supplied. Locations for the Pet Shelter have been identified. If these facilities are compromised, it might be necessary to use MISD or private facilities. The City must coordinate with MISD or the private entity for co-use of the facility as a Community Shelter.
- Mass Care Community Shelter facilities should receive priority consideration for structural ATC-20 inspections to ensure safety of occupants.
- The nature and extent of the event requires a planned, immediate, and automatic response from the Recreation Division with cooperating supporting departments, MISD, registered Emergency Workers, other volunteer organizations, and the private sector.
- The Recreation Division, with Mercer Island Emergency Volunteer registered Emergency Workers, will provide shelter, feeding, and emergency first aid services, if possible. The plan is to provide these services without external support for at least the first seven days, or however long resources dictate, following the onset of the event.
- The impacts of the emergency or disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health and mental health care for disaster victims and pets, as well as crisis and mental health support for City staff and volunteers.
- The magnitude of the event may require the operation of long-term shelters or housing relocation services.
- Sheltering and feeding activities may be required to accommodate a large number of victims for seven days or longer after the onset of the event.
- Some dire need victims may go to the Mass Care Community Shelter. Others may find shelter with friends and relatives, many victims may remain with or near their damaged homes, others may evacuate Mercer Island.
- Many of the injured or more seriously injured may be transported, if safely possible, to a local first aid treatment location or hospitals outside the event area respectively.

- Medical clinics and disaster medical registered Emergency Workers may be so overtaxed that accurate record keeping on individuals may be compromised, however it is still necessary to attempt to gain as much accurate information as possible.
- Surviving telephone service into and within the event area may be either inadequate or prioritized to emergency uses to the extent that it will be unable to handle community inquiries.
- Loss of connectivity with the mainland should the I-90 bridge be damaged may limit or prevent most services.
- The restoration of communication systems, disrupted by damages and overloads, may take weeks.
- Mass Care Community Shelter operations and logistical support requirements should be given high priority by departments and supporting organizations.
- Large numbers of spontaneous volunteers in the affected area will require City Human Resources to register them as Emergency Workers, and they will be assigned to duty stations in accordance with the EOC needs.
- The Emergency Operations Center (EOC) team will coordinate ESF 6 planning activities to ensure an appropriate immediate and automatic response.
- A formal ESF 6 organizational structure will be in place to support the efforts of Non-Governmental Organizations (NGOs) and government agencies, provide feeding, shelter, emergency first aid stations, bulk distribution centers, and to provide Disaster Welfare Information (DWI) in the incident area within 48 hours after the activation of the State EOC
- The Disaster Welfare Information (DWI) system should be capable of responding to one million disaster welfare inquiries, from around the world, within 30 days of the onset. These inquiries will relate to persons who are residents of the affected area, as well as transients such as foreign and domestic tourists, business travelers, students, and their immediate families, etc. In addition, the system must provide information needed to reunite family members separated at the time of the incident.
- Language challenges may prevent emergency messaging from reaching portions of the Mercer Island population.

CONCEPT OF OPERATIONS

GENERAL

- The Recreation Division, of the Public Works department, has been designated the primary lead responsible for managing the activities of ESF 6, and Youth and Family Services is designated as support primary to the Recreation Division. If all local resources and private sector are overwhelmed or exhausted, the Mercer Island EOC can activate mutual aid, the King County Regional Disaster Plan (RDP), and state and federal agencies designated to support the ESF 6 mission.

- The EOC is responsible for notifying supporting departments and organizations that an event has occurred that requires staffing the EOC.
- Requests for assistance will be recommended by the Recreation Division and forwarded to the EOC. The Recreation Division will work directly with coordinating department counterparts to provide the needed support, as identified.
- Direction for support of ESF 6 will originate from the EOC.
- Support organizations will be notified and expected to provide 24-hour representation, as necessary. Support representatives will have sufficient knowledge of the capabilities and resources of their departments, organizations and agencies, with appropriate authorities to commit resources to the response and recovery effort.
- Upon notification of the staffing of the EOC and activation of ESF 6, the EOC will inform ESF 6 lead and support departments and organizations of the activation and share information about what has occurred including initial response actions.
- ARC or Washington volunteer support agencies will notify their local representatives to report to the appropriate locations as designated in their plans or at the request of the EOC.
- ARC upon request and if available, may assume, manage, and support established Mercer Island Community Shelters and would provide related services needed by displaced populations.
- The City will integrate National Center for Missing & Exploited Children (NCMEC) protocols to facilitate the identification and reunification of children with their families through MIPD. MIPD will take the lead on managing unaccompanied minors in mass care settings.
- The City is limited in the facilities available for mass care and sheltering. The City will need assistance from and to coordinate with King County, the State, and federal governments to provide shelter for persons affected by court-ordered limitations or restrictions, registered offenders, or other populations with a legal justification for alternative arrangements
- All supplies or equipment used must be documented for accounting and resupply needs.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

City of Mercer Island

- The Recreation Division will activate its departmental SOGs or operational plans to implement Community Shelter site(s) depending on the size of emergency or disaster, in coordination with the EOC.
- EFS 7 (Resource Support) will be coordinated and provided by the Human Resources team of the Administrative Services department, City Manager's Office, and Finance department.
- ESF 11 (Agriculture and Natural Resources / Food and Water) will be coordinated and provided by Youth and Family Services and Public Works.
- ESF 8 (Health and Medical Services) will be coordinated and provided by Eastside Fire & Rescue EMS with assistance from Youth and Family Services.
- The Human Resource Manager will manage and track the assignment of City workers to disaster relief efforts in cooperation with other City lead departments and for the registration of emergent volunteers as Emergency Workers and the assignments in coordination with the EOC, as specified in WAC 118-04-200.

King County Department of Natural Resources and Parks (DNRP)

- King County DNRP is responsible for mass care for unincorporated King County. For local jurisdictions the King County RDP may activated.

State Level Response Structure

- The State-level response structure is initially composed of representatives at the FEMA Region X Regional Response Center (RRC) and representatives on the Emergency Response Team A (ERT-A) element. When fully operational, the State-level response structure includes the State Joint Field Office (JFO) element and the State EOC.
- The State EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief operation and other voluntary agencies for action and exchange information with these organizations.
- Support agency liaisons will be available to state ESF 6 units at the JFO, as necessary, and available on a 24-hour basis for the duration of the incident.
- ESF Liaisons will be identified and deployed by the State ESF 6 JFO element. Public Affairs and Congressional Affairs liaisons will be identified and deployed.

National Level Response Support Structure

- The national ESF 6 will operate under the direction of FEMA and the Department of Homeland Security.
- The State EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief

operation and other voluntary agencies for action and exchange information with these organizations.

- In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low interest loans, housing grants, disaster food stamps (D-SNAP), disaster counseling, and unemployment benefits. These services are normally available through a tele-registration process coordinated by the Federal Emergency Management Agency (FEMA).
- Representatives of agencies designated to support ESF 6 will be available on a 24-hour basis for the duration of the emergency response period.

PROCEDURES

- The Recreation Division Mass Care Community Shelter operations and management and departmental SOGs or operational plans will be implemented in accordance with this ESF.

MITIGATION ACTIVITIES

Primary Department – Recreation Division

- Reconfirms with Community Planning and Development possible helicopter landing sites and GPS coordinates and updates and maintains the list in the EOC procedures manual.
- Creates departmental SOGs or operational plans to support this ESF.

Support Primary – Youth and Family Services

- Creates departmental SOGs or operational plans to support this ESF.

Support Departments – All

- Develop departmental SOGs or operational plans to support this ESF.

PREPAREDNESS ACTIVITIES

Primary Department – Recreation Division

- Develops departmental SOGs or operational plans consistent with FEMA and the Department of Homeland Security as well as ARC's Mass Care Community Shelter operations, management and training.
- Coordinates with Youth and Family Services, ARC, and Mercer Island emergency volunteers for assistance.
- Identifies safe routes of travel to and from the predesignated possible shelter sites.
- Inventories emergency shelter supplies and replenishes when necessary.
- Coordinates and executes training, drills, and exercise activities with appropriate departments and support agencies on an ongoing basis to conform to FEMA/ Homeland Security guidelines.

Support Departments – All

Human Resources

- Updates procedures for processing registered Emergency Workers as initially developed by the Emergency Manager.
- Maintains, updates, and resupplies mobile registered Emergency Worker's registration kits initially developed by the Emergency Manager.
- Coordinates the registration of Emergency Workers. Works with MI Emergency Volunteers assisting in this administrative job.
- Participates in training, drills, and exercises to support Mass Care Community Shelter operations with The Recreation Division.

Eastside Fire & Rescue/Community Planning and Development

- Ensures building safety plans of the designated shelters are in place with appropriate fire safety equipment on site.

Support Agencies

General

- Coordinates anticipated response and recovery activities in accordance with support to ESF 6 functions.

Public Health-Seattle and King County

- Provide mass care services for medically dependent or fragile community members.
- Review, inspect, and approve mass care sites, as necessary and appropriate.
- Provide assistance in coordinating medical support at mass care sites.
- Coordinate and provide public health technical assistance for mass care and feeding operations.
- Provide guidance and direction for the care of deceased shelter clients.

Regional Animal Services of King County

- Provide assistance for sheltering and care of pets.

Mercer Island Emergency Volunteers

- Consist of 15 Emergency Worker disaster response teams:
- Animal Shelter
- Child Care
- Communications: HAM Radio Operators
- Damage Assessment/Windshield Survey
- Disaster Medical
- Disaster Mental Health
- Faith Community

- Neighborhood Preparedness (includes businesses)
- Registration
- Resource Inventory
- Search and Rescue
- Senior Care
- Shelter
- Transportation
- Well Operation/CPOD

RESPONSE ACTIVITIES

Primary Department – Recreation Division

- Coordinates overall citywide operations and shelter management in accordance with FEMA / Homeland Security Guidelines.
- Coordinates required mass care services and tracks victim status.
- Coordinates feeding sites, potable water and ice with ESF 11.
- Coordinates bulk emergency relief items, as needed.
- Coordinates shelters, pet shelters, and emergency first aid stations.
- Coordinates transportation and needed supplies.
- Coordinates communications between shelters, feeding sites, emergency first aid stations, and relief operation locations.
- Provides supplies such as cots, blankets, as needed, from emergency supply inventories.
- Coordinates mass care activities with support agencies, ARC, NGO and other volunteer WAVOAD organizations, as present.

Support Primary – Youth and Family Services

- Prepares, coordinates, and provides meals to the EOC and Community Shelter, provides mobile feeding, or other sites, as required. Supplies food for meals at fixed feeding locations and provides mobile feeding, as required.
- Supplies potable water and ice with assistance from the Public Works Department.
- Supplies bulk emergency relief items or receives donations via the Thrift Shop and ARC.
- Coordinates transportation and receiving of needed supplies.
- Assists with Community Points of Distribution (CPOD).

Support Departments – All

General

- All departments will support this ESF as requested and or according to their assigned ESF functions.

Human Resources

- Human Resources executes SOGs or operational plans for processing Emergency Workers.
- Maintains four mobile Emergency Worker's registration kits.
- Registers spontaneous volunteers as Emergency Workers and assigns them to their duty station in accordance with the EOCT's needs.
- Signs in/out Emergency Workers for assignment or demobilization to or from their duty location.

City Communication's Manager / Public Information Officer

- Disseminates Community Shelter availability and locations.
- Assures that appropriate information is disseminated to the local residents, businesses, and visitors.

Eastside Fire & Rescue

- Provides fire suppression and emergency medical services at shelters or food services areas.

Public Works

- Coordinates disposal of waste and solid waste from shelters.
- Assists in identifying safe routes of travel for shelter staff and the transport of supplies.
- Assists in crowd control operations with temporary traffic control measures and barricades.

Police Department

- Assists in providing emergency communications between shelters and the EOC.
- Provides security at shelters, CPODs, and other City sites as requested in support of ESF 6.
- Provides crowd and traffic control at Emergency Well, CPODs, and as requested.
- Assists in identifying and assessing safe routes of travel to and from possible or established shelter site(s).

Support Agencies

- Coordinates anticipated planned response activities in accordance with support to ESF 6 functions.
- Supports response activities consistent with the mission and capabilities.

RECOVERY ACTIVITIES

Primary Department – Recreation Division

- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.
- Restocks and replenishes supplies to pre-disaster conditions.

Support Primary – Youth and Family Services

- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.
- Restocks and replenishes supplies to pre-disaster conditions.

Support Departments – All

- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- Keep a record of ESF 6 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.

Support Agencies

- Coordinates planned recovery activities in accordance with directives.
- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.

RESPONSIBILITIES

PRIMARY DEPARTMENT – RECREATION DIVISION

- Lead department in EFS 6 Mass Care on Mercer Island.
- Manages the operations of the emergency Mass Care Community Shelters in coordination with supporting departments.
- Provides staff and supplies to manage pet shelters.
- Coordinates efforts of local organizations, ARC, WAVOAD, and others as appropriate to support mass care operations.
- In recovery, coordinates with FEMA to establish Disaster Assistance Centers (DACs) in support of individual recovery efforts.

SUPPORT PRIMARY – YOUTH AND FAMILY SERVICES

- Takes support primary lead in the administration and execution of ESF 6 and 8.

- Develops and assists in implementing plans that utilize volunteer groups to identify and assist special needs for individuals in their homes and senior care facilities that may need assistance or shelter in an emergency or disaster.
- Supports the Recreation Division in setting up emergency shelters and transporting special needs individuals to designated shelter sites as necessary.
- Supplies mass care sites with needed food and water.
- Develops emergency, safety, and evacuation plans for facilities under department management, including the Mercer Island Thrift Shop.
- Manages, trains, and coordinates the volunteer Community Mental Health Response Team Committee in concert with Emergency Management.

SUPPORT DEPARTMENTS – ALL

General

- Supports the EOC in the accomplishment of ESF 6 roles and activities.
- Provides staff to assist with Mass Care Community Shelter operations, as requested.

Human Resources

- Manages the administration of staff and registered Emergency Workers.

City Communication's Manager / Public Information Officer

- Coordinates the dissemination of public information concerning mass care and individual assistance with ARC, local jurisdictions, King County ECC, state and federal government agencies.
- Ensures that EOC approved information is disseminated to the public during response and recovery.

Development Services Group

- Provides ATC 20 building safety inspections of possible Community Shelter location(s) prior to activating ESF 6.

Information and Geographic Services

- Assists with computer and/or telephone services in shelters.

SUPPORT AGENCIES

General

- Coordinates planned and anticipated response and recovery activities in accordance with their directives.
- Supports response activities consistent with their mission and capabilities.

Mercer Island Emergency Volunteers

- Support ESF 6 as previously stated.

Local American Red Cross (ARC)

The following are standard services that the American Red Cross stands ready to offer in statewide or large regional disasters:

- Sheltering – Work through the ESF 6 Coordinator to open temporary mass care congregate shelters where residents will find comfort with a hot meal, recovery information, emergency supplies and a place to rest. Support other shelters run by government or community partners with supplies and feeding, if resources permit.
- Feeding – Work through the ESF 6 Coordinator to provide emergency feeding for persons in shelters and those returning to their homes, either at fixed sites or through mobile delivery of food appropriate for the situation and population being served. The American Red Cross will coordinate with state ESF 6 for assistance when voluntary contributions do not meet the level of needed services. Requests may be in the form of direct financial assistance, reimbursement for services, and or an agreement to purchase necessary commodities to fulfill the needs of impacted residents.
- The American Red Cross and other Voluntary Organizations Active in Disasters coordinate with state level ESF 6 to meet the needs of persons returning to their homes after a disaster.
- Welfare Information – The American Red Cross Safe and Well Website is always available. Promotion of the site is triggered by one or more of the following:
  - Mass fatalities or injuries
  - Disaster is catastrophic in scope
  - Large scale evacuations
  - Widespread power outages
  - Affected area has a large number of residents with access or functional needs
  - Considerable media coverage
  - The Safe and Well Website is a tool for the general welfare inquiry, that is, the inquiry on someone in the affected area who does not have a health or mental health condition. The American Red Cross is committed to client privacy. A successful search result provides only the registrant's name, a date/time stamp, and the safe and well messages that the registrant chose using check boxes. No personal or location information is shown.
- American Red Cross trained caseworkers meet with each person individually to determine how he/she was affected by the disaster and the course of recovery to best meet his/her immediate needs. American Red Cross caseworkers work closely with the state ESF 6 Coordinator through the American Red Cross government liaison to ensure persons affected by the disaster have access to all available resources.
- American Red Cross disaster mental health professionals on relief operations provide psychological triage; crisis intervention; psychological support; instrumental support (i.e., taking action in support of an individual); advocacy (i.e., an intervention made on

behalf of an individual and intended to benefit the person or cause being supported); problem solving; and referrals.

- American Red Cross Disaster health professionals are available in shelters for emergency first aid, medical assessment, triage and replacement of emergency medications. American Red Cross Disaster Health Services teams meet these needs through item distribution, financial assistance or referrals to community partners. In the event of other unforeseen events or situations in which human suffering is involved, the American Red Cross will coordinate with appropriate government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs as resources are available to assist.

Private Sector Volunteer Organizations, and Others

- Supports mitigation and disaster preparedness concepts of self-sufficiency for seven plus days on Mercer Island.
- Provides resources to assist in the response and recovery phases of emergency or disaster operations.
- Participates as members of Mercer Island Emergency Volunteers.
- Participates and supports drills and exercises and by including the City in business and industry activities.

RESOURCE REQUIREMENTS

- The City will provide space, telephones, and limited administrative support at the EOC for ARC, WAVOAD, and liaison personnel.
- The support agencies may provide phone representatives, on a 24-hour basis, to the EOC and shelter locations.
- Support organizations or agencies are responsible for their own vehicles, transportation, and supplies.
- Available undamaged facilities may be augmented by large tents, as available.
- Personnel resources will include the Recreation Division, Youth and Family Services staff, Mercer Island Emergency Volunteers, volunteers such as members of ARC, WAVOAD, and private organizations and businesses, if available. Specially skilled individuals will be identified from among these groups.

REFERENCES

- CEMP Base Plan
- City of Mercer Island Shelter Operations Manual to include long term shelter/housing plan and animal shelter plan. Refer to ESF 24 for pet evacuation.
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP), ESF 6.

- Washington State CEMP, ESF 6.
- The National Response Framework, ESF 6, dated April 1992.
- Disaster Relief Act of 1974, (P.L. 93-288, as amended by the Stafford Acto of 1988).
- American Red Cross. See national website at www.redcross.org, and local at www.seattleredcross.org.

DEFINITIONS AND ACRONYMS

CPOD – Community Points of Distribution

DAMAGE ASSESSMENT – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDICES

- Appendix A – Pet Shelter Policy

APPENDIX A

PET SHELTER POLICY

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 practical, 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.

The City has a limited capacity for animal services and may need to partner with federal, state, or county government agencies, or non-government organizations to accommodate animal mass care needs. The City will work with partner agencies to support and implement animal mass care services. When possible, pet shelters will be co-located with human shelters to facilitate animal care by pet owners. Service animals will be allowed to shelter with their owners whenever possible.

To the best of its ability, the City of Mercer Island has identified and planned for locations to host a pet shelter including stocking supplies.

If large animal owners need mass care support for their pets, the City will coordinate with the county or non-government organizations, like Washington State Animal Response Team (WASART) for the limited number of horses that reside within City limits.

The City has limited resources for the care and coordination of unclaimed, abused, ineligible, or aggressive animals who may not be suited to a congregate animal shelter. Due to limited onsite animal containment and care options, the City will coordinate with county and non-government organizations, local veterinarians, animal rescue organizations, and/or individuals for assistance in providing animal care and/or housing.

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. See details below.

DAP9523.19

FEMA
DISASTER ASSISTANCE POLICY

I. TITLE: **Eligible Costs Related to Pet Evacuations and Sheltering**

II. DATE: OCT 24 2007

III. PURPOSE:

The purpose of this policy is to identify the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration.

IV. SCOPE AND AUDIENCE:

This policy is applicable to all major disasters and emergencies declared on or after its date of issuance. It is intended to be used by FEMA personnel involved in making eligibility determinations under the Public Assistance Program.

V. AUTHORITY:

Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5170b, 42 U.S.C. 5192; the Pets Evacuation and Transportation Standards Act (PETS Act) of 2006, P.L. No. 109-308, § 4, 120 Stat. 1725 (2006); and 44 CFR §§ 206.223(a), 206.225(a).

VI. BACKGROUND:

On October 6, 2006, the PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PETS Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

VII. POLICY:

A. **Definitions:**

1. Household Pet. A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not

include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

2. Service Animal[1]. Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

3. Congregate Household Pet Shelters. Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a declared major disaster or emergency.

B. **Eligibility.** State and local governments that receive evacuees from areas declared a major disaster or an emergency may seek reimbursement for eligible pet rescue, sheltering, and evacuation-support costs.

1. State and local governments outside the designated disaster area may seek reimbursement under mutual aid protocols through the affected and supported state(s). (44 CFR § 206.223(a)(2)).

2. State and local governments are the only eligible applicants for sheltering and rescuing household pets and service animals. Contractors or private nonprofit (PNP) organizations that shelter or rescue household pets and service animals cannot be reimbursed directly as an applicant. However, contractors and PNPs can be reimbursed for sheltering and rescuing household pets and service animals through a state or local government, provided a written statement from an eligible applicant is presented in which the applicant verifies that the contractor or PNP is performing or has performed sheltering or rescuing operations on the applicant's behalf and the expenses are documented.

C. **Household Pet Rescue.** State and local governments may conduct rescue operations for household pets directly or they may contract with other providers for such services. Eligible costs include, but are not limited to, the following:

1. Overtime for regular full-time employees.

[1] Department of Justice, Americans with Disabilities Act (ADA), 42 USC 1201 et seq, implementing regulations at 28 CFR § 36.104.

2. Regular-time and overtime for contract labor (including mutual aid agreements) specifically hired to provide additional support required as a result of the disaster.

3. The use of applicant-owned or leased equipment (such as buses or other vehicles) to provide eligible pet transportation to congregate pet shelters may be reimbursed according to 44 CFR § 206.228(1)(a) (does not include operator labor). The cost of leasing equipment for this purpose may also be eligible for reimbursement.

D. **Congregate Household Pet Sheltering.** State and local governments may conduct sheltering operations for pets directly, or may contract with other sheltering providers for such services. Eligible Category B congregate pet sheltering costs may include, but are not limited to, the *reasonable* costs for:

1. Facilities.

- Minor modifications to buildings used for congregate household pet sheltering, if necessary to provide increased capacity for the accommodation of shelterees' household pets.
- Facility lease or rent.
- Increase in utility costs, such as power, water, and telephone.
- Generator lease and operation (but not purchase).
- Shelter safety and security.
- Shelter management.
- Shelter and crate/cage cleaning.

2. Supplies and Commodities. Eligible items are those needed for, and used directly on, the declared disaster, and are reasonable in both cost and need. Examples include:

- Food, water, and bowls.
- Crates/Cages.
- Pet transport carriers.
- Animal cleaning tables and supplies.
- Medication for animal decontamination and parasite control to ensure that the animal is not a health threat to humans or other animals.

3. Eligible Labor. If the regular employees of an eligible applicant perform duties in direct support of congregate pet sheltering operations, any overtime pay related to such duties is eligible for reimbursement. However, the straight-time pay of these employees is not eligible. Regular-time and overtime for contract labor, including mutual aid agreements,

specifically hired to provide additional support required as a result of the disaster or emergency is also eligible for reimbursement.

4. Equipment. The use of applicant-owned or leased equipment (such as buses, trucks, or other vehicles) to provide eligible pet evacuation or sheltering support may be reimbursed according to 44 CFR §206.228(1)(a) (does not include operator labor). The cost of leasing equipment may also be an eligible expense for reimbursement.

5. Emergency Veterinary Services. For the purposes of screening the health of household pets and service animals, and assessing and treating minor illnesses and injuries, congregate pet shelters may be staffed with emergency veterinary teams. The following costs related to the provision of emergency veterinary services in a congregate pet sheltering environment are eligible for reimbursement:

- Veterinary diagnosis, triage, treatment, and stabilization.
- Provision of first aid, including materials (bandages, etc.).
- Medicine.
- Supervision of paid and volunteer veterinary staff.
- Vaccinations administered to protect the health and safety of congregate shelter and supporting emergency workers including but not limited to tetanus and hepatitis.
- Vaccinations administered to protect the health and safety of congregate shelter pets for transmissible or contagious diseases including but not limited to bordetella/kennel cough.

6. Transportation. Transportation of evacuees' household pets and service animals to congregate shelters from pre-established pickup locations is an eligible expense when the means of transportation used is the most cost-effective available.

7. Shelter Safety and Security. Additional reimbursable safety and security services may be provided at congregate pet shelters, based upon need.

8. Cleaning and Restoration. The costs (to the Applicant) to clean, maintain, and restore a facility to pre-congregate pet shelter condition are eligible.

9. Removal and Disposal of Animal Carcasses. The costs (to the Applicant) to remove and dispose of animal carcasses in a safe and timely manner and in compliance with applicable laws and regulations are eligible.

10. Cataloging/Tracking System for Pets. The reasonable costs (to the Applicant) for tracking animals at congregate pet shelters for the purposes of reuniting them with their owners are eligible.

E. **Service animals.** Service animals will be sheltered with their owners in congregate shelters.

F. **Length of Operation.** Costs of sheltering/caring for household pets will no longer be eligible for FEMA reimbursement when the pet owner transitions out of Section 403 emergency sheltering.

VIII. ORIGINATING OFFICE: Disaster Assistance Directorate (Public Assistance Division).

IX. SUPERSESSION: This policy supersedes all previous guidance on this subject.

X. REVIEW DATE: Three years from date of publication.

Carlos J. Castillo
Assistant Administrator
Disaster Assistance Directorate

VET CLINICS AND STABLES

Mercer Island Veterinary Clinic		2448 76th Ave. SE #107 Mercer Island, WA 98040	206 232-0333
	Dr. Evan Crocker Dr. Melissa Wu Dr. Courtney Roller	*Available Facilities*: Kennels for approx. 25 pets; large supply of food; pet pharmacy	
Island Animal Hospital		7803 SE 27th St #174, Mercer Island, WA 98040	206 207-1093
	Dr. Blanchette		
Island Cats Veterinary Hospital		3024 78th Ave. SE Mercer Island, WA 98040	206 232-2837
	Available Facilities: Kennels for approx. 14 cats; supply of food; no shelter available for dogs		
Mercy Vet		2630 77th Ave SE, #116, Mercer Island, WA 98040	206 232-7667
	Jacqueline S. Sehn DVM *Available Facilities*: Limited space; 2 Kennels; approx. 30 small cages; use only as last resort		
Animal Hospital of Factoria		4205 Factoria Blvd. SE Bellevue, WA 98006	425 746-3373
	Dr. Shlomo Freiman *Available Facilities*: Cats & dogs boarding only		
Aerowood Animal Hospital		2975 156th Ave SE Bellevue, WA 98007	425-746-6557
Stables			
	MI Saddle Club	8635 SE 68th Street Mercer Island, WA 98040	206 232-7538

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT

PRIMARY DEPARTMENTS:	Public Works Administrative Services – Human Resources Finance
SUPPORT DEPARTMENTS:	All Departments Mercer Island Emergency Volunteers Mercer Island School District (MISD) External Agencies

INTRODUCTION

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide personnel, logistical, and resource support following an emergency or disaster. This ESF provides for the effective prioritization, utilization, and conservation of available local resources within the City of Mercer Island.

SCOPE

Public Works, the Human Resources Team, in the Administrative Services Department, and the Finance Department are lead departments responsible for coordinating all resource support for the City of Mercer Island. Resource support involves the provision of personnel, services, commodities, and facilities to the City during the response and recovery phases of an emergency or disaster. This includes but is not limited to:

- Emergency supplies
- Equipment
- Office supplies
- Contracting services
- Transportation services
- Personnel required to support emergency activities.

The Finance Department will manage the identification and procurement of other resources, either governmental or from the private sector, as needed. The Human Resources Team will manage essential human resource activities in the City, knowing that it may become necessary to reallocate how City personnel, registered Volunteer Emergency Workers, equipment, vehicles, materials, and facilities are utilized and coordinated through the EOC, as needed.

POLICIES

- The City of Mercer Island will operate under existing authorities and regulations.
- To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.
- Whenever possible, voluntary controls are preferred. The public, through extensive public information programs, will be encouraged to cooperate with emergency resource management measures imposed by the City.
- Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare.
- It is the policy of the City of Mercer Island that mandatory controls will only be placed when necessary and will be removed as soon as possible.
- The City will operate under existing authorities and regulations for the procurement of resources. Although, in order to carry out its resource support responsibilities effectively, the City of Mercer Island will make provisions for the development and administration of policies, programs, and measures for the management of resources under its jurisdiction in times of emergency or disasters.
- The City of Mercer Island adheres to RCW 38.52.070(2) which states

  "…each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."
- Spontaneous volunteers will show up and be available to help during any emergency or disaster. These volunteers must be registered as Emergency Workers per RCW 38.52 and WAC 118. Appropriate personal information will be obtained from volunteers for the purpose of documenting his/her assigned activities, and to meet State law concerning Emergency Workers. See Appendix 1, Emergency Worker Standards and Registration of this ESF.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- In an emergency, the City of Mercer Island is responsible for the management of available local resources and logistical support necessary to health and safety.
- A significant emergency or disaster may severely damage and limit access to the resource infrastructure.
- See the CEMP Base Plan, and the 2020 Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas.
- The City's support of the response to the disaster may be severely impacted.
- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Mercer Island will make every reasonable effort to respond based on the situation, information, and resources available at the time of the emergency or disaster.
- The management and logistics of resource support is highly situational and is dependent upon the situation itself, resource accessibility, transportation systems available, and location of vendors and suppliers.
- Resources may be exhausted due to the impact of multiple emergencies or disasters. Extraordinary measures may have to be taken in order to re-supply City departments.
- Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and tools may be needed. The City of Mercer Island does not have sufficient supplies and equipment on hand for long-term use.
- Disaster recovery may be limited by the inability of the general community to be self-sufficient for more than seven days without additional supplies of food, water, medical, and shelter resources. There may be shortages of critical drugs and medicines at medical facilities or pharmacies due to limited storage capacities.
- Due to the unique situation of the City being an island, medical needs may be severely hampered including access to drugs, medical doctors, and external hospital support.
- Personal preparedness is a responsibility of residents, businesses, local organizations, and the City staff.
- MISD and the City have an agreement to share fuel, transportation, mass feeding, generators, allow a Community Shelter at Islander Middle School, and will coordinate with others as signatory to the King County Regional Coordination Framework (RCF).
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to damage to roads, bridges, and other transportation means.

CONCEPT OF OPERATIONS

GENERAL

- This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation will be the mechanism through which it provides support activity to all other ESFs. Actions undertaken will be coordinated with all departments through the EOC.
- The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship.
- Should the emergency be of such magnitude that all local resources are committed or expended, immediate requests for outside assistance will be made by the Emergency Manager, or designee, to neighboring jurisdictions via the RDP, King County, and the State.
- Needs for resources will be submitted to the EOC and coordinated by each department, field staff, and Emergency Operations Center (EOC) team in alignment with the National Incident Management System (NIMS) and National Response Framework.
- Responsibilities for administering individual resource programs will be assigned to existing departments within the City, with the utilization of private businesses if appropriate.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- Resource needs will be coordinated through the City EOC and will be the focal point of all resource management for the City government.
- The Emergency Manager is responsible for overall resource coordination and utilization in the EOC.
- Public Works, the Finance Department and Human Resources Team, under Administrative Services, are the primary leads for the management of resources and services. Those roles include:
  - Public Works: The Support Services Manager is the lead for all resource needs.
  - Finance Department: The Finance Director or his/her designee is the lead for inventory, allocation, utilization, and conservation of resources necessary to respond to and recover from major emergencies.

- Human Resources Team: The Human Resources Manager is the lead for essential human resource activities in the City. They are also the lead for the City's credentialing system – for both staff and registered volunteers (emergency workers).

- Spontaneous volunteers will be registered as Emergency Workers by Human Resources and will be assigned to a duty through the EOC. See Appendix 1, Emergency Worker Standards and Registration of this ESF.
- Requests from departments and field staff for additional assistance should be coordinated through the Logistics Section of EOC.
- City departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with the Human Resources Manager.
- Since non-essential services and activities may be postponed during an emergency or disaster, 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) shall apply.
- Departments will utilize their personnel, equipment, and supplies to the maximum extent possible including use of personnel not assigned emergency responsibilities before mutual aid is requested.
- It may be necessary to hire temporary contract employees to meet staffing requirements.
- Additional personnel, equipment, and supply resources may be obtained through existing mutual aid agreements with schools, private businesses, and others. Should the need extend beyond local mutual aid agreements, the City would request assistance from King County and the State and other jurisdictions via the Washington Intrastate Mutual Aid System (WAMAS) and follow prescribed procedures, checklists, forms, and processes as detailed in WAMAS.

PROCEDURES

1. All resource requests will be received and processed through the EOC.
2. Resource requests will be evaluated by the Finance Director or his/her designee and assigned a mission number, and then assigned to the proper ICS Sections for completion of the task.
3. Management of any resource may involve the following processes:
   a. Evaluating the supply and the need for a particular resource.
   b. Determining the current and long-term needs of available resources.
   c. Taking actions necessary to channel resources for use in essential activities.
   d. Ensuring the most effective use of existing and potential supplies of the resource, while considering the future supply.

e. Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions.

4. It will be the responsibility of the Finance Department to track the status of mission requests through to completion.
5. Existing department procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.
6. Spontaneous volunteers will be registered as Emergency Workers and provided identification and assignments appropriate to their qualifications, and administrative details, in accordance with WAC 118-04.
7. Unsolicited donations will be managed by Youth and Family Services (YFS) and the Thrift Shop, following regular donations procedures, with the exception of expanding hours and services as needed, and supported by Emergency Management Volunteers/Emergency Workers.

MITIGATION ACTIVITIES

Joint Primary Departments

Public Works

- Works with the Human Resources Team, Finance Department, and support departments to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Creates and participates in emergency management ESF 7 training at the City, local jurisdiction, state, and federal levels.

Administrative Services – Human Resources Team

- Works with Emergency Manager and department leads to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Creates and participates in emergency management ESF 7 training at the City, local jurisdiction, state, and federal levels.

Finance. Purchases appropriate liability and property insurance.

Support Departments - All

- Develops departmental standard operating guidelines (SOGs) or operational plans to identify internal resource needs and to identify resources that can be provided to other City departments and mutual aid agreements during response and recovery phases of an emergency or disaster event.
- A needs assessment for internal and external resources should include, but is not limited to, the following:
  - Identifies essential personnel and staffing for internal and external support requirements.

- Identifies emergency supplies needed for personnel.
- Identifies essential records, equipment, and office supply needs.
- Maintains equipment inventory list by category – following standardized resource typing.
- Identifies essential office space requirements.
- Identifies leasing requirements for City-owned or City-leased facilities.
- Identifies additional transportation requirements in support of an emergency.
- Identifies and prioritizes all internal activities and ones that may require Finance Department assistance in an emergency or disaster.

Safety Officer / City Attorney. Provides technical assistance about potential liability issues and safety concerns.

Support Agencies

MISD. Identifies essential MISD service priorities.

PREPAREDNESS ACTIVITIES

Joint Primary Departments – Public Works, Administrative Services, and Finance

- Identifies, develops, creates, and prioritizes an inventory list for essential services and resource requirements in an emergency or disaster in support of ESF 7.
- Participates in emergency management training, drills, and exercises at the City, local jurisdiction, state, and federal levels.
- Establishes and maintains liaison with Mercer Island Emergency Volunteers Resource Volunteer Lead, MISD, private sector and government resource providers.

Public Works

- Identifies, develops, creates, and prioritizes a departmental inventory list for essential services and resource requirements in an emergency or disaster.
- Develops resource management SOGs or operational plans.
- Participates in emergency management training, drills, and exercises at the City, local jurisdiction, state, and federal levels.

Administrative Services

- Coordinates a back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event timing and or conditions.
- Assists the EOC and other departments in identifying and assigning employees and registered Emergency Workers to assist in response and recovery.
- Updates SOGs or operational plans for Emergency Worker registration and recruitment and maintains the four mobile registration kits that the Emergency Manager initially developed.

Finance

- Develops procedures in coordination with the City Manager's and City Attorney's Offices to expedite emergency leasing requirements for City-owned or City-leased facilities and or equipment.
- Participates in emergency management training, drills, and exercises at the City, local jurisdiction, state, and federal levels.

Support Departments – All

- Identifies, develops, and prioritizes an inventory list for essential services and department resource requirements for an emergency or disaster.
- Develops departmental guidelines and training that increase capabilities to respond and recover from emergencies and disasters.
- Creates and participates in internal coordinated emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of departments in relation to ICS, organizations and / or agencies during an actual event.

Support Agencies

- Identifies, develops, creates, and prioritizes an inventory list for essential services and resource requirements for an emergency or disaster.
- Participates in emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of agencies or divisions during an actual event.

Mercer Island Emergency Volunteers

- The Emergency Manager works with the Mercer Island Emergency Volunteer teams with expertise in the following areas: Disaster Medical, Disaster Mental Health, Damage Assessment/Rapid Impact Survey (RIS), Resource Inventory, Transportation, Search & Rescue, Registration, Emergency Well/CPOD, Sheltering, Child Care, Senior Care, Communications - HAM Radio Operators, Neighborhood Preparedness, Faith Community, and Animal Shelter Care.
- Refer to EOC Manual as well as the Mercer Island Emergency Volunteer Manual for further information.

RESPONSE ACTIVITIES

Joint Primary Departments

Public Works

- Identify needs and submit resource requests to procure physical resources and supplies necessary for responding to the emergency, disaster, or incident.
- Submit resource requests through the City EOC. Provide reports and tracking to the Finance Department.
- Assures that City work site conditions are in compliance with City standards. Coordinates the allocation, utilization, and/or conservation of resources.

- Assesses the impacts of the emergency on available resources and identifies repairs, public works projects, and replenishment needs.
- When necessary, requests liaison representatives to the EOC from the MISD, other local facilities, and private organizations as advisors on use and distribution of resources.
- Provides personnel for sandbagging, evacuation assistance, barricade crews, and other emergency or disaster work.
- Provides heavy equipment such as backhoes and trucks.
- Provides road access to and from the affected areas to the staging areas.
- Provides appropriate motor vehicles to the City EOC personnel, and other departments on a priority basis during an emergency or disaster.

Finance Department

- Recommends economic stabilization measures, such as the coordinated rationing of food, water, petroleum, and other essential items.
- Coordinates, with Public Works, the allocation of appropriate motor vehicles to the City EOC personnel and other departments on a priority basis during a disaster.
- Provides supplemental purchasing and contracting support for goods and services.
- Coordinates the documentation and reporting of emergency disaster related expenditures to qualify for state or federal reimbursement.
- Documents and submits claims of employees and volunteers registered as Emergency Workers on the appropriate forms.

Human Resources Team

- Shall designate an EOC representative to maintain liaison with spontaneous volunteers, organizations, and registered Emergency Workers, and assists in responding to the needs of City employees.
- Shall designate an EOC representative to coordinate employee and personnel needs.
- Assists with personnel issues during an emergency or disaster at the EOC.
- Assures that any site selection and personnel areas meet the City's work place safety standards in support of this ESF.

Support Departments – All

General

- Assists in the coordination, management, distribution, and conservation of supplies and resources necessary for City government emergency operations.
- Makes available and provides resource support services, personnel, equipment, technical support services, information, and advisory assistance to the EOC as requested.
- Provides personnel and equipment for emergency work in support of this ESF.

Safety Officer / City Attorney. Assists Finance with listing disaster expenditures.

City Manager and City Council

- Makes policy, adopts, and enacts ordinances and motions to place economic controls in effect.
- Hosts, in conjunction with the EOC, all dignitaries visiting the emergency or disaster site.

Community Planning and Development

- Coordinates with Recreation Division on the relocation of City-owned offices, buildings, and facilities under the department's control, and acquisition of new space, as necessary.
- If necessary, assists with office relocation in leased office space, not under the department's control, if resources permit.

Recreation Division

- Makes park facilities available as assembly, relocation, and dispatch areas for emergency or disaster operations, mass care, and temporary housing.
- Provides shelter for emergency or disaster victims at pre-designated possible mass care Community Shelter facilities, as possible.

City Communications Manager / PIO

- Provides Public Information Officer (PIO) support to the EOC.
- Coordinates with Public Safety PIOs.
- Implements a public information and public education strategy that clearly defines the resource support needs of the City and how residents and businesses can support the program.

Police

- Provides personnel for security, barricading, evacuation assistance, and other emergency or disaster work.
- Prioritizes mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- Provides communications links for resource support and services, as requested.
- Confirms road closure information and accessibility to and from the disaster area.
- Provides transportation route evacuation and resources.

Youth and Family Services

- Assists in the EOC with coordinating emergency or disaster donated goods and services.
- Provides disaster relief food related supplies meeting City requirements to mass care Community Shelters.

Support Agencies

MISD

- Provides resources to assist in the response phase of emergency or disaster operations, as requested in the following categories:
  - Fuel,
  - Possible shelter facilities,
  - Feeding,
  - Transportation, and
  - Emergency generators.
- School buses will be used to transport evacuees.
- Provides a representative or liaison to communicate, report activities, and coordinate resources with the City EOC.

Mercer Island Emergency Volunteers

- Resident volunteers are available to assist in response and recovery activities. Some are registered as Emergency Workers and will self-mobilize in a natural disaster by checking in at the Mercer Island Community and Event Center (MICEC) for instructions.
- The registered Emergency Workers categories are as follows:
- Disaster Medical
- Disaster Mental Health
- Damage Assessment/Rapid Impact Survey (RIS)
- Resource Inventory
- Transportation
- Search & Rescue
- Registration
- Emergency Well Operation/CPOD
- Sheltering
- Child Care
- Senior Care
- Communications/HAM Radio Operators
- Neighborhood Preparedness
- Faith Community
- Animal Shelter Care
- Refer to EOC Manual as well as Mercer Island Emergency Volunteer Manual for further information.

RECOVERY ACTIVITIES

Joint Primary Departments

Public Works

- Continues to support response and recovery transition activities, as required.
- Demobilizes resources at conclusion of response.
- Restocks and replenishes equipment inventory and supplies.

Human Resources

- Continues to support response and recovery transition activities, as required.
- Revises procedures based on lessons learned from the emergency or disaster.

Finance

- Coordinates the reallocation, utilization, and/or conservation of resources.
- Follows appropriate policies and procedures in completing required documentation to approve emergency services, purchases, or expenditures.

Support Departments – All

- Continues to support response and recovery transition activities, as required.
- Revises procedures based on lessons learned from the emergency or disaster.
- Restocks and replenishes equipment inventory and supplies.
- Provides departmental representatives or liaisons to recovery teams.

Support Agencies

- Continue to support response and recovery transition activities, as required.
- Revise procedures based on lessons learned from the emergency or disaster.

RESPONSIBILITIES

PRIMARY DEPARTMENTS

Public Works

- Acts as the lead department for procurement requests physical resources and supplies necessary for responding to the emergency, disaster, or incident.
- Works with each department Director to identify, develop, create, and prioritize an inventory list for essential City services and resource requirements in an emergency or disaster in support of ESF 7.
- Recommends economic stabilization measures, such as the coordinated rationing of food, water, petroleum, and other essential items.
- Submits resource requests through the City EOC. Provide reports and tracking to the Finance Department.
- Lead department responsible for ensuring that City work site conditions are in

compliance with City standards. Coordinates the allocation, utilization, and/or conservation of resources.

- Identifies passable routes for transporting personnel and equipment to provide sandbagging, barricades, debris management and evacuation assistance.

Human Resources

- Coordinates a back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event timing and or conditions.
- Acts as the lead department for coordinating human resource activities and the hiring of temporary personnel.
- Coordinates assignment of employees, as necessary, to make best use of employee resources in disaster response and recovery.
- Provides representation in the EOC, when activated, to monitor human resources, employee and volunteer safety, and assignment status.
- Prioritizes needs for human resources assistance for City staff.
- Coordinates and tracks the reassignment of City employees to disaster tasks.
- Responsible for the coordination of spontaneous volunteers registered as Emergency Workers and assigns volunteers appropriately with EOC coordination.
- Oversees the procurement of and maintains food, water, and other associated supplies for City staff and the EOC.
- Coordinates the arrival and location of registered Emergency Workers and other mutual aid resources and ensures they have access to food and water.

Finance

- Coordinates resource support activities with Public Works and Human Resources.
- Coordinates with Public Works for required logistical and resource procurement.
- Manages the inventory, allocation, utilization, and conservation of resources necessary to respond to and recover from major emergencies.
- Manages all disaster procurement and contracting for the City.
- Implements procedures for the documentation of private resources utilized during times of emergency or disaster.

SUPPORT DEPARTMENTS – ALL

General

- Supports primary departments in the accomplishment of ESF 7.
- Supports resource requirements as needed in an emergency or disaster.
- Inventories personnel, equipment, and supplies and provides lists as requested by Public Works, the Finance Department, or the Emergency Manager.

- Coordinates resource use under emergency or disaster conditions with the Finance Department and through the EOC.
- Designates specific department representatives to coordinate specialized resources.
- Develops procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identifies staff that could be released to assist other departments.

Emergency Manager

- Supervises all requests for procurement, storage, and distribution of supplies and equipment in an emergency or disaster though the EOC.
- Works with Public Works, Human Resources, and Finance to establish specific priorities in the assignment and use of all resources.
- Establishes staging areas in support of resource management.
- Requests emergency supplies and equipment not available through the City government to the King County Regional Coordination Framework (RCF), King County ECC and State EMD and federal agencies.
- Provides King County ECC and State EMD with periodic situation reports (SitReps) including supply requirements and anticipated needs.
- Manages the Mercer Island Emergency Volunteer program.

Community Planning and Development

- Provides support to Public Works and Finance in coordinating resources during community wide recovery from emergencies.

City Attorney

- Assist with emergency proclamations which could affect the utilization of emergency resources.

Recreation Division

- Responsible for supplies at shelter sites.

City Communications Manager / PIO

- Coordinates information about resource availability or instructions with Public Works through the EOC and communicates with the public.

Police Department

- Provides security and mobile radio communication at resource distribution centers.

Eastside Fire & Rescue

- Provides Fire suppression, Fire EMS, Search and Rescue (SAR).

Youth and Family Services / Thrift Shop

- Provides donation management.

SUPPORT AGENCIES

- Supports resource requirements in an emergency or disaster.
- Supports the City of Mercer Island in the accomplishment of ESF 7 with external resources.

RESOURCE REQUIREMENTS

- Resources required by this ESF will be established in coordination with support agencies.
- Resources will be taken from current City stock first, MISD if necessary and not in use by MISD, mutual aid, King County RDP, and other commercial venders as needed.

REFERENCES

- CEMP Base Plan, Appendix 3.
- EOC Procedures Manual
- Mercer Island Emergency Volunteer Manual
- 2020 Regional Hazard Mitigation Plan
- King County Regional Coordination Framework (RCF), ESF 7.
- RCW 43.19.200. Emergency Purchases.
- Washington State CEMP, ESF 7.
- National Response Framework, ESF 7.

DEFINITIONS AND ACRONYMS

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health, and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

RESOURCE MANAGEMENT– A system for identifying available resources to enable timely and unimpeded access to resources needed to prevent, mitigate, prepare for, respond to, or recover from an incident.

SUPPORT AGENCY – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDICES

Appendix 1 – Emergency Worker Standards and Registration.

Appendix 2 – Vendor Reference List.

Appendix 3 – Mercer Island Emergency Volunteer Resource Lists.

APPENDIX 1

EMERGENCY WORKER STANDARDS AND REGISTRATION

AUTHORITY

"Registration is a prerequisite for eligibility of emergency workers for benefits and legal protection under chapter 38.52 RCW. Emergency workers shall register in their jurisdiction of residence or in the jurisdiction where their volunteer organization is headquartered by completing and filing an emergency worker registration card, Form EMD-024 or equivalent, with the local emergency management agency. The information provided during registration may be used by local authorized officials to conduct criminal history and driving record background checks." (WAC 118-04-080).

STANDARDS

These standards are in addition to any requirements set forth in RCW 38.52 and WAC 118-04.

It is the responsibility of each City department to establish reasonable standards and criteria for the level of expertise, physical ability, or recommended assignment requests of Emergency Workers.

REGISTRATION

- Whenever possible, resident volunteers are requested to register in advance as Emergency Workers with the Emergency Manager in certain categories and self-identify any unique skills that may be needed in the event of an emergency or disaster.
- Registration forms are located in the EOC procedures manual and EMAC/EOC share drive.
- Resident volunteers who wish to hold registration as Emergency Workers must meet the following minimum requirements upon a signed application:
  - Be in adequate physical condition to perform the duties of their emergency assignment(s).
  - Be qualified to perform the tasks assigned to the position.
  - Be willing to sign any necessary waivers, hold harmless agreements, or documents required by the City before performing emergency work.
  - Be willing to update and participate in emergency training classes, such as First Aid and CPR or other training, as recommended by the Emergency Manager, or RACES/ARES.
- If City personnel become aware of circumstances whereby a registered Emergency Worker could cause unnecessary risk or liability to the City of Mercer Island or the Emergency Workers Program, or when continued registration of said person would otherwise not be in the best interests of the City, or if false statements were made in the application, the Police Chief or designee may temporarily suspend or

permanently revoke the Emergency Worker's registration, badge, and vest if required for the program category.

Registration Categories

- Registration is available to residents in the following skill categories:
  - Disaster Medical
  - Disaster Mental Health
  - Damage Assessment/Windshield Survey
  - Resource Inventory
  - Transportation
  - Search & Rescue
  - Registration
  - Emergency Well Operation/CPOD
  - Sheltering
  - Child Care
  - Senior Care
  - Neighborhood Preparedness
  - Faith Community
  - Animal Shelter Care
  - Mercer Island Radio Operators (MIRO), Emergency Communicators as local HAM radio operators.
- All other spontaneous emergency volunteers must be registered by Human Resources as Emergency Workers as soon as possible at the time of the emergency or disaster.
- Emergency Workers who wish to hold registration with the Emergency Management Office must meet the minimum requirements as previously stated.

REGISTRATION DURING A DISASTER

Emergency Worker volunteer mobile registration kits are managed and maintained by the Human Resources Director for deployment to various locations as deemed appropriate and necessary. There are kits located in the EOC. The kits contain everything necessary to set up a mobile registration site including signage, rosters, registered Emergency Worker badges for volunteers, instructions, camera for photos, and more.

ASSIGNMENTS

Human Resources Manager will work with Mercer Island Emergency Volunteer Lead to determine and manage volunteer needs and concerns. Refer to EOC Procedures manual as well as Mercer Island Emergency Volunteer Resource Book for further information

APPENDIX 2

VENDOR REFERENCE LIST

SMALL WORKS ROSTER AND CONSULTANT ROSTER

As an alternative to advertising for bids for projects under $300,000, the City of Mercer Island participates with a number of other public agencies in using a shared small works roster that is administered by the Municipal Research and Services Center (MRSC) of Washington.

Additional information and application materials can be obtained from the MRSC website at: http://www.mrscrosters.org.

MRSC Rosters is a roster service that provides a membership database used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works construction projects, consulting opportunities, and contracting of goods or services. MRSC Rosters has no involvement in how public agency members procure services through the roster process.

MRSC serves Washington counties, cities, and special purpose districts authorized to use a roster contracting process and businesses who meet the eligibility requirements for providing services to local governments.

APPENDIX 3

VOLUNTEER RESOURCE LISTS

I. RESOURCE SUPPORT LISTS

Refer to EOC Procedures manual, as well as Mercer Island Emergency Volunteer Resource Book, for further information. Both are located in the EOC.

EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES

JOINT PRIMARY DEPARTMENTS: Eastside Fire & Rescue
Youth and Family Services

SUPPORT DEPARTMENTS: All Departments
Mercer Island Emergency Volunteers
Police Department
Human Resources
American Red Cross
King County Emergency Medical Services
King County Medical Examiner
Public Health of Seattle and King County
Private Ambulance Companies

INTRODUCTION

PURPOSE

The purpose of this ESF is to outline the local organization, operational concepts, responsibilities, and procedures/guidelines to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area on Mercer Island.

SCOPE

This ESF will identify and meet the health and medical needs of individuals and communities within the City of Mercer Island, impacted by an emergency or disaster through coordination with Public Health Seattle & King County (PHSKC).

POLICIES

The City of Mercer Island and the Eastside Fire & Rescue (EF&R) will use mutual aid agreements when the City's resources are depleted or committed. The Incident Command System (ICS) should be used in any size or type of disaster to manage response personnel, facilities, and equipment.

It is the policy of the Eastside Fire & Rescue to operate under the King County Comprehensive Emergency Management Plan, Emergency Support Function 8 (ESF) for disaster related health and medical services. Emergency Medical Technicians or other responders who provide

emergency medical assistance in the City of Mercer Island shall operate under King County's procedures and protocols.

A Mass Casualty Incident (MCI) may be declared to allow Emergency Medical Services personnel to follow the established written emergency protocols as referenced in the Seattle-King County Mass Casualty Incident (MCI) Plan and Public Health Seattle & King County's Catastrophic Fatality Management Guidelines for Cities.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- A significant emergency or disaster that overwhelms City of Mercer Island resources would necessitate mutual aid agreements with local jurisdictions, King County Regional Disaster Plan (RDP), King County RCECC, PHSKC, State Emergency Management Division (EMD), and other organizations or agencies including federal public health, medical, and mental health care assistance.
- A major earthquake may cause casualties, depending on population density, quality of building construction, and the location, time, magnitude, and duration of the earthquake.
- Hospitals are located off island, reducing the ability to quickly transport victims and gain appropriate medical support. Mercer Island pharmacies may expend their supplies very quickly or have none at all in certain categories.
- Uninjured persons who require maintenance medications (e.g., insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations, off island, and general shortages within the disaster area.
- In the face of massive increases in demand and the damage sustained, medical supplies and equipment may likely be in short supply or not available. Disruptions in local communications and transportation systems could prevent the ability to re-supply. Refer to Appendix 3 of this ESF Mercer Island Emergency Volunteer Resource Lists.
- The sudden onset of such a large number of victims will stress the local Mercer Island medical system, including EF&R EMS, necessitating time-critical assistance from mutual aid local jurisdictions with the activation of the RDP, King County RCECC, state and federal government and other medical specific organizations. Such an emergency or disaster may also pose certain public health threats, including problems related to food, disease vectors, water, wastewater, solid waste, and mental health.
- Nursing homes, pharmacies, and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to, or reduction of utilities, power, water, and sewer. Staff may be unable to report for duty due to personal injuries and damage or disruption of communication and transportation systems.

- Medical and health care facilities which remain in operation and have the necessary utilities, and staff may be overwhelmed by the "walking wounded" and seriously injured victims who arrive or are transported there in the immediate aftermath of the occurrence.
- Secondary disasters may not generate the casualty volume of a major earthquake but there will be an increased emphasis on relocation, shelters, vector control, and returning water, sewer, wastewater, and solid waste operations.
- An emergency or natural disaster, or those incidents resulting from chemical, biological, radiation release, and/or an explosive event could occur that may not damage the infrastructure of the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the EF&R EMS system, the local medical system, and/or result in the contamination of fire and medical treatment personnel or medical facilities which could reduce or eliminate the ability of those personnel or facilities to continue providing services.
- Refer to the current Mercer Island annex to the 2020 Regional Hazard Mitigation Plan

PLANNING ASSUMPTIONS

- The intent of the ESF 8 Health and Medical Services is to supplement and assist by utilizing initial local resources and/or mutual aid primarily available from:
  - Supporting departments, organizations and agencies responsible to support ESF 8.
  - ESF 8 related registered Emergency Workers categories are:
    - Disaster Medical
    - Disaster Mental Health
    - Damage Assessment/Rapid Impact Survey (RIS)
    - Resource Inventory
    - Transportation
    - Search & Rescue
    - Registration
    - Well Operations/CPOD
    - Sheltering
    - Child Care
    - Senior Care,
    - Communications - HAM Radio Operators
    - Neighborhood Preparedness
    - Faith Community
    - Animal Shelter Care.

  - Refer to Emergency Operations Center (EOC) Procedures manual as well as the Mercer Island Emergency Volunteer Manual for further information.
  - Local suppliers of Mercer Island (see EOC Procedures Manual for a list).
  - Other local health jurisdictions and organizations, including PHSKC and those signatory to the King County RDP and King County Mass Casualty Incident Plan (MCI).
- ESF 8 provides assistance in identifying and meeting the health, medical, and mental health needs of victims of an emergency or natural disaster. This support is categorized in the following functional areas:
  - Assessment and delivery of health, medical, and mental health needs.
  - Health surveillance.
  - Medical care personnel.
  - Health and medical equipment and supplies.
  - Transportation to local hospitals.
  - Patient evacuation.
  - Public health information.
  - Vector control.
  - Potable water, wastewater, and solid waste disposal.
  - Victim identification and mortuary services.
  - Veterinary services.
- Resources on Mercer Island may not be adequate to clear casualties from the scene or to transport and treat them in local hospitals on the mainland.
- Additional medical capabilities will urgently be needed to supplement and assist EF&R's EMS to triage and treat casualties in the affected area and then to transport them to the closest appropriate health care facility. Additionally, medical re-supply may be needed to support response and recovery operations.
- In a major event, operational necessity may require the further transportation of patients by water or air to the nearest hospital with sufficient concentrations of available hospital beds where patient needs can be matched with the necessary definitive medical care. Pre-designated landing zones (air) and marine patrol meet points (water) may be utilized.
- The damage and destruction caused by an emergency or disaster will produce urgent needs for mental health crisis counseling for victims and emergency responders.
- Registered Emergency Workers will self-mobilize in a natural disaster. Refer to EOC Procedures Manual as well as Emergency Volunteer Manual.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

- Damage to sewer lines as well as water sources, distribution, and storage and secondary hazards such as fires may result in toxic environmental and public health hazards to the surviving population and response personnel.
- During the first seven days after the emergency or disaster, the public should not expect, when calling 911, the usual emergency medical services response from the various pre-hospital providers.
- The public should not expect normal public health services, such as immunizations, special nutritional programs for children, or public health nursing services, routine dental care for at least the first week after the emergency or disaster.
- In a major catastrophic event, including but not limited to epidemics, pandemics, and chemical, biological, radiological, nuclear and explosive attacks (CBRNE), EF&R EMS medical resources will be insufficient to meet demand, specialized equipment and / or treatment materials will be unavailable, and transportation assets will also be restricted due to possible contamination. Emergency plans, standard operating guidelines (SOGs), or operational plans may not be adequately defined to ensure the provision of local resources in such catastrophic circumstances.
- Use of Mercer Island School District (MISD) facilities are as follows. If an event happens, MISD has control over their facilities; coordination must be made with MISD and the City for co-use of the facility as a Community Shelter.

CONCEPT OF OPERATIONS

GENERAL

- Eastside Fire & Rescue EMS will lead health and medical assistance with Youth and Family Services (YFS) leading in mental health services.
- ESF 8 will be assisted by resident support: the Mercer Island Emergency Volunteer registered Emergency Workers of the Disaster Medical and / or the Disaster Mental Health emergency response teams, and Mercer Island Radio Operators (MIRO) as contained in ESF 2, 6, and 8.
- Registered Emergency Workers will self-mobilize in a natural disaster. In a terrorist event or CBRNE event, registered Emergency Workers will wait for a request from the Mercer Island EOC.
- Eastside Fire & Rescue and YFS will each designate a primary liaison to the EOC. Upon activation of the EOC, the EOC will notify EF&R and the YFS Administrator or designated alternates. Such notification could be to advise of a potential event or announce an activation of the EOC.
- Eastside Fire & Rescue and YFS liaisons will make further notifications in accordance with internal plans, guidelines, or practices.
- Eastside Fire & Rescue and YFS liaison may also request the EOC to notify ESF 8 supporting departments and, if necessary, other organizations or agencies for their continued assistance, as needed.

- Supporting American Red Cross (ARC) or Washington Voluntary Organizations Active in Disasters (WAVOAD) representatives responding to the emergency or disaster should notify their parent organization and report to the appropriate location, as requested.
- Direction and control will be from the EOC, under the functions of the Incident Command System (ICS) in alignment with the National Incident Management System (NIMS), and the Emergency Manager, with EF&R and YFS in charge of the Medical Response Team when it is activated under the Operations Section. EMS will be made up of designated staff from EF&R, YFS, Mercer Island Emergency Volunteer, registered Emergency Worker personnel, and supporting organizations.
- Support departments, organizations and agencies will be notified by the EOC, when resources are requested, and tasked to provide 24-hour representation, as necessary (except for those self-mobilizing teams). Each support department, organization and agency is responsible for ensuring that sufficient program staff is available to support the Incident Command (IC) / Unified Command (UC) and carry out the activities tasked to their organization or agency on a continuous basis. Individuals representing departments, organizations and agencies that are liaison to the EOC must have extensive knowledge of the resources and capabilities of their respective organizations or agencies and have access to the appropriate authority for committing such resources during response and recovery operations.
- The EOC will establish and maintain coordination with the appropriate local jurisdiction EOCs as defined in the King County RDP, medical and public health officials (PHSKC), organizations and agencies to obtain current medical and public health assistance information. Requests can also be made by telephone, radio, or face-to-face conversations and, when able, by formally written requests.
- Eastside Fire & Rescue and YFS will continuously acquire and assess information about the situation in coordination with the EOC. The extent of health and medical problems will continue to be identified. Appropriate monitoring and surveillance of the situation will be established to obtain valid ongoing information. Sources of information may include assessment teams dispatched by EF&R, YFS, supporting departments, organizations and agencies, various county and state officials in the affected area, local health officials, local health districts, or the broadcast media.
- In the early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of the EOC to decide whether to request and authorize assistance. Every attempt shall be made to verify the need before providing assistance. However, it may be necessary to proceed with assistance on a limited basis before verifications are obtained. In such a situation, EF&R and YFS will use their judgment and will be flexible and responsive to meeting perceived time critical needs.
- Because of the potential complexity of the health, medical and mental health response issues and situations, conditions may require special advisory groups and subject matter experts (SMEs) to be assembled by EF&R and YFS. They would review health and

medical intelligence information and advice on specific strategies to be employed in order to appropriately manage and respond to specific situations.

- By direction of the county, PHSKC, or state and at the request of the EOC, health personnel or teams from Department of Health (DOH) may be deployed as needed to provide appropriate medical, public health, and environmental health assistance.
- Local Hazardous Materials (HazMat) Teams, the Washington State National Guard (WNG) medical, transportation, weapons of mass destruction response teams, and other assets may be requested through the Mercer Island EOC in support of ESF 8 requirements.
- Requests for information may be received for EF&R or YFS from various sources, such as the media and the general public. These requests will be referred to the EOC, Joint Information Center (JIC) Phone Bank, or City's Communications Manager / Public Information Officer (PIO) for response.
- A record of ESF 8 activities via ICS forms, or equivalent means, shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.
- The EOC will utilize locally available health, medical, and mental health resources to the greatest extent possible to meet the needs identified. The King County ECC and State ESF 8 will meet additional requirements primarily from coordinated sources.
- Throughout response and recovery activities, EF&R and YFS in coordination with the EOC will evaluate and analyze health, medical, and mental health assistance requests and responses, and develop and update assessments of medical and public health status. All requests from appropriate local jurisdictions for medical and public health assistance will be assumed to be valid. Upon receiving conflicting or questionable requests, ESF 8 will attempt to confirm the actual need. ESF 8 will maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- Any supplies that are used will be documented for re-supply control and possible future reimbursement by state and federal programs.
- In the absence of a designated City employee, or an outside agency such as the American Red Cross, designated as in charge at the site, the Disaster Medical health care professional representative at the shelter site or triage and field medical treatment areas will be in charge. They are expected to resolve issues where there is conflict concerning medical mitigation between elements or activities operating at those locations.
- Eastside Fire & Rescue and YFS will, upon completion of the event, review the event logs and prepare a summary for the After-Action Report (AAR). The AAR, which summarizes the major activities of ESF 8, will identify key problems, indicate how they were solved, and make recommendations for improving response and recovery operations in subsequent activations. Support departments, organizations and agencies will assist in the preparation of the AAR and endorse the final report.

- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- Eastside Fire & Rescue is the lead agency responsible for ESF 8 health and medical services, and YFS is the lead agency for mental health response activities. All other departments will support as requested.
- On-scene management of emergencies will follow the Incident Command System (ICS) in alignment with the National Incident Management System (NIMS).
- Emergency standard operating guidelines SOGs or operational plans are maintained in this ESF, ESF 4 (Firefighting), EF&R SOGs, and/or the YFS Emergency Manual. External procedures to support operations are the PHSKC Emergency / Disaster Operations Plan and King County RDP.
- In the event of structural failure or inaccessibility to medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency first aid station, or morgue for its local area until coordination of more permanent facilities can be established by the EOC.
- The EOC will provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.
- The EF&R Fire Chief and Youth and Family Services Administrator shall provide direction and control over their respective resources in cooperation with the Emergency Manager and EOC.
- Eastside Fire & Rescue and YFS will develop and provide periodic health, medical and mental health situation reports (SitReps) to the EOC.
- Eastside Fire & Rescue and YFS will activate in accordance with internal plans and procedures.
- Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, first aid station, temporary morgue, or in any other functional capacity appropriate for the situation. Any field location(s) selected will be communicated to the EOC.
- Eastside Fire & Rescue shall establish a system to expand emergency medical support and provide support to first aid stations and the EOC in the coordination and establishment of expanded first aid facility needs if necessary during an emergency.

- Eastside Fire & Rescue will utilize the King County Mass Casualty Incident (MCI) Plan, a separately published document which is based on the Incident Command System (ICS). When activated, EF&R will work with the EOC to coordinate expansion of first aid care to field operations when required.
- Mutual aid agreements exist with several jurisdictions in King County. Requests for Assistance (RFA) will be coordinated through the EOC.
- Personnel shall operate according to specific directives, department standard operating guidelines (SOGs), or operational plans and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.
- Communications will be through established channels.
- In the event that mental health counseling is necessary for staff or Emergency Workers, the City will utilize the services of YFS and PHSKC when available. Mental health counseling for residents and disaster victims may also be obtained through the American Red Cross (ARC) and other local area mental health organizations following the disaster, as available.
- Response capabilities to incidents involving biological or chemical agents can be bolstered by the activation of the Center for Disease Control's Pharmaceutical Stockpile Program. The EOC can request state assets and services for the program from the Director of the Center for Disease Control (CDC). The CDC Director has the authority, in consultation with the Surgeon General and Secretary of Health and Human Services, to order deployment of pharmaceuticals, vaccines, antidotes, and other medical supplies and equipment necessary to counter the effect of nerve agents, biological pathogens and chemical agents. A CDC Technical Advisory Response Unit team deploys simultaneously. The team, made up of pharmacists, emergency responders, and logistics experts, helps the City of Mercer Island with receiving, distributing, dispensing, replenishing and recovering program materials.
- A PHSKC Duty Officer is on duty on a 24-hour basis to respond to requests for assistance from Public Health. The Health Duty Officer can be paged by calling the Public Health EOC at 206-296-4606. During a disaster, PHSKC will be co-located at the King County ECC.

MITIGATION ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Eastside Fire & Rescue EMS shall develop an inventory of medical facilities, local clinics, emergency medical personnel, medical transportation options, communications, and supply resources.
- Develops departmental SOGs or operational plans in support of this ESF.
- Provides first aid training classes to the public.

Primary Support Department

- Youth and Family Services
- Develops an inventory of mental health facilities, emergency mental health personnel, mental health transportation options, communications, and supply sources in coordination with EF&R.
- Develops departmental SOGs or operational plans in support of this ESF.

Support Departments – All

- Develops departmental SOGs or operational plans in support of this ESF.
- American Red Cross – Establishes a method whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate family.

PREPAREDNESS ACTIVITIES

Primary and Other Departments

Eastside Fire & Rescue

- Develops departmental SOGs or operational plans for the accomplishment of response and recovery activities. Works with YFS and support departments to develop procedures for response and recovery activities for mental health.
- Plans for the management of mass causalities and mass fatalities.
- Supports Mercer Island Emergency Volunteer Disaster Medical response plans and activities.
- Conducts and participates in drills and tests to validate response and recovery procedures.
- Revises procedures based on drills, tabletops and exercises, or real event findings.

Youth and Family Services

- Develops the composition of staff and resident based mental health assessment teams based on hypothetical emergency or disaster situations.
- Develops departmental SOGs or operational plans for the accomplishment of response and recovery activities. Works with EF&R EMS and support departments to develop procedures for response and recovery activities for mental health services.
- Revises procedures based on drills, tabletops and exercises, or real event findings.

Other Support Departments

General

- Develops departmental SOGs or operational plans in support of this ESF for the accomplishment of response and recovery activities.
- Participates in drills, tabletops and exercises to validate response and recovery procedures when requested.
- Revises departmental SOGs or operational plans based on drills, tabletops and exercises or real event findings.

Emergency Manager

- Continues to develop and refine the resident-based emergency management program and its capabilities to self-mobilize in emergencies or disasters.

RESPONSE ACTIVITIES

Joint Primary Departments

Eastside Fire & Rescue

- The EF&R Fire Chief or designee in charge of the incident shall establish Incident Command and provide incident evaluation to ensure appropriate coordination of resources and management of the incident as outlined in EF&R SOGs or operational plans.
- Mobilizes department staff who coordinate with the Disaster Medical registered Emergency Workers to support EF&R EMS to assist in determining specific health and medical needs and priorities.
- Assures that the implementation of the Simple Triage and Rapid Treatment (S.T.A.R.T.) system is not delayed pending the arrival of the primary medic units. The IC shall assure that all responsibilities of the Medical Branch positions are completed according to the Incident Action Plan (IAP).
- Provides technical assistance and consultation on medical treatment of injured victims.
- Implements the King County MCI Plan.
- Coordinates all aspects of medical care and transportation of patients at a specific scene including, but not limited to, triage, treatment, transportation, and set-up of an initial morgue area.
- Contacts as primary Harborview Medical Center, the hospital control facility, with Overlake Hospital as backup, when appropriate.
- Provides assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing limited medical care for patients that cannot be evacuated.
- Advises or seeks assistance on protective actions related to direct human and animal exposure to communicable diseases, environmental hazards, or other toxic agents and on indirect exposure through contaminated food, drugs, water supply, and other media.
- Provides incident status and operational needs to the EOC at regular intervals.

Youth and Family Services

- Mobilizes department staff and coordinates with Emergency Volunteers to support YFS to assist in determining specific mental health needs and priorities.

- Assists in assessing mental health effects of a disaster on the general population and on high-risk population groups.
- Provides initial technical assistance and initial consultation on mental health treatment of injured victims upon request, if licensed or certified individuals are available.
- Provides incident status and operational needs to the EOC at regular intervals.

Support Departments – All

General

- All departments will support this ESF when requested.

Public Works

- Assesses potable water and waste/solid waste disposal issues.
- Provides potable water and or water purification information, supplies and equipment.
- Conducts collection of wastewater/solid waste and wastewater/solid waste disposal equipment and supplies.
- Provides or seeks technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

Police Department

- Provides limited first aid capability.
- Assists the Medical Examiner with the identification of deceased persons.
- Secures medical scenes.

Human Resources

- Facilitates support for employee critical incident stress debriefing.

Support Agencies

Public Health – Seattle and King County (PHSKC)

- A Public Health Duty Officer is on duty on a 24-hour basis to respond to requests for assistance from Public Health. The Public Health Duty Officer can be paged by calling the Public Health EOC at 206-296-4606.
- Provides technical assistance and consultation for field investigations including collection and laboratory analysis of relevant samples.
- Advises protective actions related to direct human and animal exposure to communicable diseases, environmental hazards, and other public health dangers, and on indirect exposure through contaminated food, drugs, water supplies, and other media.

RECOVERY ACTIVITIES

Joint Primary Departments

Eastside Fire & Rescue

- Requests for the Critical Incident Stress Debriefing (CISD) Team will be coordinated through the EOC.
- Coordinates movement of patients from the field to area hospitals through Hospital Control (HC). Primary HC is located at Harborview Medical Center. Back up HC is Overlake Hospital.
- Prepares summaries for the After-Action Report (AAR).

Youth and Family Services

- The IC shall evaluate the on-scene situation and determine whether or not there is a need for post-incident critical incident stress debriefing (CISD).
- Supports mental health recovery activities consistent with the Department's mission and capabilities.
- Prepares summaries for the AAR.

Support Departments – All

General

- Supports recovery activities consistent with the department's missions and capabilities.
- Provides input to the AAR.

Police Department

- Provides assistance to the medical examiner in the identification of the deceased when applicable in coordination with EF&R.
- Provides security to field morgue operations and facilities, as requested.
- Provides perimeter control at incident scenes when requested.

RESPONSIBILITIES

JOINT PRIMARY DEPARTMENTS

Eastside Fire & Rescue

- Primary lead for health and medical services with Mercer Island Emergency Volunteers resident Disaster Medical support as available in an emergency or disaster.
- Eastside Fire & Rescue EMS works with YFS in the coordination and management of mental health activities. Refer to above responsibilities for mitigation, preparedness, response, and recovery.

Youth and Family Services

- Coordinates the planning for, and provision of, the City's mental health assistance to the populous affected by an emergency or disaster.

- Primary lead for mental health services with Mercer Island Emergency Volunteers Mental Health Emergency Response Team and ARC support as available in an emergency or disaster.
- Develops a "crisis plan" for each school facility utilizing on-site available counselors to assist in psychological support as needed.
- Develops and maintains a list of referral agencies and/or mental health professionals to assist on a long-term basis victims affected by trauma

SUPPORT DEPARTMENTS – ALL

- Provides support to EF&R and YFS in planning for and providing medical, public health, and mental health assistance to the populous affected by an emergency or disaster.

SUPPORT AGENCIES

Public Health – Seattle and King County (PHSKC)

- Organize and mobilize public health services during an emergency.
- Monitor potential causes of communicable diseases in the wake of a disaster.
- Identify and coordinate activation of additional mental health professionals when needed.
- Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.
- Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation, and food.
- Provide inoculation of individuals if warranted by threat of disease.
- Provide information on health department activities via the King County ECC.
- Coordinate public information programs dealing with personal health and hygiene such as disease control operations, sanitation activities, and potable water supply.

King County Medical Examiner

- Coordinate with the local morticians to expand mortuary services as appropriate for the situation.
- Establish temporary morgues (refer to King County Department of Health Morgue Procedures Plan), determine cause of death, coordinate the disposition of corpses, and notification of relatives.
- Coordinate activities with the EOC, morticians, police, and Emergency Manager.
- Provide liaison at the EOC to assist in coordination activities when appropriate.

Local County Coroner and Morticians

- Assist the medical examiner by establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
- Provide liaison at the EOC to assist in coordination activities when requested, as available.

Northwest Mosquito and Vector Control Association

- Directly or indirectly involved with understanding the biology and control of insects and rodents of public health importance; enhances public health and quality of life through the suppression of such insects and/or rodents; disseminates information; promotes and develops public interest in accomplishing these objectives. (www.nwmvca.org).

American Red Cross

- Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes.
- Acquaint families with available health resources and services and make appropriate referrals.
- Provide supportive counseling for the family members of the dead and injured.
- Provide emergency first aid, supportive counseling, health care for minor illnesses and injuries to victims in mass care shelters, selected disaster clean-up areas, and other sites deemed necessary by the Department of Health.
- Supplement the existing health system, subject to the availability of staff.
- Provide blood and blood products through regional blood centers at the request of the appropriate agency.

Local Hospitals

- Harborview Medical Center (HMC) will function as the Disaster Medical Control Center (DMCC) for King County. In this capacity, HMC directs the distribution of EMS patients to appropriate hospitals in King County in an emergency or disaster. Overlake Hospital Medical Center is the designated back up DMCC facility.
- The Northwest Healthcare Response Network will activate the Healthcare Emergency Coordination Center (HECC) to establish healthcare system response and recovery objectives, coordinate incident information with HMAC and to manage the acquisition and use of medical resources.

RESOURCE REQUIREMENTS

MEDICAL TRANSPORTATION

- Normally transportation requirements are to be handled by EF&R. Arrangements for medical transportation can be made by other means, such as private ambulance or transport by air or water. The EOC in coordination with EF&R EMS will identify the need for patient evacuation support from the affected area. If it is determined by the EOC that resources are inadequate to meet the requirements, a request for mutual aid assistance will be submitted to the King County ECC and / or state ESF 8 and will be coordinated with representatives.

MEDICAL FACILITIES

- Coordination for medical clinics and external hospital-controlled facilities is primarily the function of EF&R EMS with EOC support, as requested. Requests for additional

assistance should be referred to mutual aid jurisdictions, King County Mass Casualty Incident Plan, the King County ECC, and the state ESF 8, as needed.

COMMUNICATIONS

- The EOC will establish communications necessary to coordinate with EF&R EMS and registered Emergency Workers for health, medical, and mental health assistance, as available including utilizing registered Emergency Workers and MIRO. The EOC is expected to maintain communications with EF&R EMS, YFS, local jurisdiction EOCs as part of the King County RDP, and King County ECC, and others. As the situation dictates, communications will be established with other agencies such as the PHSKC and the state Department of Health (DOH).

ASSETS CRITICAL FOR INITIAL 12 HOURS

- The most critical requirements during the first 12 hours of an emergency or disaster will be medical response personnel, necessary medical supplies and equipment, transportation, logistical and administrative support, and communication systems support. The principal requirements will be:
- In the absence of EF&R EMS personnel, resident Disaster Medical registered Emergency Workers and the Community Mental Health Response Team will self-mobilize during a natural disaster to help themselves and their neighborhoods, and report to the Mercer Island Community and Event Center (MICEC) for assignments.
- Eastside Fire & Rescue EMS and YFS will notify and deploy available personnel to the EOC for emergency response support, and other necessary ESF 8 personnel including resident Mercer Island Emergency Volunteer support.
- External medical personnel and teams, and other supporting medical units to assist the EF&R EMS in the delivery of patient care to victims of the event and the provision of mortuary services will also be required. Volunteer morgue team may also assist with this.
- Medical supplies, including pharmaceutical products, and equipment necessary to replace those damaged or destroyed by the emergency or disaster will be needed. Additionally, resupply will be needed for deployed EF&R EMS or registered Emergency Workers medical teams, other supporting medical units, and EF&R EMS providing patient care in the affected area.
- Transportation support, provided local resources are available, is needed to include:
  - Ground transportation for deployment of local assets and includes MISD buses or large private vehicles.
  - Ground transportation for movement of casualties.
  - Transportation for patient evacuation.
  - Air or marine assets for transport of incoming medical response personnel, supplies, equipment, movement of casualties, or patient evacuation.
- EOC logistics and administrative support, including:

  - One or more representatives of the supporting departments or other organizations or agencies to be located at the EOC, or to be available via telecommunications or MIRO, as appropriate, to support EF&R EMS, YFS, and others.
  - One or more representatives of the support organizations or agencies to deploy, as required, to assist EF&R EMS and YFS with emergency response coordination.
  - An EOC support team representative will provide administrative or clerical support personnel at the EOC.
  - Available referenced materials including plans, directories, and maps necessary for coordination of medical and public health response.
- Communication systems, including:
  - Voice and data communications systems connecting the EOC to local jurisdictions, Zone Coordination Center (RDP), King County ECC, and the State EOC, in support of EF&R and YFS, ESF 8.
  - Communications required to support casualty clearing, aero (air) medical staging, and patient evacuation and reception operations.
- The assets required for the initial 12 hours will also be required for the remainder of the response and recovery activities. Requirements may be modified depending on confirmation of casualty and structural damage estimates and available locations, and the time required for medical and public health response and recovery.
- The discovery of new or previously undetected damage, hazardous conditions, or other requirements could also modify the medical and public health response.
- Some significant increases in public health and mental health assistance will be required following the initial response activities and will need to continue well into the recovery activities. Such assistance may include the provision of environmental health services for shelters.

REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- City of Mercer Island Emergency Volunteer Manual
- City of Seattle Biological Incident Plan (also reflects King County and Cities resources).
- King County Regional Disaster Plan (RDP).
- Public Health, Emergency /Disaster Operations Plan.
- RCW 38.52.070, Establishment, operation -- Emergency powers, procedures.
- Washington State CEMP.
- Washington Voluntary Organizations Active in Disaster (WAVOAD).

- National Disaster Medical System (NDMS), Operations Plan, Puget Sound Area, Short Title, NDMS OPLAN, PSA.
- Federal Response Plan.
- Public Health Seattle & King County Health, Medical and Mortuary Services Plan.
- Seattle-King County Mass Casualty Incident (MCI) Plan.
- Public Health Seattle & King County Catastrophic Fatality Management Guidelines for Cities.

DEFINITIONS AND ACRONYMS

EF&R – Eastside Fire & Rescue

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

MCI – Mass Casualty Incident

PHSKC – Public Health – Seattle and King County

PIO – Public Information Officer

SOG – Standard Operating Guidelines

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDICES

Appendix 1 – Disaster Health, Medical and Mental Health; Operational Concepts.

APPENDIX 1

TEAM OPERATIONAL CONCEPTS FOR MENTAL HEALTH FOLLOWING A MAJOR DISASTER

Recommended and written by Bart Vincent, M.D., Mental Health Coordinator.

I. MITIGATION AND PREPAREDNESS PRIOR TO AN EVENT

Every person should make every effort to store an adequate emergency supply of daily life sustaining medications for at least 7 days, or longer, that if not taken might cause medication withdrawal or an exacerbation of symptoms.

II. RESPONSE

In the event of a disaster, and after taking emergency self-protective measures first, credentialed mental health care workers will respond to Mercer Island Community and Event Center (MICEC) for an assignment.

Mental Health Team members should follow these steps in their approach to a victim:

1. From the beginning, make every effort to explain to the victim what has happened, what is being done about it, and what the likely positive outcome will be.
2. Communicate confidence in yourself and your ability to help the victim.
3. Encourage the victim to speak freely about whatever is on their mind. If they are having difficulty, some general statement about what may have happened may increase their confidence in you to the point they will begin talking. Talking and expressing feelings to a compassionate person relieves fear and facilitates acceptance and hope.
4. When the person starts talking, interrupt them as little as possible. After you have heard their full story, you can ask for details and what would help. Just a couple of minutes of the victim talking and the first aid member actively listening can add tremendous relief and truly work wonders.
5. Remember, it is normal to be fearful, to feel badly or to grieve the loss of home and possessions. Keep in mind, too, reduction of fear is the major task of the actively listening First Aid Team member.
6. Consider too, that for some victims the opportunity to participate or to play a role in the recovery efforts by means of an assigned job may have a very stabilizing effect.
7. For those who do not appropriately respond to talking and listening, or who have no apparent physical injuries, there may be the need for a more specific mental health or medical approach. Obtain a consultation from a Mercer Island Mental Health Emergency Response Team member to provide further instructions and / or intervention strategies. This can be facilitated by using the Ham Radio emergency communications system.

8. For those victims who have had acute stress reactions characterized by becoming dazed and/or unable to function, they may benefit from a more formal follow-up in 24 to 48 hours. Referrals for an appropriate mental health agency may be obtained from the City of Mercer Island's YFS. Mercer Island Youth and Family Services may be able to provide and coordinate grief counseling and mental health support during and after times of crisis.

EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE

PRIMARY DEPARTMENTS:
Eastside Fire & Rescue
Police Department

SUPPORT DEPARTMENTS:
All City Departments
Mercer Island Emergency Volunteers
King County Office of Emergency Management
Mutual Aid Agencies
Washington State Emergency Management Division
Washington State Military Department, National Guard
Washington State Department of Transportation, Aviation Division

INTRODUCTION

PURPOSE

This ESF identifies urban search and rescue (USAR or SAR – from this point forward, SAR will be used to represent both USAR and SAR unless specified otherwise) roles and responsibilities within Mercer Island during an emergency or disaster and establishes a system to search for, rescue, or recover by means of ground, air, or water activity, any person who is lost, injured, trapped, or killed in the jurisdiction of the City of Mercer Island.

SCOPE

- The City of Mercer Island contracts with Eastside Fire & Rescue (EF&R) for fire and medical services, including SAR services, as such, EF&R is the lead for all fire service technical rescue (structural collapse, trench, confined space, and low-angle rope rescue) related, EMS, and SAR activities in the City of Mercer Island.
- The Police Department of the City of Mercer Island is responsible for ground SAR operations (RCW 38.52.400). Together, EF&R and the Police Department are responsible for SAR operations.
- "Search and Rescue" means the acts of searching for, rescuing, or recovering by means of ground, air, or water activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or technological accident, emergency, or disaster.
- SAR is defined by State law (RCW 38.52) as the act of searching for, and rescuing, any person who is lost injured or killed in the out of doors, or as a result of a human caused or natural disaster.

- Eastside Fire & Rescue will implement SAR operations, in coordination with the Police Department, and the Mercer Island Emergency Operations Center (EOC) when applicable, and request mutual aid, King County, and State resources when needed.
- The Police Department Marine Patrol services previously agreed upon contract areas outside of Mercer Island including the Interstate – 90 (I-90) adjoining bridges (East Channel bridge and the West I-90 Floating bridges), and surrounding Lake Washington waterfront.

POLICIES

- The National Incident Management System (NIMS) is the preferred method of on-scene incident management for SAR operations. In accordance with RCW 38.52.400 (1), NIMS shall be used for multi-agency / multi-jurisdiction SAR operations with Unified Command (UC) in alignment with the National Incident Management System (NIMS).
- Land SAR operations on Mercer Island and the perimeter of the island into Lake Washington are initiated, coordinated, and directed by the City of Mercer Island and EF&R. Land, SAR operations include water SAR.
- Air SAR for missing or downed civil aircraft is the responsibility of Department of Transportation (WSDOT) (Chapter 47.68 RCW).
- The City of Mercer Island may not be able to provide the necessary equipment or sufficient numbers of trained personnel to successfully carry out a SAR mission. The City of Mercer Island EOC may request additional resources including special skills, expertise, or equipment.
- Registered Emergency Workers shall be organized as per Chapter 118-04 WAC.

SITUATION

Under the best of circumstances, the management of SAR operations can be complex, often involving hundreds of people from different local areas and agencies. SAR incidents resulting from, or independent of but coincident with, a catastrophic earthquake or other disaster may place extraordinary demands on available resources and logistical support systems.

A significant natural or technological event may result in many incidents around the City. Immediate response is crucial to be able to properly manage and control multiple emergency SAR situations.

Eastside Fire & Rescue, if not incapacitated by an earthquake, or other disaster may be initially committed to SAR and EMS incidents.

Disasters such as earthquakes may create simultaneous rescue situations caused by structural and geologic integrity issues taxing the ability of personnel to respond to all EMS or SAR incidents.

Available SAR personnel and mutual aid resources will be difficult to obtain and utilize because of massive disruption of communications, transportation, utilities, and water systems.

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Mercer Island will periodically experience emergency or disaster situations, which may overwhelm current SAR capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed.
- SAR includes instances involving search for downed aircraft when ground personnel are used, drowning off the shores of Lake Washington, building collapse, trench and excavation incidents, landslides, and other incidents which require SAR response.
- Evidence searches of crime scenes may be so vast or complex that they require SAR resources.
- Refer to the City of Mercer Island annex to the 2020 Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- Eastside Fire & Rescue will lead in limited heavy rescue operations in coordination with trained EF&R SAR personnel and other mutual aid resources as appropriate under the IC/UC. These include state and federal resources such as FEMA USAR teams.
- Water SAR will be a coordinated effort with EF&R and Police Department resources and personnel.
- An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, mudflows, or landslides, threatening lives and requiring prompt SAR or medical care.
- Construction or building sites can also cause SAR incidents including structural collapse, trench, or excavation situations.
- Local residents and volunteers may initiate activities to assist in SAR operations and will require coordination and direction, and registration as Emergency Workers (WAC 118.04).
- Natural and technological disasters may greatly increase the scope of SAR operations.
- A major earthquake in the Puget Sound area may result in major multi-jurisdictional SAR operations.
- SAR is an emergency and will be recognized as such by all members of EF&R, Police Department, and other City of Mercer Island departments.

CONCEPT OF OPERATIONS

GENERAL

- Eastside Fire & Rescue will have lead responsibility for SAR operations in coordination with the Police Department using local resources as available.
- The goal of SAR operations is to save the lives of victims who are unable to ensure their own survival without assistance. This includes, but is not limited to, locating persons lost

in urban areas or parks and waterways, and assisting injured people in unsafe areas to reach safety.

- The recovery of bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by SAR Teams and recovery personnel.
- When the City of Mercer Island SAR resources are exhausted, or if needed resources are not locally available, assistance will be requested from mutual aid agreements with other local jurisdictions, King County Regional Disaster Plan (RDP) activation, and Washington State Emergency Management Division (EMD).
- Land SAR operations within the City of Mercer Island are initiated, coordinated, and directed by the EOC in accordance with standard operating guidelines using volunteer resources registered in accordance with Chapter 118-04 WAC. Requests for additional resources, if needed including special skills, expertise, or equipment are coordinated by the EOC. Multi-jurisdictional SAR operations may be coordinated by King County ECC and King County Sheriff's Office (KCSO) and/or State EMD, Zone 1, 5 and/or 3 EF&R Technical Rescue Teams, or FEMA USAR Teams, when requested.
- Air SAR for missing or downed civil aircraft is the responsibility of WSDOT Aviation Division.
- If a catastrophic event results in major multi-jurisdictional SAR operations on Mercer Island or if the Mercer Island resources are requested, the State Rescue Coordination Center (RCC) may be activated to provide coordination and support for extensive city, state, out-of-state, federal and international SAR resources required by the magnitude of the disaster.
- Communications with the EOC from the incident command post, King County RCC, the State RCC, and/or from the local jurisdictions EOCs, if requested, will be through normal radio and telephone capabilities, augmented by back-up direction and control systems, and possibly by resources provided by the Washington State National Guard (WNG), federal military organizations, and/or FEMA/DHS, as appropriate.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

Eastside Fire & Rescue

Eastside Fire & Rescue will initiate SAR operations in coordination with the Police Department. NIMS will be implemented upon execution of SAR operations. The EOC will activate at the request of the Emergency Manager, when appropriate. The Communications Centers (911) will coordinate all response communications. The EOC will coordinate direct support to SAR operations and register volunteers as registered Emergency Workers.

Surface water rescue is supported by both EF&R and Mercer Island Police. Eastside Fire & Rescue has trained rescue swimmers for surface water rescue. Mercer Island Police has trained divers. Eastside Fire & Rescue and the Police Department Marine Patrol will work together as needed to deploy appropriate resources for SAR operations on surface water.

Eastside Fire & Rescue is further supported by nine (9) members who are part of the FEMA/DHS USAR system, as well as all EF&R Operations Personnel being certified at operations / technician level for the recognized technical rescue disciplines. Eastside Fire & Rescue provides technical rescue response from multiple locations throughout their service area.

Volunteer Organizations

The City of Mercer Island Emergency Volunteers, otherwise known as registered Emergency Workers, are registered with the City of Mercer Island Emergency Manager in specific categories for response to natural disasters in accordance with Chapter 38.52 RCW and Chapter 118-04 WAC. During an event the Human Resources Manager coordinates the Emergency Worker registration and manages assignments. Emergency Workers are able to respond to a spectrum of emergencies or disasters. SAR volunteer units with varying capabilities can be organized under the direction of the Emergency Manager. Volunteers specific to the air SAR mission are registered by WSDOT, Aviation Division under Chapter 47.68 RCW and Chapter 468-200 WAC.

State Organizations

The State EMD appoints a State coordinator of SAR operations, maintains a 24-hour capability to respond to requests for assistance from local jurisdictions, and will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The State SAR Coordinator may be deployed to the scene to provide this coordination. Multi-jurisdictional SAR operations may be coordinated by the State EMD, when requested. Major multi-jurisdictional SAR operations, such as may result from a natural or technological disaster, may require the activation of the State RCC.

The WSDOT Aviation Division maintains a response capability to conduct air SAR for missing or downed civil aircraft as mandated by Chapter 47.68 RCW. The WSDOT Aviation Division Emergency Manager exercises command over all aircraft and aircrew personnel participating in the mission. The State SAR Coordinator may be deployed to

the scene to provide for coordination of land SAR resources or for other assistance, as may be required.

Federal Organizations

The U.S. Air Force directs inland SAR operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or things of national significance, and aircraft of international origin. The U.S. Air Force also coordinates federal military assistance for local and State SAR operations through the Air Force Rescue Coordination Center (AFRCC).

Water SAR mission's response may be initiated by the Police Department Marine Patrol with immediate notification through the City of Mercer Island contracted Communications Centers (911) to the Emergency Manager.

The U.S. Coast Guard directs maritime SAR operations on or above navigable waters or off the Pacific shores and may assist with inland SAR operations. Within the State of Washington this occurs through the Seattle Rescue Coordination Center (RCC), 13th Coast Guard District Command Center.

At the request of the appropriate federal agency, the State SAR Coordinator may be deployed to the scene to provide for the coordination of State resources.

The National Response Framework (NRF) ESF 9 provides for the establishment of a National Urban Search and Rescue (US&R) Response System with FEMA/DHS as the lead agency. There are twenty-eight Task Forces within the system capable of responding anywhere in the nation. One task force, Washington State US&R, (WATF-1), is located in Washington State. US&R Task Forces may begin arriving in the State within twelve hours of an event.

PROCEDURES

General USAR Procedures (Land and Water)

- When a report of a SAR incident is encountered or received by EF&R or the Police Department, a SAR unit will be dispatched to the scene to evaluate the need for SAR.
- The unit will then alert EF&R/Police Department, IC, of the pending SAR incident. The IC will communicate with the Communications Centers (911), who will notify the chain of command.
- The EOC will also activate, if needed, with the Emergency Manager mobilizing the appropriate staff to support EOC operations.
- The EOC will request the appropriate SAR agencies, organizations, and volunteers, as needed, for a SAR operation.
- Water SAR missions in response may be initiated by the Police Department Marine Patrol with immediate notification of an incident through the City of Mercer Island contracted Communications Center(s) (911) to the chain of command. RFAs for mutual aid and other organizations or agencies will be as stated.

- A SAR Rescue Group Supervisor (RGS) will be sent to the area where the SAR operations are to be conducted to establish a command post and to coordinate support required for SAR operations.
- Existing EF&R SAR personnel and volunteer SAR units qualified in accordance with RCW 38.52, and WAC 118.04, will be used as a nucleus, around which greatly expanded rescue operations may be conducted in a major emergency.
- The Emergency Manager or designee will notify the KCSO, King County RCECC and/or State EMD, when a SAR mission is in operation. The State EMD will issue a State mission number. The issuance of this mission number authorizes the employment of Emergency Worker volunteers under the provisions and protection of Chapter 38.52 RCW.
- When the Emergency Manager notifies the KCSO, King County RCC and / or State EMD, in response to a downed aircraft for land SAR operations, the State EMD will issue a mission number and will coordinate the SAR operations with WSDOT Aviation Division. The Aviation Division may obtain the mission number on behalf of the City of Mercer Island or King County RCECC in order to facilitate response.
- The State EMD, upon receiving a request for assistance (RFA) from the Emergency Manager or designee, will coordinate the resources of other political subdivisions, King County, as well as state, out-of-state, federal, and international agencies in support of the request, if necessary. The State SAR Coordinator may be deployed to the scene to provide this coordination.
- Upon a multi-jurisdictional SAR operation, the Emergency Manager or designee may request the State EMD, to coordinate support resources.
- Major multi-jurisdictional SAR operations that result from a natural or technological disaster may require the activation of the State RCC. The State RCC may either be collocated with the State EMD or at a location in proximity to the incident site. The director of the State RCC is the State SAR Coordinator.
- The WNG and other State agencies as required provide personnel and equipment to staff and operate the State RCC. RFAs from the Emergency Manager will be received, processed, and prioritized.
- The RCC will coordinate the reception, staging, preparation for employment, and deployment to the scene of in-state, state, out-of-state, federal, and international SAR resources responding to the emergency or disaster.
- The State RCC will serve as the State's interface with ESF 9 when the National Response Framework (NRF) is implemented.
- The WNG establishes a US&R Joint Task Force (JTF) to conduct light US&R operations and to provide support to State and local US&R resources. The NRF ESF 9 provides for the establishment of a U.S. Department of Defense (DOD) JTF to support federal US&R efforts. However, federal US&R task forces may begin arriving in the state within twelve hours of an event; the DOD JTF may not be in place to provide support. The WNG must, therefore, be prepared to undertake this JTF mission initially.

Air SAR Procedures

- Upon location and confirmation of a downed aircraft, the incident becomes a land (or water) SAR operation under the direction and control of the City of Mercer Island Police Department in coordination with EF&R, in whose jurisdiction the incident site is located. The WSDOT Aviation provides support as available and assumes responsibility for the crash site for investigatory purposes.
- The Emergency Manager or designee may employ the Police Department Marine Patrol and request the mobilization of the Dive Team if the incident is in Lake Washington within the jurisdiction of the City of Mercer Island.
- The WSDOT Aviation may notify the State EMD and obtain a mission number on behalf of the Emergency Manager for coverage of volunteers involved in related land/water SAR operations. The State SAR Coordinator may be deployed to the scene to provide for coordination of these resources, or for other assistance, as may be required.
- Air SAR for missing or downed civil aviation aircraft is the responsibility of WSDOT Aviation Division (Chapter 47.68 RCW).
- WSDOT Aviation Division may receive an alert notice (ALNOT) of overdue aircraft from the Federal Aviation Administration and/or be notified of an activated Emergency Locator Transmitter (ELT) from the AFRCC or other sources.
- The WSDOT Aviation Division IC exercises command over all aircraft and air crew personnel participating in the air SAR mission.

MITIGATION ACTIVITIES

Primary Department –Eastside Fire & Rescue

- Reviews standard operating guidelines (SOGs) or operational plans to assure it is supportive of the City's emergency management SAR mission.
- Supports preventive SAR programs.
- Develops and presents preventive SAR programs through public awareness and school education programs.
- Trains and exercises surface water rescue capabilities with the Police Department.
- Trains and exercises technical rescue disciplines, as adopted by the Department, and as defined in NFPA 1670.

Support Primary Department – Police Department

- Reviews SOGs or operational plans to assure it is supportive of the City's emergency management SAR mission.
- Supports preventive SAR, and survival programs with available resources, in coordination and cooperation with EF&R.
- Reviews Emergency Alert System (EAS), Amber Alert procedures for initiating a missing child notification via WSP.

Support Departments – All

- Supports preventive SAR, and survival programs with available resources, as requested.
- All departments will support this ESF when requested.

Support Agencies – All

General

- All agencies identified in this ESF will support this ESF when requested.

Local Jurisdictions and Volunteer Organizations

- Develops and presents preventive SAR programs through public awareness and school education programs.

PREPAREDNESS ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Appoints a lead coordinator of SAR operations.
- Establishes systems to coordinate requests for SAR resources.
- Supports Police Department and volunteer organizations and individuals with SAR related training.
- Creates and organizes SAR units.
- Prepares to provide support to the State SAR and Air SAR programs with available resources, when requested.
- Supports Emergency Worker volunteer organization training, in accordance with RCW 38.52 and WAC 118-04.
- Creates and executes training, drills and exercises of the SAR unit
- Ensures personnel have certifications as required.

Support Primary Department – Police Department

- Appoints a coordinator of SAR operations in cooperation with EF&R.
- Establishes systems to coordinate requests for SAR resources.
- Amber Alert processes will follow Washington State Patrol procedures for Missing and Unidentified Persons as addressed in ESF 13.
- Supports EF&R and volunteer organizations and individuals with SAR related training.
- Creates and organizes a SAR unit in coordination with EF&R and according to internal requirements.
- Prepares to provide support to the State SAR and Air SAR programs with available resources, when requested.
- Supports Emergency Worker volunteer organization training, in accordance with RCW 38.52 and WAC 118-04.

- Creates and executes training, drills, and exercises of the SAR unit and Dive Team.
- Ensures personnel have certifications as required.

Support Departments – All

- All departments will support this ESF when requested.

Support Agencies – All

- Plans for and prepares resources for mutual aid.
- Appoints a coordinator of SAR operations.
- Establishes systems to coordinate requests for in-state, state, out-of-state, federal, and international SAR resources.
- Supports fire and law enforcement personnel, and volunteer organizations and individuals with SAR related training.
- Assists local jurisdictions in the organization of SAR units.
- Prepares to provide support to the State SAR and Air SAR programs with available resources, when requested.
- WSDOT publishes and is prepared to implement the State and Regional Disaster Airlift (SARDA) Plan.
- Supports Emergency Worker volunteer organization training, in accordance with RCW 38.52 and WAC 118-04.

RESPONSE ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Conducts initial interviews, mobilizes resources and forms initial search plan in coordination with Police Department and the EOC as needed.
- Establishes a perimeter to confine the subject within the area.
- Search areas shall be considered possible crime scenes and evidence shall be collected and handled properly in coordination with Police Department.
- Assures notifications are made to the EOC and mutual aid response if necessary.
- A Unified Command (UC) System may be established to include such mutual aid or agency representation if it meets the needs of the mission.
- Assures notification of local Fire EMS personnel, if needed and will request that they report to a designated Command Post (CP) to develop the Medical Plan for the Incident Action Plan (IAP).
- The availability of EMS may be critical in a SAR mission. EMS may be required, not only to treat the missing subject once found, but also to provide medical services to any injured personnel.

Support Primary Department – Police Department

- Conducts initial checks and sweeps to locate the subject and deploys necessary resources such as Fire EMS, Dive Team, canine teams, trackers, or other SAR resources.
- Provides representation to the EOC to assist in the identification and establishment of SAR routes.
- Provides internal and perimeter control and security of the SAR area, unless life threatening to personnel.
- Provides incident scene security and evacuation, if necessary.
- Search areas shall be considered possible crime scenes and evidence shall be collected and handled properly in coordination with EF&R and the EOC.
- Mercer Island Marine Patrol supports all water related missions.
- Provides Mercer Island Police/Fire Dive Team personnel as requested.
- Assists in the removal of stalled vehicles and equipment from SAR routes.
- Provides personnel to assist with traffic control, communications, or other logistical assignments.
- Requests temporary air space restrictions when necessary.

Support Departments – All

General

- All departments will support this ESF when requested.

Public Works

- Provides available road repair equipment, as requested.
- Assists in crowd and traffic control operations by providing signs and barricades.
- Provides personnel and equipment to keep SAR routes clear.
- Provides for the maintenance or repair of SAR routes.
- Coordinates the maintenance, use, and allocation of City owned transportation resources to City departments for emergency transportation of people, equipment, and supplies.
- Provides operational support with equipment, the staff trained in the use of the equipment, traffic control and control of utilities during a SAR situation, when requested.
- Coordinates the rental of equipment required by the EOC in support of the SAR mission for emergency transportation of people, equipment, and supplies.

Support Agencies

King County RCECC / KCSO

- Obtains or confirms a State mission number for the incident, as requested.
- Collects information regarding damage, casualties, evacuations needs, and warning

requirements.

- Initiates an EAS message if appropriate via KCSO.
- Supports the management of available response and recovery resources.
- Participates in supporting local jurisdiction activities.

Washington State Patrol

- Assists EF&R and Police Department with traffic control when requested on the I-90 corridor.

Public Health Seattle and King County

- Prioritizes, coordinates, and provides emergency health services, including disease control, immunizations, quarantine, and isolation procedures, and first aid.
- Assists emergency medical service providers with coordination of basic and advanced life support (BLS / ALS) services.
- Monitors, coordinates, and provides medical examiner services, including investigating causes of sudden, unexpected, or unnatural deaths, body identification and disposal or burial.
- Provides Environmental Health Support to IC / UC.

Washington State Department of Health

- Closes an incident site area for human health or safety reasons, as requested.
- Provides health laboratory support and services to the City On-Scene Commander / Coordinator (OSC) or IC.

Washington State EMD

- Coordinates requests for in-state, state, out-of-state, federal, and international SAR resources.
- Provides personnel and equipment to establish the State RCC.
- Activates the State RCC and provides the State SAR Coordinator to be the RCC Director. Resource requests made to state emergency operations center (SEOC).
- Provides resources for SAR operations, when available.

Washington State Department of Transportation

- Directs and controls air SAR operations for downed civil aircraft.
- Provides staff representation to the State EOC.
- Provides air resources, when available, for land SAR operations.
- Implements the SARDA Plan in accordance with established WSDOT procedures.

Washington State National Guard

- Establishes a unified urban search and rescue (US&R) joint task force (JTF) to conduct light US&R operations, to provide support to local and State US&R resources, and to coordinate support for federal US&R resources until such time as

the federal Department of Defense (DOD) JTF can be established.

- Provides resources for SAR operations, when available.
- Provides personnel and equipment to establish the State EOC.

RECOVERY ACTIVITIES

Primary Department – Eastside Fire & Rescue

- Continues to support SAR operations and plans for a reduction of operations.
- Inventories any lost or damaged equipment and records any personnel injuries or equipment accidents.
- Requires ESF 9 team members to maintain appropriate records of costs incurred during the incident.
- A record of ESF 9 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.

Support Primary Department – Police Department

- Assists EF&R in area patrol, marine patrol, and security.
- Works with SAR teams to create a smooth recovery.
- A record of ESF 9 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.

Support Departments – All

- All departments will support this ESF when requested.

Support Agencies

King County RCECC / KCSO

- Supports SAR recovery operations when requested.

Washington State EMD

- Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

Washington State Department of Transportation

- Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

Washington State National Guard

- Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

RESPONSIBILITIES

PRIMARY DEPARTMENT – EASTSIDE FIRE & RESCUE

- Responsible for SAR operations on Mercer Island and waterway jurisdictions in coordination with the Police Department.
- Provides support through activation of the EOC.
- Coordinates and monitors SAR operations with supporting mutual aid.
- Requests and coordinates the use of registered Emergency Workers, as needed.
- The SAR Coordinator tracks volunteer registered Emergency Workers training requirements under WAC 118.04.

SUPPORT PRIMARY DEPARTMENT – POLICE DEPARTMENT

- Responsible for SAR operations on Mercer Island and waterway jurisdictions in coordination with EF&R.
- Provides support through activation of the EOC.
- Collects and handles possible evidence in a crime scene SAR incident in coordination with EF&R and the EOC.
- Requests and coordinates the use of registered Emergency Workers, as needed.
- Coordinates and monitors SAR operations with supporting mutual aid in cooperation with EF&R.
- The SAR Coordinator tracks volunteer training requirements under WAC 118.04.

SUPPORT DEPARTMENTS – ALL

- All departments will support this ESF when requested.

SUPPORT AGENCIES – ALL

- During the planning or implementation of a response, mutual aid, county, state and federal agencies are prepared to provide assistance in their respective areas of expertise.
- The assistance provided by each organization or agency is consistent with its capability and legal authority.

RESOURCE REQUIREMENTS

- Eastside Fire & Rescue and the Police Department will provide the required personnel, facilities, and equipment in support of their respective SAR missions. The Communications Centers (911) will support all SAR communications requirements. Other City departments will support SAR operations with available resources, when requested.
- USAR volunteers are organized and can be trained at the local, state and federal level. Personal clothing and equipment and unit equipment is provided by the individual and/or the volunteer organization. Compensation for lost or damaged personal and unit equipment and reimbursement for medical and extraordinary expenses is available through the State EMD per Chapter 38.52 RCW and Chapter 118-04 WAC.
- Federal agencies will support SAR operations with available resources when requested and as coordinated by U.S. Department of Defense and/or U.S. Department of Transportation.

REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- Emergency Volunteer Manual
- King County Regional Disaster Plan (RDP)
- Mercer Island Disaster Debris Plan
- Chapter 38.52 RCW, Emergency Management.
- Chapter 47.68 RCW, Aeronautics.
- Chapter 118-04 WAC, Emergency Worker Program.
- Chapter 468-200 WAC, Department of Transportation.
- Washington State CEMP.
- Underground (Mine) Rescue Plan, State of Washington, Emergency Management Division, 1985.
- State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004.
- Federal Response Plan.
- Incident Command System, NIMS Operational System description (NIMS-120-1), National Interagency Incident Management System.
- National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).

DEFINITIONS AND ACRONYMS

EF&R – Eastside Fire & Rescue

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

FAA – Federal Aviation Administration

ICP – Incident Command Post

JIC – Joint Information Center

JIS – Joint Information System

PHSKC – Public Health Seattle and King County

PIO – Public Information Officer

UNIFIED COMMAND (UC) – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

SOG – Standard Operating Guidelines

WSDOH – Washington State Department of Health

WSDOT – Washington State Department of Transportation

WNG – Washington State National Guard

WSP – Washington State Patrol

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 10
HAZARDOUS MATERIALS

PRIMARY DEPARTMENTS: Eastside Fire & Rescue
SUPPORT DEPARTMENTS: All City Departments
Mutual Aid Agencies
United States Department of Energy
Washington State Patrol
United States Coast Guard
United States Environmental Protection Agency
Federal Bureau of Investigation
King County Bomb Squad
Puget Sound Clean Air Agency
King County Office of Emergency Management
Washington State Department of Transportation
Washington State Department of Labor & Industry
Public Health – Seattle and King County
Washington State Military Department, National Guard
Washington State Department of Ecology
King County Sheriff's Office

For radiological accidents or incidents, either suspected or confirmed, use the Washington State Department of Health, Division of Radiation Protection, Radiological Emergency Response Plan and Procedures, or call 1-206-682-5327. The lead state agency for Radiation Accident/Incident Response is the Washington State Department of Health. This, however, does not preclude invoking other applicable Emergency Support Functions (ESFs) in support of the Radiation Emergency Response Plan and Procedures.

INTRODUCTION

PURPOSE

The City of Mercer Island has contracted with Eastside Fire & Rescue (EF&R) for fire and medical services. Eastside Fire & Rescue will serve as the lead for activation of Emergency Support Function (ESF) 10 activities to coordinate the command, control, and effective mitigation of hazardous materials (Haz-Mat).

This ESF supports and designates City departments responsible to support the management of emergent Haz-Mat incidents, oil spills, pollutants, and other unanticipated releases. It also identifies the City of Mercer Island, local jurisdictions, state agencies, and federal responsibilities for Haz-Mat in order to minimize exposure and/or damage to human health and

safety or to the environment caused by the actual or threatened release of Haz-Mat, and oil spills.

SCOPE

This ESF establishes the lead coordination roles of EF&R, the specification of responsibilities among departments, mutual aid, and external agencies, and the on-site National Incident Management System (NIMS) response organization that may be brought to bear in response actions.

This ESF is applicable to all City departments, mutual aid and agencies with responsibilities and assets to support local response to actual or potential discharges and/or releases of hazardous materials in an emergency or disaster.

POLICIES

- EF&R's standard operating guidelines (SOGs) serve as the basis for planning and utilization of resources for responding to releases or threats of a release of hazardous substances. Response actions under this ESF will follow the policies, directives, and guidance developed by those departments responding to such incidents. Additional guidelines may be developed and maintained in coordination with private sector firms, volunteer groups, community awareness and emergency response planning groups, and other response organizations, as appropriate.
- State regulations require that certain employers that use hazardous materials in their business operations develop Emergency Response Plans that include safety data sheets (SDS). If applicable, EF&R should request a copy of the Emergency Response Plans to keep on file for EF&R response planning. Planning requirements may include coordination with Mutual Aid Agreements, outside agencies, recognition procedures, safe distances and places of refuge, site security and control procedures, evacuation routes and procedures, and lists of required personal protective equipment (PPE).
- State policies applicable to emergency response in a Haz-Mat incident include Chapter 296-824.100 WAC.
- See ESF 10, VII References, for additional references to state and federal statutes and regulations.
- WAC 296-824 specifies general operational practices to be employed during emergency response to hazardous substance releases. It is the intent of EF&R to comply with such practices, as further defined in their standard operating guidelines (SOGs).
- EF&R will comply with Occupational Safety and Health Administration (OSHA) regulation 29CFR 1910.120 and equivalent laws issued by Washington State Department of Labor and Industries to ensure training to first responders at the operations level.
- The National Incident Management System (NIMS) will be the operational response system in alignment with the National Incident Management System (NIMS).

SITUATION

EMERGENCY / DISASTER CONDITIONS AND HAZARDS

- Hazardous materials or oil spill incidents can occur anywhere and at any time throughout Mercer Island or on Lake Washington surrounding Mercer Island. The volume and distribution of hazardous materials in a community determines the likelihood of an incident. The Interstate 90 (I-90) transportation route poses a major threat because of the volume and variety of hazardous materials being transported along the I-90 corridor across the north end of the City of Mercer Island**.**
- Oil spills and hazardous materials incidents have different characteristics:
  - Major oil spills can occur in the marine waters from vessels and land-based sources and on land as result of tanker truck accidents on roads, highways, and fueling and storage facilities. Oil spills can cause environmental damage as well as fire, explosion, and other physical hazards.
  - The threat presented by hazardous material incidents is often to both public health and safety and the environment. While hazardous material incidents may involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to identify the material, assess the characteristics of the hazard, acquire the necessary resources, and develop a site-specific emergency response plan.
  - The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, emergency medical services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, environmental health, and other agencies. While upon initial assessment some incidents may not have obvious impacts on life, property, and the environment, they may have subtle long-term consequences for human health and the environment that will require further remediation.
  - Refer to the current City of Mercer Island annex of the Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- Not all detailed response actions are listed in this ESF. *This ESF is for planning purposes only*. Specific state and federal laws apply to planning, response, and recovery of Haz-Mat incidents. Tactical applications and execution are developed and updated in EF&R and the Police Department's SOGs.
- A hazardous material incident may develop slowly, may be undetectable for a long time, or occur without warning.
- While some hazardous material incidents may be minor in scope and can be handled by trained local responders, others may have a high impact and will involve mutual aid and request of Haz-Mat Teams.

- Actual or threatened releases of hazardous materials, oil spills, and other releases, often require immediate response and may overwhelm the City of Mercer Island's resources required to assess, mitigate, monitor, cleanup and/or dispose of.
- Additional Haz-Mat response/clean up personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
- Emergency provisions may be needed for disposal of contaminated material.
- Terrorist incidents could occur, involving weapons of mass destruction (WMD). Incidents involving WMD will require additional coordinated SOGs and the need to follow specific response plans executed by specialized Haz-Mat Teams requested to assist.
- Training requirements of the Washington State Department of Labor and Industries standard WAC 296-824 Emergency Response are as follows:
    - **Awareness Level**. Are likely to witness or discover a hazardous substance release. Are trained to initiate an emergency response by notifying the proper authorities of the release. Take no further action beyond notifying the authorities.
    - **Operations Level**. WAC 296-824-30005 addresses the anticipated activities and the eight (8) hour training requirement for first responder operations level. First responder's operations level function is in a defensive fashion without actually trying to stop the release of a hazardous substance. Anticipated duties might include the plugging of leaking fuel tanks, which assume an aggressive role in stopping the release.
    - **Technician Level**. WAC 296-824-30005 addresses the role of a hazardous material technician in an emergency response. Hazardous material technicians assume a more aggressive role than first responder operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Technicians are trained to fully mitigate the Haz-Mat incident. Hazardous materials technicians must receive aa minimum of 24 hours of training which provides the equivalent of the first responder operations level training, and which will also provide other specific competencies.
    - Per this ESF and state laws, a Hazardous Materials Response (Haz-Mat) Team is an organized group of employees, designated by the employer, who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident.
    - EF&R has responders trained at both the operations and technician level and is part of the Eastside Regional Haz Mat Consortium. Should an incident exceed the capacity of the Eastside Regional Haz Mat Team, regional resources may be requested including the Seattle Haz-Mat Team and Zone 3 resources.

CONCEPT OF OPERATIONS

GENERAL

- EF&R is the designated On-Scene Commander (OSC) for incidents within the City. Upon identification of a Haz-Mat incident, the EF&R Battalion Chief will request resources as needed through the Dispatch Center. At the discretion of the Emergency Manager, the Emergency Operations Center (EOC) will activate in support of the Haz-Mat incident.
- On-Scene, when the incident occurs, EF&R will establish a NIMS response. Where resources are expended, a unified command (UC) system will be established with external fire departments, emergency medical services (EMS), and other local jurisdictions according to mutual aid agreements in place.
- The City EOC will provide important support functions including notification and other functions, as requested, by EF&R IC or the OSC.
- Significant incidents will be managed from a command post established by EF&R.
- Major oil spills will be co-managed in a UC by the City of Mercer Island EOC, local jurisdictions, State Department of Ecology (Ecology), responsible party, and federal response organization(s) such as the U.S. Environmental Protection Agency (EPA) and others as applicable.
- The responsible party has ultimate accountability for assuring effective abatement of the release or threatened release of oil or hazardous materials (RCW 4.24.314) to include cleanup costs and reimbursement. During these incidents, EF&R is responsible for overseeing the protection of public health and safety, and the environment.
- On state and interstate roadways, the senior Washington State Patrol (WSP) officer on scene will assume the UC role and coordinate with EF&R and the Police Department.
- The Ecology has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the State of Washington. Ecology acts as the pre-designated state incident agency for incidents that occur on marine and fresh waters, and for inland spills where the local OSC has curtailed emergency response operations. In these instances, the Ecology provides the state OSC to continue management of the response action.
- The Ecology will act as the lead agency for spill containment, clean up, and natural resources damage assessment activities. Refer to the 2020 Northwest Area Contingency Plan (NWACP), for more information on spill preparedness and response. The NWACP is a joint agreement between EPA, U.S. Coast Guard (USCG), and the states of Oregon, Idaho, and Washington.
- On coastal navigable waterways, the senior U.S. Coast Guard Officer may assume the role of OSC. On inland waterways the Washington State Department of Ecology OSC or other designated official may assume the UC manager role.
- By letter of understanding, the USCG jurisdiction ends in the Mountlake Cut and the Washington State Department of Ecology begins at that point inland for Lake

Washington and connected waterways.

- For CBRNE terrorist incidents, the FBI is the designated Incident Command authority. Usually, this is managed within a UC structure including all impacted jurisdictions.
- For non-terrorist incidents, the Public Health Seattle and King County (PHSKC) may direct consequence management of a biological/disease outbreak. The State Department of Health (WADOH) may assist.
- A WMD incident will require additional and specialized coordination per SOGs and Fire and Police Department SOGs, as applicable for tactical response and mutual aid requests.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

The responsibility for coordinating ESF 10 is with EF&R. The Police Department within the City of Mercer Island will coordinate with EF&R on Haz-Mat incidents. Where the WSP requests assistance or is requested by EF&R, specifically for incidents within the I-90 corridor that may impact the City of Mercer Island, the Police Department will coordinate on-scene IC/UC activities relating to perimeter control and other activities as deemed necessary. General responsibilities, not necessarily all inclusive, are outlined in the following pages of this ESF for potential involvement in hazardous material and oil spill incidents.

PROCEDURES

1. This ESF will be implemented under the direction of the EF&R Fire Chief, EF&R Deputy Chief of Operations, the EF&R Battalion Chief on duty, or designee as IC. This ESF will also be implemented under the coordinated direction between the EF&R Fire Chief, City officials, Seattle Haz-Mat Team, WSP officials, when applicable, and others consistent with local agreements and applicable RCW, as appropriate in larger UC incidents.
2. Following an initial situation assessment, the IC, in consultation with EOC personnel, if activated, will determine which external agencies will be required to continue to provide representatives in support of the ESF on a 24-hour basis, (either by phone or in person) during the emergency response period. ESF 10 support response will operate from the EOC, or other command post locations as deemed appropriate by the IC/UC. ESF support agencies will have representatives available immediately by phone on a 24-hour basis.
3. Policies and SOGs will be followed in carrying out an oil/hazardous substance response as per stated regulations. In certain circumstances, some administrative SOGs can be streamlined during the immediate response phase.

MITIGATION ACTIVITIES

Primary Department – EF&R

- Coordinates with the Police Department in identifying responsible parties for cost recovery actions and investigates all accidents, incidents or emergencies involving hazardous materials to determine cause.
- Conducts fire inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
- Creates, updates, and maintains SOGs in support of this ESF.

Support Departments

Police Department

- Conducts assessments of hazardous materials; coordinates with EF&R, WSP, and supporting agencies when requested.
- Assists in identifying responsible parties for cost recovery actions and through investigations for cause, of collisions involving the transportation of hazardous materials.
- Creates, updates, and maintains SOGs in support of this ESF.

Public Works

- Assists in the management of City owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials or spills.
- Assists in the management of biological, cultural, natural, and structural resources to reduce or eliminate the effects of hazardous materials or spills.

Supporting Departments and Agencies – All

- Share their internal plans, standard operating guidelines (SOGs), and checklists detailing disposition of their resources in support of ESF 10.

PREPAREDNESS ACTIVITIES

Primary Department – EF&R

General

- Develops guidance and emergency procedures.
- Provides liaisons in the EOC in support of training, drills, and exercises.
- Develops and conducts appropriate hazardous materials exercises.
- Participates in City, state, and federal exercises when appropriate.
- Maintains and updates ESF 10.
- Coordinates and updates notification lists of Haz-Mat Teams, local jurisdictions, state agencies, and federal incident response contacts.

Fire Emergency Medical Services (EMS)

- Assists in and evaluates the development of safety and health programs.

- Develops SOGs and criteria to close an incident site for health and safety reasons.

Support Departments - All

General

- Provides support to EF&R as requested.
- Requires training for employees involved in emergency response operations for releases of hazardous substances as defined in WAC 296-62-3112.

Emergency Manager

- Coordinates and maintains the Mercer Island Comprehensive Emergency Management Plan (CEMP).
- Establishes communications links to local city jurisdictions, King County RCECC, and the State EMD as appropriate.
- Participates in training, drills, and exercises, where appropriate.

Public Works

- Develops and maintains SOGs in support of ESF 10.

Police Department

- Develops procedures to support EF&R for the conduct of hazardous materials clean-up activities on City streets and coordinates with WSP on state highways (I-90).
- Responsible for perimeter control, crowd control and traffic issues, security of contaminated area, public safety, and evacuation.
- Implements established procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.

Police Department - Marine Patrol

- Assists Ecology in developing the priorities for containment booming high value resources.

Recreation Division

- Prepares to provide Community Shelter facilities for displaced residents as needed.

Youth and Family Services

- Assists in and evaluates the development of mental health programs.
- Develops procedures and assistance criteria for mental health concerns relating to an incident.

RESPONSE ACTIVITIES

For radiological accidents or incidents, either suspected or confirmed, use the Washington State Department of Health, Division of Radiation Protection, Radiological Emergency Response Plan and Procedures, or call 1-206-682-5327. The lead state agency for Radiation Accident/Incident Response is the Washington State Department of Health. This however, does not preclude invoking other applicable ESFs in support of the Washington State Radiation Emergency Response Plan and Procedures.

Primary Department – EF&R

- Upon notification or response to an incident, the Battalion Chief may request Haz mat team resources if necessary. This would allow early notification to responding teams and open a channel of communications with their Haz-Mat Technicians.
- Upon response to an incident, the Battalion Chief will be assigned a talk group by the Communications Center(s) (911); this will facilitate Police and EF&R operations on the same talk group. Upon arrival at the scene, the Battalion Chief should establish direct communications with the Police Watch Commander.
- In the event of a Haz-Mat Team response, the Battalion Chief will establish a command post (CP) and communicate with the incoming Haz-Mat Team to provide them a short report and directions for their arrival.
- EF&R personnel should request Police Department assistance when a resident approaches with a suspicious object.
- Patients with significant exposure or medical symptoms must be evaluated, treated, and documented.

Support Departments - All

General

- Provides support to EF&R as requested by the IC.
- This ESF will be the mechanism through which close coordination will be maintained among all departments.
- EF&R IC will ensure that response actions are properly coordinated and carried out.

Emergency Operations Center (EOC)

- Activates the City EOC.
- Coordinates City response activities within the City EOC, including procurement of City resources, as requested.
- Maintains capabilities to make reports to local jurisdictions, county, state, and federal response agencies.
- Provides PIO support to JIC or Command Posts.
- Provides communication links on an ongoing basis.

Public Works

- Supports EF&R in Haz-Mat response.
- Protects the water supply and water/sewer and surface water system.
- Ensures that appropriate agencies are contacted if utilities or drainage systems are impacted.

Police Department

- Issues alert and warning, at the direction of the IC, activates EAS, as identified in ESF 2 Telecommunications / Information Systems and Warning.

- Responds to all incidents and works with EF&R IC on all incidents. Where the Haz-Mat team is called, the use of UC may be appropriate.
- Isolates any substance and continues to evaluate the credibility of an incident. When on scene, the Police IC is responsible for requesting resources appropriate to the credibility of the incident.
- Develops strategies for area security, access control point systems, resolution of major traffic problems, and resolution of problems impacting road or highway traffic.
- Assists EF&R and the Haz-Mat Team to maintain the evidentiary chain when appropriate.
- Under no circumstances will Mercer Island Police personnel not trained or equipped in hazardous materials, handle, open, smell, taste, or touch a potentially dangerous substance or object.
- Establishes contact with a non-exposed person, if possible, in a safe location.
- If suspected exposure of any person may have taken place, documentation should be completed for each person at the scene.
- Notifies FBI and PHSKC, in the event of a credible incident.
- Provides PIO assistance, as requested.
- Participates in critiques, debriefings, and post-incident activities.

Recreation Division

- Executes ESF 6 Mass Care, as requested.
- Prepares to provide shelter facilities for displaced community members as needed.

Youth and Family Services

- Executes ESF 8 mental health related services, as requested.
- Assists in and evaluates the development of mental health programs.
- Develops SOGs and assistance criteria for mental health concerns relating to an incident.

Support Agencies

Eastside Hazardous Materials Response Program

- The Eastside Hazardous Materials Response Team is a consortium operated by several Zone 1 fire agencies including EF&R. Command personnel are required to satisfy Hazardous Material On-Scene Commander competencies, and all team members are trained at the technician level.
- The Eastside Hazardous Materials Response Team is comprised of equipment and personnel from Bothell Fire, Redmond Fire, Kirkland Fire, Bellevue Fire, and EEF&R. The Eastside Teams covers most of Fire Zone 1, with some exceptions. They are available for mutual aid response with jurisdictions having similar capabilities as the Seattle Fire Department Haz-Mat Team.

Seattle Fire Haz-Mat Team

- The Seattle Haz-Mat Team covers the City limits of Seattle and I-90 in the City limits of Seattle. Seattle is Fire Zone 5 in King County. They are available for mutual aid response with the City of Mercer Island.

King County RCECC

- Assists with obtaining or confirming a State mission number for the incident.
- Collects information regarding damage, casualties, evacuations needs, and warning requirements.
- Supports the management of available response and recovery resources.
- Participates in local jurisdiction activities.

King County Sheriff's Office (KCSO)

- Initiates an EAS message if appropriate.
- Contacts appropriate responder dispatch agencies and emergency management.
- Contacts the FBI if the incident is a confirmed or highly credible threat of release.
- Contacts the Public Health Seattle and King County.
- Participates in UC.
- Provides a liaison to the EOC as requested.

Public Health Seattle and King County (PHSKC)

- Prioritizes, coordinates, and provides emergency health services, including disease control, immunizations, isolation, and quarantine procedures, and first aid.
- Provides public health advisors or declares a Public Health emergency.
- Assists emergency medical service providers with coordination of basic and advanced life support (BLS/ALS) services.
- Monitors, coordinates, and provides medical examiner services, including investigating causes of sudden, unexpected or unnatural deaths, body identification and disposal or burial.
- Provides Environmental Health Support to IC/UC.

Washington State Department of Health (DOH)

- Closes an incident site for human health or safety reasons, as indicated.
- Provides health laboratory support and services to the City OSC or IC.

Washington State Military Department EMD

- Activates the State EOC, to support a local activation.
- Coordinates State agency response activities within the EOC, including procurement of resources, as requested.
- Maintains capabilities to receive 24-hour reports from city, state, and federal response agencies.

- Provides PIO support to JIC or Command Posts, as requested.
- Provides communication links on an ongoing basis.

Washington State Department of Transportation (DOT)

- Provides traffic control, equipment, and personnel for non-hazardous materials clean up on State interstate highways (I-90), as required.

Washington State Department of Ecology (DOE)

- Implements and reviews response procedures following an incident.
- Coordinates the preparation of an After Action Report (AAR), where appropriate, for oil and hazardous materials incidents when Ecology is the Incident Command agency.
- Recommends and oversees long-term remedial actions.
- Follows-up on enforcement actions.

Washington State Patrol (WSP)

- Coordinates with Mercer Island Police Department.
- Develops strategies for area security, access control point systems, resolution of major traffic problems, and resolution of problems impacting highway traffic.
- Supports the needs of Mercer Island Police Department in affected areas along I-90.
- Assists in the recovery activities of other local and State agencies.

United States Coast Guard, Environmental Protection Agency, Federal Bureau of Investigation, King County Bomb Squad, Puget Sound Clean Air Agency, Washington State Department of Labor & Industry, Public Health – Seattle and King County

- Provides support as needed.

RESPONSIBILITIES

PRIMARY DEPARTMENT – EF&R

- The NIMS shall be used in managing all incidents as previously discussed. All first responders and their communications shall be controlled through the IC / UC. Necessary resources shall be requested and, when appropriate, released through the IC.
- First responders should be alert to any and all clues indicating the presence of radiological materials. In the absence of medical emergencies in the hot zone, entry should not be made until an operational radiation survey meter is available.
- Once it becomes evident that a hazardous material incident release or radiological emergency has occurred, access to the scene of the emergency shall be strictly controlled. Physical demarcation of the exclusion (“hot”) zone (e.g., barrier tape) is desirable. Once radiation survey instrumentation is available, the size of the hot zone shall be adjusted to ensure that exposure outside the hot zone shall not exceed 2 mR/hour.

- In case of a transportation accident involving a nuclear weapon, FEMA/DHS recommends that the radius of the exclusion zone be set at 2,000 feet.
- Until it is known that no respiratory hazard is present, emergency responders shall wear positive pressure self-contained breathing apparatus (SCBA). All personnel at the scene shall attempt to minimize potential contact with hazardous substances whenever possible. The selection of other protective clothing will depend on expected hazards (dust, liquids, flammable atmospheres, etc.).
- When personnel are available with the necessary equipment and training to perform such operations, EF&R will establish command and scene control and immediately assess the situation. Those personnel at the discretion of the IC, with Operations Level training, may decontaminate and provide immediate emergency medical treatment to exposed victims, and contain and control the release of escaping substances only if such containment and control could reasonably be expected to favorably impact the outcome of the emergency to protect life, until the requested Haz-Mat Team arrives.
- EF&R will ensure that the appropriate agencies for detection, further mass decontamination, clean up and disposal of spilled Haz-Mat are contacted, and that all state reporting requirements are met.

SUPPORT DEPARTMENTS – ALL

- All City departments will assist EF&R when requested. In addition, Mutual Aid Agreements will be executed with local jurisdictions, KCSO, King County ECC, the state and federal agencies.

SUPPORT AGENCIES

General

- During the planning or implementation of a response, mutual aid, county, state, and federal agencies are prepared to provide assistance in their respective areas of expertise.
- The assistance provided by each agency is consistent with its capability and legal authority.
- Develop damage assessments and support environmental investigation procedures.
- Assist State DOE in developing the priorities for containment booming high value resources.
- Implement established procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.
- Develop cleanup methods and standards consistent with fish and wildlife habitat.
- Maintain a 24-hour notification capability.

RESOURCE REQUIREMENTS

RESOURCE DEVELOPMENT

- Specialized equipment and supplies are often necessary to effectively respond to oil and hazardous materials incidents. Equipment and supplies should be appropriate to the anticipated needs and application.
- There should be scheduled upgrades and inspections of equipment to stay properly equipped for any possible scenario.
- Certain equipment use must be accompanied by trained personnel per OSHA requirements.
- **Personal Protective Equipment (PPE)** – EF&R, as part of the Eastside Regional Hazardous Materials Team, will maintain an inventory of personal protective equipment to allow safe entry for assessment and remediation of a wide variety of chemical hazards. PPE will include gloves, boots, respirators, chemical protective clothing, and other equipment to safeguard responders working in the presence of hazardous materials. Haz mat team members will consult SOGs and manufacturer's guidelines when selecting.

TRAINING REQUIREMENTS TO EXECUTE THIS ESF

- Safe, effective, and coordinated response to a hazardous materials incident requires spill knowledge and training ranging from basic awareness to highly technical skills.
- City, state, and federal agencies are responsible for providing training appropriate to the hazardous materials incident response and incident management missions according to OSHA requirements. Section VII, References, is important to the training of first responders, local jurisdictions, and State agencies.

REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP)
- King County Debris Management Plan
- Mercer Island Debris Management Plan
- Washington State CEMP
- RCW 4.24.480, Civil immunity for members of the State Emergency Response Commission, Local Emergency Planning Committees, and their members.
- Chapter 24.310 RCW, Transporters responsibility for cleanup of spills.
- Chapter 38.52 RCW, Emergency Management, Radioactive and Hazardous Waste Program Coordinator.
- Chapter 49.70 RCW, Worker and Community Right-to-Know.

- Chapter 70.136 RCW, Hazardous Materials Incident.
- RCW 70.136.030 Incident Command Agencies Designation.
- Chapter 90.48 RCW, Water Pollution.
- Chapter 90.56 RCW, Oil and Hazardous Substance Spill Prevention and Response Act.
- Chapter 118-040 WAC, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting.
- Chapter 173-180D WAC, Facility Oil Spill Prevention Plan.
- Chapter 173-181 WAC, Facility Contingency Plan and Response Contractor Standards.
- Chapter 296-62-3112 WAC, General Occupational Health Standards.
- Chapter 296-824 WAC, Safety Standards for Emergency Response
- Northwest Area Contingency Plan (NWACP), 2020.
- Washington State Department of Ecology, Spill Response Operations Manual.
- Washington State Fixed Nuclear Facilities Plan, 2023.
- 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
- 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.
- 40 CFR Part 355, Emergency Planning and Notification.
- Federal Response Plan.

DEFINITIONS AND ACRONYMS

Clean-up operation – an operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleared-up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment.

Decontamination – the removal of hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable adverse health effects.

DOA – U.S. Department of Agriculture

DOC – U.S. Department of Commerce

DOD – U.S. Department of Defense

DOE – U.S. Department of Energy

DOH – Department of Health, Washington State

DHHS – U.S. Department of Health and Human Services

DOT – Department of Transportation, Washington State

DOJ – U.S. Department of Justice

Ecology – Department of Ecology, Washington State

EMD – Emergency Management Division, Washington State

EOC – Emergency Operations Center

ESF – Emergency Support Function

Emergency response or responding to emergencies – a response effort by employees from outside the immediate release area or by other designated responders (i.e., mutual-aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by Public Works personnel, are not considered to be emergency responses within the scope of this standard. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

Facility – (A) any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, storage container, motor vehicle, rolling stock, or aircraft, or (B) any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any water-borne vessel.

Hazardous materials response (Haz-Mat) team – an organized group of employees, designated by the employer, who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident. A Haz-Mat team is not a fire brigade nor is a typical fire brigade a Haz-Mat team. A Haz-Mat team, however, may be a separate component of a fire brigade or fire department.

Hazardous substance – any substance designated or listed under paragraphs (A) through (D) of this definition, exposure to which results or may result in adverse effects on the health or safety of employees:

- Any substance defined under section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- Any biological agent and other disease-causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations in such persons or their offspring;
- Any substance listed by the U.S. Department of Transportation (USDOT) as hazardous materials under 49 CFR 172.101 and appendices; and
- Hazardous waste as herein defined.

Hazardous waste – A waste or combination of wastes as defined in 40 CFR 261.3, or those substances defined as hazardous wastes in 49 CFR 171.8.

Hazardous waste operation – any operation conducted within the scope of this standard.

Hazardous waste site or Site – any facility or location within the scope of this standard at which hazardous waste operations take place.

Health hazard – a chemical, mixture of chemicals or a pathogen for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. It also includes stress due to temperature extremes. Further definition of the terms used above can be found in appendix A to 29 CFR 1926.59.

IC – Incident Command

IPost emergency response – that portion of an emergency response performed after the immediate threat of a release has been stabilized or eliminated and clean-up of the site has begun. If post emergency response is performed by an employer's own employees who were part of the initial emergency response, it is considered to be part of the initial response and not post emergency response. However, if a group of an employer's own employees, separate from the group providing initial response, performs the clean-up operation, then the separate group of employees would be considered to be performing post-emergency response and subject to paragraph (q)(11) of this section.

JIC – Joint Information Center

NIMS – National Incident Management System

NOAA – U.S. National Oceanic and Atmospheric Administration

NWACP – Northwest Area Contingency Plan

TSD – Treatment, Storage, or Disposal

OSC – On-Scene Commander

UC – Unified Command

Uncontrolled hazardous waste site – an area identified as an uncontrolled hazardous waste site by a governmental body, whether federal, state, local or other where an accumulation of hazardous substances creates a threat to the health and safety of individuals or the environment or both. Some sites are found on public lands such as those created by former municipal, county or state landfills where illegal or poorly managed waste disposal has taken place. Other sites are found on private property, often belonging to generators or former generators of hazardous substance wastes. Examples of such sites include, but are not limited to, surface impoundments, landfills, dumps, and tank or drum farms. Normal operations at treatment, storage, or disposal (TSD) sites are not covered by this definition.

USCG – U.S. Coast Guard

WSP – Washington State Patrol

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDIX

- Appendix 1, City, State, Federal Government, and Private Agency Resource List.
- Appendix 2, Roles and Duties of Emergency Responders.

APPENDIX 1

CITY, STATE, FEDERAL GOVERNMENT, AND PRIVATE AGENCY RESOURCE LIST

PURPOSE

To provide a general overview and resource list of local, federal government, and private agency response capabilities to a hazardous material, oil spill or release incident.

LOCAL JURISDICTIONS

Local agencies involved in hazardous material incidents may include:

Fire

Generally, this is a primary local response agency. Many are designated as Incident Command Agencies per Chapter 70.136 RCW. As capabilities differ, this may range from fully equipped Hazardous Material (Haz-Mat) teams that do most response actions, to lesser capability where fire command personnel provide incident management.

Police

Responsible for crowd control, site scene security, and local evacuations.

Emergency Management

May be involved with planning, training, and assisting with interagency coordination. During incidents, may activate the local Emergency Operations Center (EOC) to support on-scene operations, make notifications, and respond to requests for resources and other assistance. May be involved with the Local Emergency Planning Committee (LEPC) under SARA, Title III.

Public Works

May provide resources such as heavy equipment, sand, sandbags, barricades, etc., at the request of the on-scene agencies. Public works has the capability to control sewer, water and storm sewer lines, and associated pump stations.

Health Department

May deal with such issues as personnel protection, public health, environmental impacts, and identification of unknown products. May declare public health emergencies and make public health advisories. May also assist the Incident or Unified Command with information on disposal techniques or selection of disposal contractors.

Other

There may be other local government agencies, and private sector firms that may have some responsibility or capability in support of emergency response.

FEDERAL GOVERNMENT

Primary Support Agencies

U.S. Environmental Protection Agency (EPA)

The EPA ensures that timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including substantial threats of discharges and releases to inland zones, (except hazardous materials incidents at U.S. Department of Defense (DOD) or U.S. Department of Energy (USDOE) vessels or facilities). Provides cleanup funding when incident exceeds state and local resources.

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA).

FEMA provides advice and assistance to the On-Scene Coordinator (OSC) on coordinating civil emergency planning and mitigation efforts to other federal agencies, state, and local governments, and the private sector. FEMA provides extensive rapid deployment mobile communications capabilities for use on a not-to-interfere basis with other emergency situations. In the event of a disaster declaration or emergency determination by the President, FEMA will coordinate all federal disaster or emergency action with the federal OSC.

U.S. Department of Transportation (USDOT)

The USDOT has the responsibility to regulate the transportation of hazardous substances as authorized by the Hazardous Materials Transportation Act. An agency within the USDOT with hazardous materials responsibilities include:

U.S. Coast Guard (USCG)

The USCG ensures timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including threats of substantial discharges and releases into coastal zones, (except hazardous material incidents at DOD or USDOE vessels or facilities) including monitoring removal actions which are being conducted by the responsible party. Provides clean up funding.

Support Agencies

U.S. Department of Agriculture (USDA)

The USDA has scientific and technical capability to measure, evaluate, and monitor, either on the ground or by use of aircraft, situations where natural resources including soil, water, wildlife, and vegetation have been impacted by hazardous substances and other natural or technological (human-caused) emergencies.

U.S. Department of Commerce (USDC)

Through the National Oceanic and Atmospheric Administration (NOAA), the USDC provides scientific support for response and contingency planning in coastal and marine areas. This includes assessments of the hazards that may be involved, predictions of movement, dispersion through trajectory modeling, and information on the sensitivity of environments.

U.S. Department of Defense (DOD)

DOD has responsibility to take all action necessary with respect to releases where the release is on, or the sole source of the release is from, any facility or vessel under DOD jurisdiction, custody, or control.

U.S. Department of Energy (USDOE)

The USDOE has the responsibility and capability to provide assistance in incidents involving radioactive materials (including special nuclear materials). The USDOE provides assistance to state and local agencies in accordance with the inter-agency Radiological Assistance Plan. The USDOE provides assistance in identifying the source and extent of radioactive contamination, and in the removal and disposal of radioactive discharges.

U.S. Department of Health and Human Services (US DHHS)

The US DHHS provides information and advice when chemical discharges violate or may violate public laws administered by the Food and Drug Administration (FDA). The HHS makes determinations that illness, disease, or complaints thereof may be attributable to exposure to a hazardous substance, pollutant, or contaminant. The HHS provides expert advice and assistance on actual or potential discharges or releases that pose a threat to public safety and health.

U.S. Department of the Interior (USDOI)

The USDOI provides assistance in investigations to evaluate the magnitude and severity of discharges on or affecting lands under their bureaus' jurisdiction and in documentation of damage to natural resources for which they have trustee responsibilities. Other DOI bureaus with hazardous materials responsibilities include:

U.S. Fish and Wildlife Service (USFWS)

The USFWS provides advice on migratory birds, anadromous fish, and endangered and threatened species. The USFWS also coordinates with the State Department of Fish and Wildlife in establishing bird and marine mammal collecting, cleaning, and recovery centers.

U.S. Geological Survey (USGS)

The USGS may provide expertise in geology and hydrology, sample collection and measurements.

Bureau of Indian Affairs (BIA)

The BIA shall assist in obtaining access to Indian land areas as needed for response actions and shall coordinate with the incident public information officer to ensure pertinent information is made available to tribal authorities on a timely basis.

U.S. Department of Justice (DOJ)

The DOJ may provide expert legal advice on complicated legal questions arising from hazardous material incidents and federal agency responses. The DOJ represents the federal government, including its agencies, in litigation relating to hazardous material incidents.

U.S. Department of Labor/Occupational Safety and Health Administration (DOL/OSHA)

The DOL/OSHA provides advice and assistance to the EPA and other National Response Team/Regional Response Team agencies as well as to the OSC regarding hazards to persons engaged in hazardous materials incident response activities. Technical assistance may include review of safety plans and work practices and help with other compliance questions. OSHA may take any action deemed necessary to ensure that employees are properly protected at the scene of hazardous materials incidents.

U.S. Department of Transportation (USDOT)

The USDOT has the responsibility to regulate the transportation of hazardous substances as authorized by the Hazardous Materials Transportation Act. Other agencies within the USDOT with hazardous materials responsibilities include:

Research and Special Programs Administration (RSPA)

The RSPA is the lead agency for developing hazardous materials regulations for all forms of transportation.

Office of Hazardous Materials Transportation (OHMT)

The OHMT issues regulations covering the designation and classification of hazardous materials, container specification, and requirements for testing packaging, labeling, marking, handling, shipping papers, and placards.

Federal Aviation Administration (FAA)

The FAA carries out enforcement of hazardous materials regulations for air transportation.

Federal Highway Administration (FHA)

The FHA has the responsibility of inspecting highway shipments by interstate motor carriers and enforcing the federal hazardous materials regulations in cooperation with the States under the Motor Carrier Safety Assistance Program.

PRIVATE AGENCIES

Chemical Transportation Emergency Center (CHEMTREC)

CHEMTREC is a 24-hour public service of the Chemical Manufacturers Association (CMA). It has the capability of providing the following:

- Immediate emergency action information for spill, leaks, exposure, or fire control measures.
- Precautionary information.
- Assistance in identification of hazardous substances, if the manufacturer is known or shipping papers are present.
- Immediate notification of manufacturers or shippers through their emergency contacts or notification of industry mutual aid networks.

Community Awareness and Emergency Response (CAER)

The Chemical Manufacturers Association's (CMA's) CAER Program encourages chemical plant managers to take the initiative in cooperating with local communities to develop integrated emergency plans for responding to hazardous materials incidents.

National Poison Antidote Center (NPAC)

The NPAC is a working part of the CHEMTREC system. It provides immediate information for treatment of most known poisons. It can communicate with all major hospitals.

Poison Control Centers

Local poison control centers provide toxicological information concerning hazardous materials incidents.

Chemical Manufacturers

If known, the manufacturer of a spilled chemical provides detailed technical information (including special precautions, disposal procedures, etc.) on their products, and may provide an emergency response team, if needed.

Transportation Company Dispatch Centers

Carriers, including railroads, can be contacted for additional information and waybill or cargo manifest readouts. Carriers may also provide assistance with chemical and wreckage removal.

Underground Service Alert (USA) – 8-1-1

The USA is a 24-hour service subscribed to by major public utilities that have the capability of providing the location of any underground structures that could impact the response to hazardous material incidents.

Chlorine Emergency Plan (CHLOREP)

A CHLOREP is organized by the Chlorine Institute for emergency response to chlorine emergencies.

Industrial Chemical Waste Removers

These organizations provide services under contract. They have the capability to clean up, haul, and decontaminate a hazardous material incident scene, as well as conduct restoration and repair of highways or other damaged property. They are a resource that should be identified during pre-incident planning.

Emergency Worker Volunteers

The City of Mercer Island has established an Emergency Worker program per RCW 38.52, WAC 118.04, for natural disasters only. Agency and jurisdiction specific plans should establish procedures to allow for well-organized, worthwhile, and safe use of volunteers, including compliance with appropriate health and safety regulations. If Emergency Workers are deployed for any event other than a natural disaster, direction of volunteers is by the appropriate officials, knowledgeable in contingency operations, and capable of providing leadership and training. The leadership direction should also identify specific areas in which volunteers can be used, such as beach surveillance, logistical support, and or bird and wildlife treatment.

APPENDIX 2

ROLES AND DUTIES OF EMERGENCY RESPONDERS

FIRST RESPONDERS AT THE AWARENESS LEVEL

- Are likely to witness or discover a hazardous substance release.
- Are trained to initiate an emergency response by notifying the proper authorities of the release.
- Take no further action beyond notifying the authorities.

FIRST RESPONDERS AT THE OPERATIONS LEVEL

- Respond to actual or potential releases in order to protect nearby persons, property, and/or the environment from the effects of the release.
- Are trained to respond defensively, without trying to stop the release.
- May try to:
  - Confine the release from a safe distance
  - Keep it from spreading
  - Protect others from hazardous exposures
  - Decontaminate victims

HAZARDOUS MATERIALS TECHNICIANS

- Respond to releases or potential releases with the intent of stopping the release.
- Are trained to approach the point of release offensively in order to, either:
  - Plug
  - Patch
  - Stop the release using other methods

HAZARDOUS MATERIALS SPECIALISTS

- Respond along with, and provide support to, hazardous materials technicians.
- Are required to have more specific knowledge of hazardous substances than a hazardous materials technician.
- Act as the site activity liaison when federal, state, local, and other government authorities participate.

EMERGENCY MANAGERS

- Have ultimate responsibility for:
  - Direction
  - Control
  - Coordination of the response effort.
  - Will assume control of the incident beyond the first responder awareness level.

SPECIALIST EMPLOYEES

- Are a technical, medical, environmental, or other type of expert.
- May represent a hazardous substance manufacturer, shipper, or a government agency.
- May be present at the scene or may assist from an off-site location.
- Regularly work with specific hazardous substances.
- Are trained in the hazards of specific substances.
- Are expected to give technical advice or assistance to the emergency manager or incident safety officer, when requested.

SKILLED SUPPORT PERSONNEL

- Are needed to perform an immediate, specific emergency support task at the site.
- Are skilled in the operation of equipment including:
  - Earth moving equipment
  - Cranes
  - Hoisting equipment

INCIDENT SAFETY OFFICERS

- Are designated by the emergency manager.
- Are knowledgeable in operations being implemented at the site.
- Have specific responsibility to:
  - Identify and evaluate hazards
  - Provide direction on employee safety matters

EMERGENCY SUPPORT FUNCTION 11
AGRICULTURE AND NATURAL RESOURCES

PRIMARY DEPARTMENTS:	Youth and Family Services (Food) Public Works (Water)
SUPPORT DEPARTMENTS:	All Departments Mercer Island Emergency Volunteers External Agencies

INTRODUCTION

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide food and water for mass feeding or distribution, and to provide for the transportation of the food and water to recognized relief organizations following a Proclamation of Emergency by the City of Mercer Island, State Governor or the Secretary, U.S. Department of Agriculture (USDA), or a Presidential Disaster Declaration.

This ESF also ensures that animal, veterinary, and wildlife issues in natural disasters are supported in coordination with Public Health and Medical Services (ESF 8), and include appropriate response actions to conserve, rehabilitate, recover, and restore natural resources.

SCOPE

ESF 11 closely supports ESF 6, Mass Care, Housing and Human Services. ESF 11 is a functional annex to the Mercer Island Comprehensive Emergency Management Plan (CEMP) and to the extent possible, information contained in other sections of the CEMP will not be repeated in this ESF. ESF 11 includes four primary functions:

- **Nutrition assistance (food and water):**
  - Determine nutrition assistance needs,
  - Obtain appropriate food supplies,
  - Arrange for delivery of the supplies, and
  - Request state authorized disaster food stamps or D-SNAP (Disaster Supplemental Nutrition Assistance Program).
  - Protection of natural resources. This includes appropriate response actions to conserve, rehabilitate, recover, and restore natural resources.
- **Animal and plant disease and pest response:**
  - Includes implementing an integrated local, state, federal, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic

disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

- Ensures that animal/veterinary/wildlife issues, and shelters in natural disasters are supported.

- **Food safety and security:**
  - The City has limited resources for the assurance of the safety and security of the commercial food supply. However, there are some aspects that the City can help to support the State in the control of products suspected to be adulterated, and with field investigations.
- This ESF is applicable to situations within the City of Mercer Island when it will be necessary to provide feeding to large groups of people and animals during an emergency or disaster. ESF 11 will closely support ESF 6 Mass Care and coordinate with ESF 8 Health, Medical, and Mental Health Services.

POLICIES

- Youth and Family Services and Public Works are the primary leads for this ESF and will operate according to departmental standard operating guidelines (SOGs) or operational plans for providing food supplies to designated Mass Care Community Shelters, command posts, staging areas, EOC, and other sites as applicable during an emergency or disaster.
- Operational planning and response procedures will be according to the Incident Command System (ICS) and in alignment with the National Incident Management System (NIMS). Coordinate with the State Veterinarian and Animal and Plant Health Inspection Service (APHIS) Area Veterinarian-in-Charge, who serves as the focal point for coordinating the disease management decision-making process for the federal government APHIS.
- Coordinate with federal, state, county, local jurisdictions, and tribal agencies for the protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after an incident of national significance.
- Support actions undertaken, guided by, and coordinated by state, and local food safety officials, emergency preparedness and response officials, and Homeland Security officials and existing Washington State Department of Agriculture (WSDA) and Washington State Department of Health (WDOH) internal policies and procedures.
- It is the policy of the City of Mercer Island to educate its residents, businesses, and City staff regarding their responsibility for self-sufficiency and to provide for their own food and water for a minimum of seven days following an emergency or disaster.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- A significant emergency or disaster may deprive a substantial portion of the population access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.
- A highly contagious outbreak or economically devastating zoonotic (animal) disease, or devastating plant pest infestation can occur at either the national or local levels.
- A significant emergency or disaster will negatively affect the natural and cultural resources of the City.
- Food borne diseases or human tampering will cause adulterated food products that will need to be recalled and/or investigated.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- The following conditions may exist within the event area:
- Requests from the City to disaster relief organizations for the release of state-controlled food supplies should be received at the state, via King County ECC by 72 hours after the incident.
- The following conditions exist within the incident area:
- Individuals and families displaced from their homes may be provided shelters by one or more volunteer organizations, depending on availability.
- On-hand food inventories at volunteer organizations will be inadequate to support the number of individuals in the shelter.
- Seventy-five percent of the water supply will be unusable, requiring potable water supplies to be made available.
- A near total disruption of energy sources including electricity and/or fuel for generators and propane tanks.
- Most commercial cold storage and freezer facilities in the affected area would be rendered inoperable due to damage or lack of electricity or fuel for back-up generators.
- Land delivery to affected areas will be temporarily cut-off, requiring the use of water or air delivery.
- Partner agencies, such as schools, institutions, and other facilities need to have sufficient supplies to feed the population and provide fluids for seven days.
- Displaced persons may require transportation to shelter facilities.
- Shelter operations should have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of the available products.

- This ESF encourages the use of congregate care feeding arrangements as the central location for the distribution of food supplies.
- A contagious animal disease and/or plant pest infestation requires animal control and the disposition of dead animals, and/or a pest control function that includes the safe disposition of infected plants.
- The natural disaster or incident causes the City to coordinate with the Washington State Department of Natural Resources (DNR) for guidance and assistance in the response and recovery phases.
- The City of Mercer Island will work in conjunction with local, state, and federal government for food product safety for its residents. This may require City personnel to assist with field operations in support of investigation(s).
- American Red Cross (ARC) and/or Washington Voluntary Organizations Active in Disaster (WAVOAD) services may not be available for three days or longer.
- Mercer Island School District (MISD), other local institutions, organizations, or facilities with inventories of commodities, and in proximity to the event, may have supplies to feed their students and staff and provide fluids.
- Emergency food and supply procurement will be assisted by the Finance Department and their standard operating guidelines (SOGs) or operational plans.
- Language challenges may prevent emergency messaging from reaching portions of the Mercer Island population.

CONCEPT OF OPERATIONS

GENERAL

- At all times, requests for food and water from YFS, including the types, amounts, and destination locations will be recorded and processed through the EOC Logistics Section.
- After initial food and water assistance requests are received by the EOC, YFS and Public Works will coordinate efforts to obtain and transport these items.
- After the first three days or at periodic intervals following an emergency or disaster, this ESF will be reassessed by the Incident Commander as to whether twenty-four-hour operations will be continued. Reassessment will continue depending on the recommendations of YFS and the Incident Commander/Unified Commander (IC/UC) dictated in the Incident Action Plan (IAP).
- There will be coordination through the City EOC for an integrated state, county, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e. transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation in Washington State.
- The City will support the state efforts for ensuring the safety and security of the nation's

commercial supply of food (e.g., meat, poultry, and egg products) following a potential or actual incident, and mitigate the effect of the incident(s) on all affected parts of the City's population, economy, and environment.

- Actively mitigate against and respond to disasters or emergencies to the Natural, Cultural, and Historic (NCH) resources within the City. The City EOC will coordinate with county and state agencies, under the State's DNR plan, to organize and coordinate the capabilities and resources to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, conservation, rehabilitation, recovery, and restoration, of the City NCH resources.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- Youth and Family Services and Public Works, with the support of City departments, have the responsibility to coordinate this ESF. All direction and control will be implemented by the ICS through the EOC.
- For nutrition assistance, the YFS Administrator is the point of contact and coordinates the City's response activities through the City EOC.
- For animal and plant disease and pest response, the Public Works - Parks Maintenance assumes primary responsibility, and coordinates with county and state agencies, respectively.
- For an incident involving food safety and security, YFS assumes primary responsibility for the City and coordinates with county and state agencies for response activities.
- For an incident involving NCH resources protection, the Public Works - Parks Maintenance assumes primary responsibility.
- The Emergency Manager at the State EOC convenes a conference call with appropriate state support agencies, federal, and non-federal partners to assess the situation and determine appropriate actions. The State Emergency Manager, determining a need to activate the State EOC, also alerts other affected areas and their EOC's to coordinate the response and recovery efforts.

PROCEDURES

1. Organized relief may not be available to residents or businesses or transient populations of Mercer Island for several days. During this period, feeding operations shall be focused at designated Mass Care Community Shelters, specifically the Mercer Island Community

and Event Center and the Islander Middle School Shelter, if operational, with possible warming and cooling centers opening privately within the faith community. See ESF 6.

2. Youth and Family Services and Public Works will contact the EOC which will coordinate with Mercer Island Emergency Volunteers, American Red Cross (ARC), and Washington Voluntary Organizations Active in Disaster (WAVOAD) to request assistance in providing food and water. YFS and Public Works will appoint a team to identify and manage the distribution of food and water during emergencies. Specifically, YFS will facilitate food, and the Public Works department will oversee water distribution.
3. Management and procurement of food and water will be coordinated by YFS and Public Works with the assistance of Finance. These efforts will be coordinated through the Emergency Operations Center (EOC).
4. The EOC, in conjunction with the King County ECC, would coordinate county, state, and federal services needed in providing food and water on a long-term basis.
5. Public information regarding distribution sites of food and water will be coordinated through the EOC Public Information Officer (PIO).
6. Public Health Seattle and King County (PHSKC) may be called to assist the PIO in preparing and issuing information regarding the safe storage and consumption of food and water after an emergency or disaster.
7. External procedures to support operations are in the PHSKC Emergency / Disaster Operations Plan and King County Regional Disaster Plan (RDP).

MITIGATION ACTIVITIES

Joint Primary Departments – Youth and Family Services and Public Works

- Identifies sources of surplus foods.
- Creates, updates, and maintains departmental SOGs or operational plans in support of this ESF, including ESF 6 and 8.
- Develop mutual aid agreements with government agencies, professional associations, and private agencies/organizations.
- The Public Works Department develops procedures for emergency water quality testing and distribution of potable water (well water).
- Youth and Family Services will manage the emergency shelter at the Mercer Island Community and Event Center, and Human Resources or other designated team will oversee procurement of food for staff and volunteers.

Support Departments – All

- Human Resources or other designated team purchases and locates disaster kits and potable water (well water) for a 7-day supply for staff.
- Human Resources works with Emergency Management with providing meals and shelter for the staff and registered Emergency Workers.
- Create departmental SOGs or operational plans in support of this ESF.

Public Works – Parks Maintenance

- Animal and Plant Disease and Pest Response.
- Set up communications channels with recognized animal health care providers, and agencies.
- Determine which animal health care and response personnel are qualified to enter an area during an incident.

NCH Resources

- Coordinate NCH resources identification and vulnerability assessments.

PREPAREDNESS ACTIVITIES

Joint Primary Departments – Youth and Family Services and Public Works

- Maintain hard copy data on food and water inventories controlled by the department.
- Conduct emergency management training and exercises with ESF 11 support organizations and agencies.
- Provide departmental SOGs or operational plans and emergency communications training to the staff.
- Attend preparedness programs and review materials from the Emergency Manager that instruct the public and staff on the need to be self-sufficient for a minimum of seven days following a disaster, and the methods to become self-sufficient.
- Conduct training, drills, and exercises with ESF 11 support organizations.
- Participate in training, drills, and exercises at the city, county, and state levels.
- YFS will manage food programs, and Public Works will manage water programs.

Public Works – Parks Maintenance

- Animal and plant disease and pest response.
- The City has identified facilities that can board pets and has amassed supplies for a temporary pet shelter, location to be determined.
- There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. Coordination with the county and state for the land used for such burials has been identified and meets environmental requirements.
- Listings of these disposal sites are kept on file in the department and in the Emergency Management office.

NCH Response

- Facilitate development and application of protection measures and strategies.
- Create and maintain a list of structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries.

Support Agencies: External

Washington State Department of Agriculture

- Trains inspection teams to determine the quality of stored food stocks.

Washington State Department of Health

- Prepares procedures for determining whether foods are fit for human consumption.
- Identifies potential problems caused by contaminated foods.
- Prepares food preparation and storage health training and education activities and instruction for emergency or disaster situations.

Washington State Superintendent of Public Instruction

- Prepares monthly inventories of food and water supplies located in schools throughout the State.

American Red Cross

- Develops procedures to identify and assess the requirements for food and their water distribution. Procedures will be for:
- Critical emergency needs during or immediately after the incident.
- Long-term sustained needs after the incident is over.

Support Departments – All

- Participates in training, drills, and exercises in support of this ESF, as requested.

RESPONSE ACTIVITIES

Primary Departments – Youth and Family Services and Public Works

Youth and Family Services

- Coordinates with the EOC, and requests support from Public Works for transportation (ESF 1), and coordinates with ESF 6 for distribution of food and water.
- Youth and Family Services will assess and monitor the need for food for the shelters, and the Public Works Department will assess and monitor the need for water.
- Provides food supplies to the specified location(s).
- Coordinates the food supply for meals at fixed feeding locations and provides mobile feeding, as required and if available.
- Coordinates bulk emergency relief food items, as needed.
- Coordinates with ESF 6 for communications with food distribution areas at relief operation locations.
- Maintains contact with the ARC representative in the King County ECC or State Emergency Management Division (EMD) EOC.
- Assists state inspection and verification of meat, poultry, and egg products in citywide areas.

- Coordinate with state recalls and tracing of adulterated products.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- A record of ESF 11 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC SOGs or operational plans.

Public Works

- Provides emergency potable water. (Refer to Emergency Well Operations Manual.)
- Coordinates disposal of solid and human waste from shelters or the food distribution centers.
- Assists in identifying safe routes of travel for shelter staff and the transport of supplies.
- Assists in crowd control operations with temporary traffic control measures and barricades.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- A record of ESF 11 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC SOGs or operational plans.

Support Departments – All

General

- All departments will support response activities upon request.
- A record of ESF 11 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC SOGs or operational plans.

Eastside Fire & Rescue

- Provides fire suppression and emergency medical services at shelters or food services areas.

Police

- Assists in providing emergency radio communications between temporary shelters, food distribution centers, and the EOC.

Public Works – Parks Maintenance

- Animal and plant disease and pest response.
- Coordinate with state integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic, exotic plant disease, or plant pest infestation.
- Coordinate veterinary and wildlife services in the City's affected areas.

NCH Response

- Provide Incident Management teams to assist in NCH resource response and recovery actions.

- Assist in emergency compliance with relevant federal and state environmental laws during emergency response activities, such as emergency permits/consultation for natural resources use or consumption.
- Manage, monitor, and assist in or conduct response and recovery actions to minimize damage to citywide NCH resources.

Support Agencies

Nutritional Assistance

Public Health Seattle King County (PHSKC)

- Supports this ESF, as requested and supplies safe food storage, consumption, and water purification information to the City Communication's Manager / PIO.
- Identifies problems that will be or have been caused by contaminated foods or storage.
- Conducts health education activities on proper food preparation and storage.

Washington State Department of Social and Health Services (DSHS)

- Identifies and certifies foods and water which are fit for human consumption.
- Identifies problems that will be or have been caused by contaminated foods.
- Conducts health education activities on proper food preparation and storage.
- Requests the authorization of the Disaster Food Stamp Program (D-SNAP).

Washington State Superintendent of Public Instruction

- Provides information on the availability of school buses and school facilities to satisfy requirements for transportation and feeding facilities.
- Provides the inventory of food and water supplies located in schools throughout the State.

Food Supply Safety and Security

Washington State Department of Agriculture, Department of Health (WSDA/WDOH)

- Evaluates the adequacy of available inspectors, program investigators, and laboratory services relative to the emergency.

Animal and Plant Disease and Pest Response

Washington State Department of Agriculture, Department of Health Department of Fish and Wildlife (WSDA/WDOH/WDFW)

- Provides for the inspection, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings and takes such other measures as necessary.

NCH Resources Protection

DNR/WDOE/WDFW/WDPR/GA

- Coordinates provision of necessary assistance within the City.

American Red Cross and/or Washington Voluntary Organizations Active in Disaster

- Assists in the identification and assessment of the requirements for immediate and long-term food and food distribution services.

Police

- Provides support for traffic control and security as necessary at the emergency well and Community Points of Distribution (CPOD).

RECOVERY ACTIVITIES

Joint Primary Agencies - Youth and Family Services and Public Works

Youth and Family Services

NUTRITIONAL ASSISTANCE

- Prepares a request to the USDA to replace department and Superintendent of Public Instruction food stocks within 30 days after the termination of the emergency or disaster.

FOOD SAFETY AND SECURITY SUPPLY

- Coordinates and prepares a request to the EOC to replace food stocks and those located in the emergency supply containers after the emergency or disaster.
- Provides assistance to state inspectors and laboratory services.
- Assist with disposal of contaminated food products.

Public Works - Parks Maintenance

Animal and plant disease and pest response

- Provide assistance when quarantine actions are required.
- In response to a bio-hazardous incident, the decontamination and/or destruction of animals and plants as well as associated facilities may be required.

NCH Response

- Provides assistance in contract management, contracting, procurement, construction inspection, and NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization.
- Provides assistance to landowners as appropriate to help assess the restoration needs for important fish and wildlife habitat.
- Coordinate with ESF #3 and #10 on the removal of debris affecting NCH resources.

Support Departments – All

General

- Continues to support response activities, as required.

- Revises procedures based on the lessons learned from the emergency or disaster.
- Any supplies that are used will be documented for re-supply control and possible future reimbursement by state and federal programs.
- Revises procedures based on drills, tabletops and exercises, or real event findings.

Nutritional Assistance

DSHS

- Emergency issuance of food stamp benefits to qualifying households.
- Emergency issuance of emergency food supplies available to households for take-home consumption in lieu of providing food stamp benefits for qualifying households.

Food Safety and Security Supply

- WSDA/WDOH: Conducts tracing, recall, and control of adulterated products. This includes proper disposal of contaminated products in order to protect public health and the environment.

Animal and plant disease and pest response.

WSDA/WDOH/WDFW

- Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams, and voluntary animal care organizations.
- Coordinates surveillance activities along with ESF 8 (Public Health and Medical Services) in zoonotic diseases.
- Coordinates with ESF 8 in the case of a natural disaster in which animal/veterinary/wildlife issues arise, to ensure support for such issues.

NCH Resources

WDNR/WDOE/WDFW

- Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to and to restore or stabilize NCH resources. Areas covered include terrestrial and aquatic ecosystems; biological resources, including fish and wildlife, threatened and endangered species, and migratory birds; historic and prehistoric resources; mapping and geospatial data; geology; hydrology, including real-time water flow data; earthquakes and other natural hazards; on and offshore minerals; energy; and coal mining. Additional areas covered include: plant materials propagation; soil surveys; drought preparedness and mitigation; critical habitat, including environmentally sensitive and culturally significant areas; watershed survey, planning, protection, and rehabilitation; and reforestation and other erosion control.
- Provides the response resources of DNR, such as incident management teams, communications equipment, transportation resources, temporary housing and feeding resources, etc.

RESPONSIBILITIES

JOINT PRIMARY DEPARTMENTS– YOUTH AND FAMILY SERVICES AND PUBLIC WORKS

- Takes primary lead in the administration and execution of ESF 6 and joint primary with ESF 8 in coordination with this ESF.
- Identifies local grocery stores with the ability to supply non-perishable food, potable water, ice, and equipment needed to handle commodities in a disaster, and attempts to have pre-disaster written agreements, including agreements between other relief agencies and their suppliers.
- Identifies with the aid of ESF 7 Resource Support, the procurement of sites for the distribution of food, water and ice following a disaster. Refer to ESF 6 Mass Care.
- Evaluates field team reports on availability of sites and status of shelter sites as distribution and feeding centers.
- Coordinates the transportation of food, water and ice to distribution sites and operating feeding sites.
- Coordinates communication with ESF 12 information on restoration of power to grocery stores and ice producers, in order to reduce the need to distribute food, water and ice.
- Human Resources oversees the procurement of food, water, and other associated supplies for City staff and the EOC.
- Human Resources coordinates the arrival and location of registered Emergency Workers and other mutual aid resources and ensures they have access to food and water.
- Develops and assists in implementing plans that utilize registered Emergency Workers to identify and assist “special needs” for individuals in their homes and senior care facilities that may need specialty food assistance in an emergency or disaster.
- Coordinates with assisting agencies such as ARC, FEMA, and Small Business Association (SBA) to establish disaster assistance centers (DACs) to support recovery efforts, when requested.
- Develops emergency, safety, and evacuation plans for facilities under department management, including the Mercer Island Thrift Shop.
- Manages, trains, and coordinates resident Disaster Mental Health Response Team in concert with the Emergency Manager.

SUPPORT DEPARTMENTS AND EXTERNAL AGENCIES – ALL

- Supports YFS and Public Works in the accomplishment of ESF 11.

Public Works - Parks Maintenance

Animal and plant disease and pest response.

- Primary department to assist an integrated state, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e.,

transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation.

NCH Resources

- Organizes and coordinates the capabilities and resources of the City to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, conservation, rehabilitation, recovery, and restoration of NCH resources in prevention of, preparedness for, response to, and recovery from an incident.

RESOURCE REQUIREMENTS

- Food and water are required essential resources. As such, sustainability of emergency well operations is a critical need.
- City owned and leased food storage facilities are needed.
- Volunteer organization, food storage sites as well as MISD support are essential to the accomplishment of this ESF.
- Training: Local jurisdictions, state, and federal government and other organizations are responsible for providing training appropriate to ESF 11 components, to include Community Points of Distribution (CPOD) training.

REFERENCES

- CEMP Base Plan
- City of Mercer Island ESF 6 and 8.
- 2020 Regional Hazard Mitigation Plan
- Emergency Well Operations Manual
- Emergency Volunteer Manual
- King County Regional Disaster Plan (RDP), ESF 6, 8, and 11.
- Washington State CEMP, ESF 6, 8, and 11.
- U.S. Department of Agriculture 7 CFR 250.43.
- Federal Response Plan, ESF 11.
- City of Mercer Island Water System Plan

DEFINITIONS AND ACRONYMS

ARC – American Red Cross

DNR – Washington State Department of Natural Resources

DSHS – Washington State Department of Social and Health Services

D-SNAP – Disaster Supplemental Nutrition Assistance Program

EMERGENCY WORKER – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

EOC – Emergency Operations Center

FOOD – The term "Food" means articles used for food and drink for human or animals. (RCW 69.04.008(1)).

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

NCH – Natural and cultural resources and historic properties

PHSKC – Public Health Seattle and King County

SOG – Standard operating guidelines

USDA – U.S. Department of Agriculture

WAVOAD – Washington Voluntary Organizations Active in Disaster

WDFW – Washington State Department of Fish and Wildlife

WSDA – Washington State Department of Agriculture

WDOH – Washington State Department of Health

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 12
ENERGY

PRIMARY DEPARTMENTS: Public Works
SUPPORT DEPARTMENTS: All Departments
External Agencies
Puget Sound Energy
Seattle Public Utilities

INTRODUCTION

PURPOSE

To provide for the effective use of available energy and utilities required to meet the essential needs of the City of Mercer Island, and to facilitate restoration of energy utility systems affected by an emergency or disaster and throughout the recovery period.

SCOPE

Response and recovery actions following any emergency or disaster will be determined by the specific event.

There are public and private utilities providing services on Mercer Island. The Mercer Island public utilities are water, sewer, storm water (water is provided by Seattle Public Utilities and managed by the City of Mercer Island). The private utilities are Puget Sound Energy (PSE) providing electricity and natural gas, solid waste (Recology), and petroleum products provided to the local fueling and gas stations. The Shorewood Apartments receive water supply directly from Seattle Public Utilities (SPU) and is served directly from King County for sewage conveyance and treatment. This ESF will describe the activities of the Public Works Department as lead with all other departments supporting as requested.

POLICIES

- The City of Mercer Island Public Works Department will coordinate with utility agencies to facilitate restoration through the City of Mercer Island EOC.
- RCW 43.21F.045(1) states that each agency (City of Mercer Island) shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies. This duty is to be carried out with the requirements of Chapter 43.21G RCW, which deals with energy emergencies and alerts, and establishes necessary emergency powers for the Governor.

- WAC 194-22, Washington State Curtailment Plan for Electric Energy, establishes the process by which the state of Washington and Washington State Utilities will initiate and implement Statewide electric load curtailment when there is an insufficient supply of electrical power.
- Response operations will use the Incident Command System (ICS) in alignment with the National Incident Management System (NIMS).

SITUATION

EMERGENCY / DISASTER CONDITIONS AND HAZARDS

- The City of Mercer Island is vulnerable to many natural and technological (manmade) emergencies or disaster events. Historically, emergencies and disasters tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of these impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, and registered Emergency Workers can be impeded.
- Overall, Mercer Island is vulnerable to localized, short-term energy emergencies brought about by accidents and storms. Most of these emergencies are restored by the affected industry. The effects of energy shortages could include inconvenience to consumers, reduced heating and lighting capability, reduced production in all sectors, potential failure of transportation, water and waste, communication, information, and banking systems.
- The City of Mercer Island receives its electricity from PSE and serves over 25,000 electricity customers on the island. The electric utilities are an organized collection of public and private generating and distribution facilities. Most of the power lines are above ground. Tree wire has been installed in many areas on Mercer Island in the last several years to reduce power outages caused by falling limbs and trees on power lines.
- PSE's natural gas services are quite different. Most of the infrastructure is located underground in the form of pipelines. Two submerged natural gas supply pipelines reach the northeast part of Mercer Island from the east. Once on Mercer Island, the two pipelines merge and a single pipeline extends inland to the west and south. The pipeline feeds several district regulator stations that further distribute gas throughout the island.
- All of the City's water is purchased from and supplied by Seattle Public Utilities (SPU). A majority of the water originates in the Cedar River Watershed, with occasional supplementation from the Tolt River supply system. Water is provided by SPU via 24-inch water transmission line traveling across the East Channel, through the Mercer Island Boat Launch and East Mercer Way, then west along SE 40th Street, through steep and difficult-to-access terrain. The existing critical transmission line is comprised of a steel cylinder wrapped with a concrete casing. Areas where the transmission line is located have a history of slope instability, requiring multiple repairs to joints in the pipeline since shortly after its installation in 1956. Access to areas of the pipeline is very

difficult, as the 24-inch water main is located under a steep slope, and in close proximity to high- and low-pressure natural gas pipelines. A second 16-inch supply line parallels the 20-inch line and is attached to the I-90 Freeway East Channel Bridge Structure and serves as a backup line if the main line is under repair or fails.

- King County provides sewer/wastewater treatment services with two pump stations on Mercer Island conveying wastewater to their wastewater treatment plan in Renton.

PLANNING ASSUMPTIONS

- The occurrence of a major disaster could destroy or damage portions of the City's energy and utility systems and disrupt natural gas supplies and petroleum deliveries. Disaster response and recovery activities will be difficult to coordinate.
- Widespread and possibly prolonged electric power failures could occur in a major disaster. Sewer pump stations have backup generator/emergency power but will need delivery of petroleum products to remain operational.
- Transportation, media, and telecommunications infrastructures could be affected.
- Delays in the production, refining, and delivery of petroleum-based products to Mercer Island gas stations and other Mercer Island fuel stations could occur as a result of transportation infrastructure problems and loss of commercial electrical power.
- Water pressure may be low or non-existent, hampering firefighting, impairing sewer system function, and reducing potable water availability.
- Most electrical power lines are above ground, making them susceptible to high winds and interference from trees and vegetation.
- Solid waste needs to be removed as soon as possible or a public health situation could occur within three to four days depending on the weather. Human waste needs to be put in biohazard bags as the preferred method and disposed of separately.
- Residents and staff are encouraged to keep their vehicle gas tanks fueled at no less than one-half full as gas stations do not have generators and fuel will not be readily available.
- Residents and staff are encouraged to prepare for self-sufficiency for seven to fourteen days.
- Refer to the City of Mercer Island annex in the 2020 Regional Hazard Mitigation Plan.

CONCEPT OF OPERATIONS

GENERAL

- The Public Works Department as lead to this ESF will respond to energy or private utility shortages or disruptions to support the preservation of public health, safety, and general welfare of our residents. Support activities during an energy emergency or disaster could include:

- Assessing electric power outages and or damages to utility infrastructure or pumping stations.
- Assessing energy and utility supply outages and demand.
- Coordinating closely with the EOC to establish priorities to repair damaged utility systems.
- Assessing fuel shortages and emergency generator fueling needs for pumping stations, EOC, and designated emergency vehicles and equipment.
- Coordinating with PSE electric and natural gas utilities emergency outage contacts to identify and report location requirements to repair prioritized energy systems.
- Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
- Assessing special requirements for restoration.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- The electric power industry within Washington State is organized into a network of public and private generation and transmission facilities that form a part of the Northwest Power Pool. Through such networks, the electric power industry has developed a capability to transmit electric power under even the most extreme conditions. Power is then distributed by local utilities to individual end users (with varying levels of distribution reliability.) Many end users with high reliability needs (e.g., hospitals, media) have their own in-house generation sources.
- Natural gas enters Washington state through two major international and interstate pipeline systems. Local distribution companies deliver gas to consumers with the exception of some large industrial and commercial users. These large customers may purchase gas directly from the supplier and pay pipeline companies the transmission and delivery fees. Natural gas service is only available along the I-5 corridor, in the Spokane and Tri-Cities vicinities with spurs to Moses Lake, Ellensburg, Yakima, and Pullman. A large underground storage facility in Jackson Prairie and a smaller liquefied natural gas storage facility in the Columbia Gorge, as well as other storage facilities outside of the State, are heavily relied on to serve peak winter usage. During the remainder of the year, lower usage is important for refilling the storage facilities. The

pipeline could not meet peak winter demand without the use of storage.

- Office of Trade and Economic Development (OTED) crude oil enters the State through an international pipeline from Canada to the refineries in Ferndale and Anacortes and from tankers that also supply refineries in these two areas. The five refineries in Ferndale and Anacortes, along with two smaller refineries in Tacoma, provide the majority of products consumed in Washington State and supply a significant amount to other Northwest states. The Olympic Pipeline carries refined petroleum products from these refineries south to Seattle, Tacoma, Olympia, crossing the Columbia River in Vancouver and ending in Portland, Oregon. Refined petroleum products also enter the State from the Yellowstone Pipeline through Spokane ending around Moses Lake and from the Chevron Pipeline to the Tri-Cities. Refined products from Puget Sound and California are barged into the Columbia River and are transported as far inland as Idaho and Montana, while serving locations along the way. A significant amount of petroleum products are brought to the state through trains and trucks as well. From the pipelines, trucks owned by petroleum companies are the primary way of distributing petroleum products to consumers. Information about petroleum is often organized by Petroleum Administration for Defense Districts (PADDs). Washington State is part of PADD 5, which includes Alaska, Oregon, California, Nevada, and Arizona. The PADDs were created in 1950 as a part of the World War II Petroleum Administration for War Districts. The aggregation has remained in use mostly for statistical and administrative purposes.
- The Public Works Department is organized into Water and Sewer Utilities Team, Right of Way & Stormwater Team, Support Services Team, Engineering & Capital Projects Team, Parks Operations Team, and Recreation Division. These teams span the Operations, Planning, and Logistics Sections of the Incident Command structure along with other supporting departments.
- During an emergency or disaster, the EOC operates under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS). The Incident Commander or designee activates the Utilities Team of the ICS with Public Works as lead.

PROCEDURES

1. Electric power and natural gas fuel is provided to Mercer Island customers by PSE whose headquarters and Customer Call Center are located in Bellevue and whose EOC is located in Redmond. PSE operations are regulated by the Washington Utilities and Transportation Commission as well as state and federal statutes.
2. Under ordinary conditions, resident and business requests for service from PSE are routed to their Customer Call Center. The Mercer Island EOC maintains emergency contact information for PSE EOC. Refer to the Emergency Operations Procedures Manual located in the EOC cabinet, and data in the EMAC / EOC share drive(s) on the City's local area network.

3. The energy, utility, and petroleum distribution systems will continue to provide services through their normal means during an emergency or disaster to the maximum extent possible.
4. PSE utility information will be furnished to the EOC to inform the public on the proper use of services, or as requested.
5. PSE will compile damage assessment reports and transmit them to the EOC, as needed or requested. Public Works will collect, evaluate, and report current conditions to the EOC relative to staffing, equipment and supplies.
6. Public Works will access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies.

MITIGATION ACTIVITIES

Primary Department – Public Works

- Mitigates critical areas and creates, updates, and maintains the departmental Call Out Book SOGs or operational plans on transmission infrastructure, specifically the two above ground water storage facilities, the primary and alternate pipeline locations on the Island, and the emergency well located at Rotary Park in case of an emergency or disaster.
- Supports and maintains franchise agreements, letters of understanding, and/or contracts with Seattle Public Utilities for water, with PSE responsible for electricity and natural gas to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
- Prepares and updates contingency plans for implementation in the event of energy and water shortages, emergencies or disasters, and maintains liaison with energy and utility companies regarding these plans.

Support Departments – All

General

- Creates, updates and maintains departmental SOGs or operational plans in support of this ESF.

Support Agencies: External

Eastside Fire & Rescue

- Maintains two special fuel pumps for City department use during emergencies or disasters with power outages.

PREPAREDNESS ACTIVITIES

Primary Department – Public Works

- Coordinates the identification of supplemental local energy or utility resources such as petroleum and emergency lighting or generators with the EOC.

- Collects and analyzes energy data and reports to the Incident Commander on probable, imminent, and existing energy shortages or by coordination with the Emergency Manager.
- Coordinates with appropriate departments to ensure operational readiness.
- Maintains an inventory of city resources and equipment, PSE utility resources, noting contacts and response criteria.
- Coordinates with appropriate departments in training, drills, and exercises to ensure operational readiness.

Support Departments – All

General

- Participates in training, drills, and exercises when requested in support of this ESF.

Emergency Management

- Maintain an operational City EOC and the City EOC Emergency Operations Plan.
- Educate residents on preparedness measures they can take to prepare for utility outages.
- Coordinate with appropriate departments to ensure operational readiness.
- Coordinate the identification of supplemental local energy or utility resources such as emergency lighting or generators with local jurisdictions.
- Coordinate with appropriate departments to provide for supplemental energy, utility, and petroleum resources.
- Coordinate with OTED and the Utilities and Transportation Commission in the development of an inventory of available state energy and utility resources.
- Maintain an inventory of statewide volunteer, private, and federal emergency energy or utility resources.
- Maintain liaison with the State EMD and the Washington State Emergency Management Council (EMC).

Support Agencies: External

King County Zone 1 Agencies, King County Office of Emergency, Management, Washington State Emergency Management Division, Puget Sound Energy, Seattle Public Utilities, King County

- Maintain individual agency emergency plans.

Washington State Office of Trade and Economic Development

- Prepares and updates contingency plans for implementation in the event of energy shortages or emergencies and maintains liaison with energy and utility companies regarding these plans.
- Collects and analyzes energy data and reports to the Governor and Legislature on probable, imminent, and existing energy shortages.

- Maintains lists of public and private utilities, petroleum companies, including names, addresses, and telephone numbers of key officials.
- Develops and maintains an inventory of energy, utility, and petroleum contacts and resources, noting availability and response criteria.
- Develops feasible supplemental energy and utility resource guidelines.

RESPONSE ACTIVITIES

Primary Department – Public Works

- Provide liaison with utility and petroleum companies.
- Apprise the Incident Commander when conditions exist that may warrant the proclamation of a citywide or energy supply alert or emergency.
- Compile damage assessment estimates from energy and utility companies.
- Assist with transportation issues regarding utility vehicles responding to energy emergencies.
- Provide information to the City EOC regarding:
- Status of City and private utilities serving the community and fuel supply adequacy.
- Location, extent, and restoration status of electricity supply outages or disruptions.
- Status of shortages or supply disruptions for natural gas.
- Extent and restoration status of water supply disruptions.
- Serve as coordinator of energy availability and distribution issues during emergency or disaster situations.
- Coordinate public information concerning energy, utilities, and petroleum emergencies with the EOC and City Communications Manager / Public Information Officer (PIO).
- Contact PSE to obtain information about damage and/or assistance in the impacted areas.
- Determines City's generating capacity, expected peak loads, expected duration of emergency event, explanation of utilities' actions, and recommendations of other City departments and reports the information to the EOC.
- Coordinates with all departments and the EOC to establish priorities and develop strategies for the initial response.
- Requests liaison from PSE, SPU, King County, or other entity directly or via King County ECC, as needed.
- Apprises the Incident Commander when conditions exist that may warrant the declaration of a Citywide or energy supply alert or emergency.
- Compiles damage assessment estimates or repair time from PSE, SPU, King County, and fuel companies for ESF 5.

- Assists with transportation issues regarding utility vehicles responding to energy emergencies or disasters.

Support Departments – All

General

- Supports this ESF upon request.

Police Department

- Provides support in securing areas where electrical, water, sewer, or natural gas incidents pose a danger to the public.
- Provides assistance in implementing road closures and detours for roadways.
- Provides support in field operations as appropriate.

Support Agencies: External

Eastside Fire & Rescue

- Provides support in field operations as appropriate.

Washington State EMD

- Assist with contacting utilities and gathering and assessing information.
- Assist utilities in the provision of continued services during the response and recovery phases.

Federal Emergency Management Agency

- Coordinate the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

U.S. Department of Energy

- Gather, assess, and share information on energy system damage and estimations on the impact of energy system outages within affected areas. Works closely with, and aids in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

RECOVERY ACTIVITIES

Primary Department – Public Works

- Compile damage and operational capability information from PSE, SPU, King County or other utility entities.
- Recommend, in accordance with the Governor's energy emergency powers, priorities among users if adequate utility supply is not available to meet all essential needs.
- Administer energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.

- Coordinate supporting resources for utility restoration and repair to meet essential needs.
- Review recovery actions and develop strategies for meeting local energy needs.

Support Departments – All

- Support this ESF upon request.

Support Agencies: External

King County Zone 1 Agencies, King County Office of Emergency Management, Washington State Emergency Management Division, Puget Sound Energy, Seattle Public Utilities, King County

- Continue to provide support for recovery operations.

Washington State Utilities and Transportation Commission

- Assist the State EOC and the OTED in recovery activities.

Federal Emergency Management Agency

- Coordinate the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

U.S. Department of Energy

- Gather, assess, and share information on energy system damage and estimations on the impact of energy system outages within affected areas. Work closely with, and aid in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

RESPONSIBILITIES

PRIMARY DEPARTMENT – PUBLIC WORKS

General

- As the lead department for this ESF, the Public Works Department will coordinate with support departments and ESFs in directing resources and prioritizing needs for energy restoration.
- Designates an EOC representative to coordinate emergency response and recovery operations with private utility companies when the EOC is activated.
- Apprises the EOC when conditions exist which may warrant the declaration of a Citywide energy supply alert or emergency.
- Serves as coordinator of energy availability and distribution issues during emergency or disaster situations.
- Provides support to Citywide evacuation planning and assists in evacuation efforts.
- Administers energy allocation and curtailment programs.

- Provides information to the City's Communications Manager / PIO during response and recovery activities.
- Coordinates directly with or through King County ECC for PSE, SPU, King County or other utility assistance during EOC operations.
- Supports and maintains franchise agreements, letters of understanding, contracts, etc. with PSE, SPU, and private fuel vendors to ensure response and recovery operations are conducted in an orderly manner and in Citywide priority sequence to the greatest extent possible.

Right of Way Team

- Takes the primary lead in the administration and execution of ESF 1, 3, and 12.
- Responsible for initial damage assessments to roads, transportation routes, debris clearance estimates. Identifies alternate routes and provides temporary traffic control devices.
- Executes necessary emergency repairs to open critical transportation routes.
- Provides expertise and recommendations for reconstruction, demolition, and mitigation during the recovery period.
- Provides support to Citywide evacuation planning and assists in evacuation efforts.
- **Support Services Team**
- Maintains the City's fleet of vehicles and equipment, and provides and dispenses emergency supplies of fuel, with EOC generator as priority, and for generators and vehicles.
- Maintains food, water, and other associated supplies for department members in coordination with the Recreation Division and Youth and Family Services.

Utility Team

- Coordinates with Capital Projects Team on utility damage and prioritization of emergency repairs.
- Provides light and heavy equipment and supplies.
- Responsible for initial damage assessments of water and sewer systems.
- Executes necessary emergency repairs to utilities as needed.
- Implements an emergency water resource plan for conserving and distributing water during an emergency or disaster, if necessary.

Capital Projects Team

- Coordinates with Utility Team and ROW Team to assess damage to utilities and roadways.
- Coordinates with private utilities the restoration of public utilities to critical and essential services.

SUPPORT DEPARTMENTS – ALL

- Supports this ESF as requested.

SUPPORT AGENCIES

- Utility companies will respond and execute their plans and SOGs or operational plans as applicable to the emergency or disaster, and when requested.

RESOURCE REQUIREMENTS

The Public Works Department will provide the materials and equipment in an energy and utility emergency for the utility services it provides. Resources might include energy, water, utility and petroleum contact lists, GIS maps, and office supplies. These items will also be updated and available in the EOC Procedures Manual located within the EOC.

REFERENCES

- CEMP Base Plan
- City of Mercer Island Public Works Call Out Book. Located within EOC Procedures Manual.
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP), ESF 12.
- King County Regional Debris Management Plan
- Mercer Island Disaster Debris Management Plan
- Washington State CEMP, ESF 12.
- RCW 43.21F.045, Duties of Energy.
- RCW 43.21F.060, Additional duties and authority of Energy Office.
- RCW 43.21G, Energy Supply Emergencies, Alerts.
- RCW 44.39.070, Meetings - Energy supply alert or energy emergency - Duties.
- Chapter 194-22 WAC, Washington State Curtailment Plan for Electric Energy.
- Regional Curtailment Plan for Electric Energy.
- Implementation Guide for the Washington State Petroleum Products Contingency Plan.
- Federal Response Plan, ESF 12.

DEFINITIONS AND ACRONYMS

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as

well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

FAA – Federal Aviation Administration

FHWA – Federal Highway Administration

ICP – Incident Command Post

JIC – Joint Information Center

JIS – Joint Information System

PIO – Public Information Officer

UNIFIED COMMAND (UC) – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT

PRIMARY DEPARTMENTS: Police Department
SUPPORT DEPARTMENTS: Eastside Fire & Rescue
City Attorney / Safety Officer
All Departments
External Agencies

INTRODUCTION

PURPOSE

The purpose of this Emergency Support Function (ESF) is to establish responsibilities and roles of the Mercer Island Police Department during an emergency or disaster.

This ESF describes law enforcement system components and task assignments to assure effective response in emergencies and disasters.

SCOPE

- This ESF is intended to give guidance when an incident goes beyond the normal day-to-day field law enforcement operations. Such incidents could be stand-alone situations, or the result of a larger disaster.
- The Mercer Island Police Department is the primary division for law enforcement emergency and disaster activities within the City of Mercer Island.
- The Mercer Island Police Department will implement law enforcement procedures in coordination with the Emergency Operations Center (EOC) when applicable and when using mutual aid, activating the King County Regional Disaster Plan (RDP), and State resources when needed.
- The Mercer Island Police Department has jurisdiction throughout Mercer Island and midway to the opposite shore of Lake Washington.
- The Mercer Island Marine Patrol provides services for the City and contracted jurisdictions, providing both waterfront reconnaissance of disaster impacted areas as well as emergency and disaster missions including but not limited to the movement of resources, including people, to/from the Island and evacuating residents.

POLICIES

- It is the policy of the City of Mercer Island that upon the occurrence of a major disaster, field units will assess their own condition and situation and make an assessment of their immediate area. This information will be relayed to the On-Duty Commander and appropriate information passed on to Command Staff and Emergency Manager.
- The Police Department will, within the limits of their resources and authority, coordinate and support essential law enforcement operations. Coordination between the Mercer Island Police Department and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act (RCW chapter 10.93).
- It is the policy of the City of Mercer Island that Police Department personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel who respond to requests for assistance from the City of Mercer Island will operate the same way.
- Under emergency or disaster conditions, law enforcement activities are the responsibility of the Mercer Island Police Department and will be throughout any emergency or disaster within their jurisdiction.
- The Incident Command System (ICS) will be implemented for execution of law enforcement activities and will align with the National Incident Management System (NIMS). Where mutual aid or supporting agencies are requested, direction and control will be a unified command (UC) structure.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Any large-scale emergency or disaster, natural or man-made, holds potential for causing disruption and the need for control and coordination by law enforcement to ensure the safety and security of the community.
- The City will periodically experience emergency situations that may overwhelm current law enforcement capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed. The Mercer Island annex to the Regional Hazard Mitigation Plan, and the Comprehensive Emergency Management Plan describe situations and planning assumptions that affect our area that may impact resource availability.
- The Mercer Island Police Department could be faced with, but not limited to, unforeseen events, emergency and disaster conditions, and hazards such as:
  - Major Crime Scenes - hostage situations, barricaded persons and robberies.
  - Civil Disturbances - demonstrations, picketing, improvised explosive devices.
  - Natural Disasters - landslides, severe storms, earthquakes, volcanic ash fall.

  - Local Emergencies - plane crashes, tank truck hazardous material (HazMat) spills, fires, power failures.
  - National Emergencies – Department of Homeland Security (DHS) Red Alerts.
  - Large Public Gatherings - parades, fireworks displays, school sports events, Seafair festivals, Summer Celebration events.
- The Mercer Island Police Department must be prepared to meet and resolve any situation, regardless of its source or magnitude.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- The Police Department maintains a 24-hour operational capability.
- General law enforcement issues are compounded by emergency and disaster related community disruption as described in the current Regional Hazard Mitigation Plan
- The capabilities of the Mercer Island Police Department may be strained or exceeded.
- Equipment may be damaged or personnel unavailable at times when they are needed most.
- The Mercer Island Police Department will exhaust their law enforcement resources before seeking assistance from mutual aid and supporting agencies.
- Eastside Fire & Rescue will assist as requested.
- Supplemental assistance shall be requested through county and state emergency management channels, or by stated mutual aid requirements.
- Jail services may be unavailable during a disaster. The number of Mercer Island holding cells is limited.
- Mutual aid, other local jurisdictions, county, and state agency personnel and resources may provide assistance, when requested, during an emergency or disaster.
- The Washington State Patrol (WSP) conducts traffic control activates on Interstate – 90 (I-90) via the State EMD EOC.
- Search and Rescue (SAR) activities are described in ESF 9 Search and Rescue.
- Evacuation activities and procedures are described in ESF-24 Evacuation and Movement.

CONCEPT OF OPERATIONS

GENERAL

- The Police Chief or designee will coordinate law enforcement field activities and use of resources associated with an emergency or disaster through the EOC.
- Mobilization of personnel and equipment will be determined by the degree of mobilization required to handle an event or series of events and may include the

activation of mutual aid agreements already in place. The operational structure of the Police Department may be modified during emergency or disaster operations.

- When necessary, a field command post may be established and staffed to handle field operations using ICS.
- Communication between the EOC and the On-Scene Commander (OSC) shall be through established channels.
- Field command posts may be established from a single Incident Command (IC) to Unified Command (UC) whenever the disaster requires the response of multiple agencies and the coordination of police activities with those agencies in the field. Co-location is the preferred method.
- The Field Commander will provide regular status reports and coordinate all requests for additional resources through the EOC.
- In time of an emergency or disaster, the Police Department will perform a wide range of functions. These include but are not limited to those listed in section V, A – Responsibilities, below.
- When the City of Mercer Island law enforcement resources are exhausted, assistance may be requested through mutual aid. Supplemental law enforcement should be requested through the EOC when activated.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- The City of Mercer Island Emergency Manager or designee assumes the role of Incident Commander in an emergency or disaster and coordinates briefings, manages, and directs activities in the EOC.
- Law enforcement operations are conducted by the Police Chief within the limits of his/her resources and authority.
- The Incident Commander or Police Chief will designate an EOC representative to assist with field activities and resources.
- In the event additional law enforcement resources through the King County Regional Disaster Plan are required, they may be requested through the EOC, mutual aid local jurisdictions, and the Washington State Military Department, EMD, EOC.

PROCEDURES

Law enforcement response will be in accordance with department policy or operational plans of the City of Mercer Island Police Department and the City of Mercer Island Comprehensive Emergency Management Plan (CEMP) and other documents or plans, as applicable.

MITIGATION ACTIVITIES

Primary Department – Police Department

- The Mercer Island Police Department will assess, identify, and comply with personnel protection of self, facilities, property, and mitigation plans enacted by the City of Mercer Island.
- Develops emergency and disaster SOPs or operational plans for the effective use of resources.

Support Departments - All

Eastside Fire & Rescue

- Coordinates with the Police Department in writing operational plans in accordance with the departmental policy and the City of Mercer Island CEMP to support mitigation related processes prior to an incident, crisis, emergency, or disaster.

Public Works

- Supports the Police Department in identifying appropriate quantities of equipment and supplies needed to support an emergency, disaster, or hazardous materials incident and documents policy or operational plans for this ESF.

PREPAREDNESS ACTIVITIES

Primary Department – Police Department

- Updates emergency and disaster operational guidance for the effective use of resources.
- Assists other local law enforcement agencies in the coordination of emergency management plans.
- Participates in city, county and state emergency response training, drills, and exercises.
- Coordinates and maintains liaison with all City departments, as appropriate.
- Develops familiarity with coordinating an Emergency Alert System (EAS) message or Amber Alert through the Washington State Patrol (WSP).
- Identifies and plans resource needs for functions listed in Concept of Operations section of this Plan.
- Evaluates, maintains, and updates the departmental emergency or special equipment needs.

Support Departments – All

General

- Develops policy or operational plans to identify resources that can be provided to the Police Department and mutual aid agreements in preparation for an emergency or disaster.
- Departments will become knowledgeable on staff protocols for isolation and quarantine on PHSKC orders to implement department actions.

Eastside Fire & Rescue

- Eastside Fire & Rescue will coordinate with the Police Department in planning, training, drills, and exercises in accordance with this ESF and the City of Mercer Island CEMP in preparation for an emergency or disaster.

Support Agencies

King County Emergency Coordination Center

- The King County ECC will participate in providing support to Zones in activation of the King County RDP with the City of Mercer Island Police Department which has the lead for a major emergency under the City of Mercer Island's jurisdiction.

King County Sheriff's Office

- The KCSO will provide at the King County ECC a representative who will support local EOCs in providing department and regional coordination of law enforcement services during times of emergencies and disasters.
- Per King County Ordinance 2.16.060, the KCSO is responsible to keep and preserve the public peace and safety, including the discharge of all duties of the office of sheriff under state law, except those duties relating to jails and inmates which are performed by other departments of county government.
- The functions of the KCSO department include a plan to coordinate resources for public safety and welfare in the event of a major emergency or disaster. These tasks include, but are not limited to:
- Law enforcement.
- SAR activities.
- Enforcement of emergency orders designated by the County Executive.
- Emergency traffic control.
- Security and perimeter control at incident scenes, shelters/staging areas in unincorporated King County, and the King County ECC when needed.
- Providing resources for warning, emergency information, and emergency evacuations.

Washington State Military Department, Emergency Management Division

- Coordinates with State agencies to ensure operational readiness.
- Maintains the State EOC and emergency operations procedures for the State.

- Coordinates with the WSP in the development of an inventory of available State law enforcement resources.
- Develops and maintains agency procedures to reinforce the WSP during emergencies or disasters.

RESPONSE ACTIVITIES

Primary Department - Police Department

- Provides the City of Mercer Island law enforcement operations on land and on the surrounding waterways by the Marine Patrol.
- Provides communications systems in support of City emergency and disaster operations.
- Provides communications resources in support of the City of Mercer Island's emergency operational needs.
- Coordinates and executes evacuation processes and procedures as needed. See ESF-24.
- Provides a representative to the City EOC.
- Coordinates with other Mercer Island departments, organizations, and agencies for use of available law enforcement resources to assist with special assignments.
- Coordinates requests for additional law enforcement assistance through KCSO or by mutual aid or other plans.
- On-Scene Commander (OSC) provides regular status reports and request additional resources though the EOC.
- Provides City Communication's Manager / Public Information Officer (PIO) support to the EOC, as requested.
- Provides security to vital City facilities or Community Shelter locations in the event of civil disturbance or hostilities, and emergencies and disasters.
- Coordinates law enforcement of emergency orders and emergency traffic control throughout the City of Mercer Island.
- Coordinates via the State EMD EOC, in conjunction with the WSP and Washington State Department of Transportation (WSDOT), emergency highway traffic and control regulations on Interstate 90 (I-90) when requested.
- Assumes the role of Incident Commander (IC) or Unified Commander (UC) with Eastside Fire & Rescue for hazardous materials incidents on Mercer Island's transportation systems.
- Provides Dive Team support, as requested.
- Provides liaison to the military or Washington State National Guard (WNG) in coordinated activities on Mercer Island.
- Coordinates with the Washington State EMD Duty Officer whenever air space restrictions are necessary during an emergency response or recovery.

Support Departments - All

Eastside Fire & Rescue

- Eastside Fire & Rescue will directly support the Police Department in response to an emergency or disaster under the direction and control of the IC/UC.

Public Works

- Provides direct support to assist the Police Department in cleaning debris, setting signage, directing traffic, barricading, or other support requests.

Support Agencies

- All supporting agencies will be under the direction and coordination of the EOC, and the IC/UC put in place by the City of Mercer Island Police Department and Eastside Fire & Rescue.

King County Sheriff's Office (KCSO)

- The KCSO will provide a King County ECC representative who will support the EOC and UC in providing regional coordination of law enforcement services or by mutual aid, or other plans.

Washington State Military Department, Emergency Management Division

- Activates the State EOC, issues warning and activates the EAS, as necessary, if KCSO cannot.
- Notifies the WSP and other state agencies of the potential need for law enforcement assistance.
- Coordinates emergency public information concerning emergency law enforcement activities with the WSP and the State EMD PIO.

Mutual Aid Agencies and King County Zone 1 Agencies

- Provides personnel and equipment to support the City of Mercer Island Police Department for special emergency assignments.

Washington State Patrol

- Assists local authorities with law enforcement operations.
- Staffs the State EOC and coordinates requests for additional law enforcement assistance.
- Coordinates with other state agencies for use of available law enforcement resources to assist with special assignments.
- Assists State EMD in the receipt and dissemination of warning information to local jurisdictions or organizations.
- Provides communications systems in support of state emergency operations.
- Coordinates, in conjunction with the Washington State Department of Transportation (WSDOT), emergency highway traffic regulations.
- Provides security to vital state facilities in the event of international hostilities, as requested.

- Coordinates law enforcement and emergency traffic control throughout the State with the assistance of the Military Department and WSDOT.
- Provides communications resources in support of statewide emergency operational needs.
- Assumes the role of Incident Command Agency for hazardous materials incidents on all state and/or interstate highways and in designated local political subdivisions.
- Provides aircraft for reconnaissance of disaster-impacted areas.
- Provides Public Information Officer (PIO) support to the Office of the Governor or to the State EMD.

RECOVERY ACTIVITIES

Primary Department – Police Department

- At the completion of any incident, the Incident Commander or designee will determine the manpower requirements for post-incident duty and issue an order releasing any surplus personnel.
- Officers released from duty shall check out with their field/incident supervisor before going off duty.
- Officers who remain on extended duty shall be released by their field/incident supervisors at the completion of their assignments.
- Field/incident supervisors shall keep a record of the names of officers assigned to them during the incident, including the times they reported and/or were released from duty. These records shall be delivered to and tabulated by the Field Commander after the incident is ended in order that the Police Chief can adequately assess the manpower expenditures.

Support Departments – All

General

- Provides a representative to coordinate with Finance on the Hazard Mitigation Assessment Team and in completing FEMA Damage Survey Reports.

Public Works

- Inventory and resupply damaged, used, or contaminated equipment or supplies, as needed.

Eastside Fire & Rescue

- Directly supports the Police Department in all recovery activities under the direction and control of the IC/UC.

RESPONSIBILITIES

PRIMARY DEPARTMENT – POLICE DEPARTMENT

- Provides telecommunications ESF 2 support and the Communications Centers (911).
- Maintains law and order.

- Provides alerts and warnings to the community.
- Executes evacuations as needed.
- Provides initial damage assessments Citywide and reports findings.
- Enforces traffic regulations and crowd control.
- Provides specialized security details for dignitaries either on the island or crossing Mercer Island on I-90.
- Provides security of essential facilities and EOC.
- Provides assistance in security or evacuation of areas of high risk.
- Sets perimeters and controls access to scene operations.
- Performs Marine Patrol functions related to SAR, reconnaissance, medical evacuation by water, and others.
- Performs special operations in unusual occurrences.
- Provides mutual aid to other agencies as requested and approved by the Police Chief or designee.
- Enforces isolation and quarantine for PHSKC orders in coordination with Eastside Fire & Rescue.
- Enforces emergency proclamations or special orders issued.
- Responds to riots, demonstrations, or large disturbances.
- Prevents looting.
- Performs high risk warrant or arrest service.
- Responds to barricaded persons or hostage situations.
- Responds to violent crime in progress or if extra assistance is needed.
- Investigates crimes against people, infrastructure, property, and the environment.
- Safeguards and secures detainees.
- Provides SAR and Dive Team support for ESF 9.
- Responds to bomb threats.
- Other law enforcement or peacekeeping activities as required.
- Coordinates with the King County Medical Examiner, and in a fire related death, contacts the State Fire Marshall's Office immediately.
- Requests State EMD Duty Officer to coordinate temporary air space restrictions as needed.

SUPPORT DEPARTMENTS – ALL

General

- Provides a representative to coordinate with Finance on the Hazard Mitigation Assessment Team and in completing FEMA Damage Survey Reports.

Eastside Fire & Rescue

- Supports the Police Department in mitigation, preparedness, response, and recovery of an emergency or disaster under the direction and control of the IC/UC.

Public Works

- Restocks damaged, used or contaminated equipment and supplies.

SUPPORT AGENCIES

- All supporting agencies as previously stated will be under the direction and control of the UC put in place by the City of Mercer Island Police Department, which is responsible for all law enforcement functions within the jurisdiction of the City of Mercer Island.

RESOURCE REQUIREMENTS

- The primary and support departments of the City of Mercer Island will provide their vehicles, equipment, and supplies as needed.
- Mutual aid local jurisdictions and other agency support may provide personnel, vehicles, traffic control equipment, or as requested.

REFERENCES

- CEMP Base Plan
- City of Mercer Island, Police Department, General Orders and Standard Operating Procedures.
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP), ESF 22.
- Washington State CEMP, ESF 13.
- Washington State Law Enforcement Mutual Aid / Mobilization Plan, May 2002.
- Chapter 38.52 RCW, Emergency Management.
- Chapter 47.68 RCW, Aeronautics.
- State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004.
- National Response Framework, ESF 22.
- Incident Command System, ICS Operational System description (ICS-120-1), National Interagency Incident Management System.
- National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).

DEFINITIONS AND ACRONYMS

EF&R – Eastside Fire & Rescue

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

FAA – Federal Aviation Administration

FHWA – Federal Highway Administration

ICP – Incident Command Post

JIC – Joint Information Center

JIS – Joint Information System

KCSO – King County Sheriff's Office

PIO – Public Information Officer

UNIFIED COMMAND (UC) – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

SAR – Search and Rescue

WSDOT – Washington Department of Transportation

WSP – Washington State Patrol

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

Appendix

Appendix A: Request for Air Space Management – Temporary Flight Restrictions.

APPENDIX A

REQUEST FOR AIR SPACE MANAGEMENT – TEMPORARY FLIGHT RESTRICTIONS

PURPOSE

To explain the process for requesting temporary flight restrictions over incident scenes.

GENERAL

A local Incident Commander (IC) may determine it necessary to temporarily restrict aircraft from operating within a specific air space due to an incident or disaster. Generally, requests for temporary restrictions will fall into one or more of the following categories:

1. Protect person and property on the surface or in the air from a hazard associated with an incident on the surface.
2. Provide a safe environment for the operation of disaster relief (rescue) aircraft.
3. Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

Not all air space is controlled by the Federal Aviation Administration (FAA). The FAA Tactical Control Center located in Auburn is the controlling authority for much of Washington State air space. The FAA in Auburn, upon request, will attempt to assist in coordinating air space restrictions with other air traffic managers. An example of other air space managers would be the different military installations located within the State. These installations are not controlled by the same branch of service (i.e. Joint Base Lewis McChord, Whidbey Naval Air Station, etc.) Each of these agencies control their own air space and would impose temporary flight restrictions on their specific area.

PROCEDURES

Contact the Washington State Military Department Emergency Management Division Duty Officer at **1-800-258-5990** to request assistance in initiating a temporary flight restriction.

The State Duty Officer will ask you:

- **Your name**, a **call back phone number** and the name of the **jurisdiction** requesting the temporary flight restriction.
- The **specific location** of the incident (preferred in **latitude/longitude**), the **radius** of the requested flight restriction and the **altitude** of the restriction.
- The name of the **Incident Commander and cellular phone** number on scene.
- **Reason** for requesting flight restrictions (brief description of the incident or disaster).
- Expected **length** of restriction (if known).

The State Duty Officer will in turn contact the Air Traffic Control Center in Auburn at (253) 351-3520 and request the temporary flight restrictions through the shift supervisor. The Duty Office will also ask Air Traffic Control Center to coordinate with other controlling agencies for restrictions on their air space as necessary.

NOTE: Once a Temporary Flight Restriction area has been established, the IC becomes the approving authority to allow aircraft into the area. Aircraft that violate the restrictions must be identified and that information is forwarded back through channels to the FAA for further actions. Please note, aircraft have violated these types of restrictions in the past, hoping not to be identified.

REFERENCES

State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004

EMERGENCY SUPPORT FUNCTION 14
LONG TERM COMMUNITY RECOVERY

PRIMARY DEPARTMENTS: Community Planning and Development
SUPPORT DEPARTMENTS: All Departments
External Agencies

INTRODUCTION

PURPOSE

- The purpose of this Emergency Support Function (ESF) is to establish uniform roles and responsibilities for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster. The Community Planning and Development (CPD) department of the City of Mercer Island is the primary for ESF 14.

SCOPE

- Recovery and restoration actions following any emergency or disaster will be determined by the specific event. All departments may be involved depending on the hazard and scope of the situation. Short-term recovery may involve restoration or relocation of critical services in damaged City buildings and essential private businesses.

Short and Long-term Recovery

- As disaster recovery continues, short-term recovery activity transitions to a focus on longer-term recovery needs. Responsibility for coordinating recovery actions and programs shifts from the EOC to City departments and to normal lines of authority. The transition may occur in phases as infrastructure and various sectors of the community stabilize and rebuild. Citywide coordination may be enhanced at any point in the recovery by the formation of a Recovery Management Team. Recovery activities may include:
    - Restoration of critical infrastructure and essential services
    - Housing, health, and social services
    - Economic recovery
    - Environmental management
        - Community Planning and Development will work collaboratively as a part of a Recovery and Response Team (RRT) to facilitate unity of effort. State and federal assistance teams may also be deployed to assist in local recovery efforts.

POLICIES

EMERGENCIES OR DISASTERS

- Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Director for the Washington State Emergency Management Division (EMD) may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Joint Field Office (JFO), if it is established.
- Community Planning and Development is the primary lead on this ESF.
- Community Planning and Development may develop disaster permit and inspection processes and requirements for use in an emergency or disaster if needed.
- Response operations will be in accordance with the Incident Command System (ICS) and align with the National Incident Management System (NIMS).

EMERGENCIES OR CATASTROPHIC DISASTERS

- In the wake of a catastrophic disaster, the Incident Commander may also direct the formation of a Mercer Island Recovery and Restoration Team (RRT) that is comprised of designated departmental representatives from the City's Hazard Mitigation Assessment Team. The Hazard Mitigation Assessment Team provides expertise for recovery, and writes and completes FEMA Damage Survey Reports (DSRs) and Project Worksheets (PWs). The RRT is made up of staff from Community Planning and Development and Public Works, and, if necessary, staff from other departments and consultants. The purpose of the RRT is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
- The EOC will coordinate support for the RRT, as necessary. The RRT will coordinate with mutual aid local jurisdictions, county and state when activated. If a Joint Field Office (JFO) is established, the activities of the RRT and the JFO must be coordinated.

EVENTS INVOLVING SPECIAL HAZARDS

- Emergencies or disasters involving chemical, biological, radiological, nuclear and explosive (CBRNE) materials or will require special attention in the recovery and restoration phase. Activation of the RRT can be expected as a response to these types of emergencies. Refer to ESF 10 Hazardous Materials.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most incidents, these activities will begin in the Emergency Operation Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Director for the State EMD may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Joint Field Office (JFO), if it is established.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan for natural and technological hazards.
- There may be an immediate and urgent need for medical aid, sanitation, food, water (including safe drinking water), shelter or long-term housing, clothing, transportation, damage assessment, utility restoration, debris removal, and infrastructure repair following an emergency or disaster.
- Public and private energy and utility services will begin implementing plans to continue the recovery and restoration process coordinated through specialty consultants. Contractors may be difficult to locate.

PLANNING ASSUMPTIONS

- Community Planning and Development is the lead in recovery and restoration activities.
- The emergency or disaster has caused significant damage, requiring recovery and restoration activities.
- It is expected that staff, individuals, and families be self-sufficient for at least seven to fourteen days after an emergency or disaster. To the extent practical, immediate basic needs should be provided by the benefit of pre-disaster preparedness of everyone.
- Needs not met by individual responsibility will be referred to established public, state, or private programs consistent with individual qualifications, organizational priorities, and resource availability.
- Approximately eight to fifteen days after an emergency or disaster, CPD, Public Works, and other City departments will begin to focus on longer-term recovery needs.
- The EOC will support the recommendations and recovery plans of Community Planning and Development as required for sustainment and continuity of City infrastructure and priority operations.
- Language interpreters, among others, may be needed to provide translation services for limited English populations (LEP).
- Long term recovery of City government is coordinated by the City Manager.

CONCEPT OF OPERATIONS

GENERAL

- Community Planning and Development will serve as lead guidance to the Emergency Manager and the City Manager on programs and activities for recovery and restoration. The focus will include:
- Determining the economic and environmental impact of the recovery to the City, infrastructure, people, property, and businesses.
- Determining the damage assessment estimates for losses sustained to continue recovery and restoration efforts.
- Determining the priority of proposed Incident Action Plan (IAP) missions.
- Providing recovery and restoration information to the City Communications' Manager / PIO.
- Community Planning and Development should outline recovery and restoration activities in their operational plans, and should accomplish the following:
- Coordination and development of a Recovery and Restoration Plan (RRP).
- Coordination and implementation of access and traffic control within the affected area.
- Issuing information to the City Communication's Manager / PIO concerning recovery or restoration activities.
- Assisting the City Communication's Manager / PIO with issuing City public health advisories in coordination with ESF 8 Health, Medical, and Mental Health Services.
- Community Planning and Development will work with local organizations, faith-based and neighborhood groups, and major employers to be active players in recovery.
- Prioritize permit processes that are essential to life and safety and suspend non-essential permitting processes to expedite recovery.
- Strike a responsible balance between an expedited recovery process and requirements to rebuild sustainably in accordance with all applicable codes and regulations.
- Provide customer-friendly experience for residents while ensuring their homes and businesses are rebuilt to code, with minimal environmental impact, and greater resiliency.
- Expand City hours of operation and send field permitting and inspection teams to damaged areas.
- Offer one-stop review and permitting services for property owners undertaking reconstruction activities.
- Encourage property owners to investigate contractors for hire and provide tools to ensure compliance with licensing requirements and prevent fraud.

- Any contractors working on a reconstruction project with Federal cost-share funding must undergo debarment certification prior to being hired. Any contractor (or subcontractor) that has been excluded from receiving Federal contracts or pass-through funding may not be utilized if any Federal funds (e.g., FEMA Public Assistance funding) are obligated to the project.
- City staff and project managers may search for debarred and excluded companies at www.sam.gov.
- Through ongoing community outreach, encourage property and business owners to undertake due diligence in hiring contractors.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- The Community Planning and Development team will consist of a core membership of subject matter experts, consultants, Finance, and other supporting department staff as required to provide expertise for recovery.

PROCEDURES

1. Recovery and restoration operations begin in the EOC. Situation assessments are developed by the Planning Section and ESF 5 (Emergency Management). ESF 5 personnel in the EOC are assigned the task of collecting initial damage assessments and making recommendations to the Incident Commander.
2. The first major task of Community Planning and Development will be to formulate a Recovery and Restoration Plan with short and long-term recovery goals. Among the elements of this Plan are:
3. Formation of a damage assessment task force.
4. Coordination of assigned departmental representatives for the Hazard Mitigation Assessment Team.
5. Hazard Mitigation Assessment Team provides expertise for recovery and writes and completes FEMA Damage Survey Reports (DSRs) and Project Worksheets (PWs).
6. Priority of efforts and essential services restoration.
7. Phasing / milestones.
8. Support requirements.

9. Coordination requirements.
10. Agreed methodologies.
11. Establish and set periodic reporting timeline requirements.
12. All assigned department representatives, individuals, and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen or mitigate the effects of future emergencies or disasters. Suggestions will be forwarded to the Emergency Manager.
13. Finance will assist and coordinate with FEMA Federal Programs for claims and cost. Finance is the primary agency responsible for coordinating the reimbursement process for the City of Mercer Island following an emergency or disaster that qualifies for state or federal reimbursement such as a Presidential declared disaster. Individual departments/divisions are responsible for providing the appropriate documentation to Finance for the reimbursement process.

MITIGATION ACTIVITIES

Primary Department – Community Planning and Development

- Creates, updates, and maintains a RRP.
- Creates departmental SOGs or operational plans to support recovery and restoration plans in support of this ESF.
- Assists in updating and maintaining the Mercer Island annex to the Regional Hazard Mitigation Plan.
- Develops permit and inspection policies for use during an emergency or disaster.
- Researches historical preservation sites and special rules for federal Public Assistance Programs.
- Assists in the application for hazard mitigation pre- and post-disaster grants.

Support Departments – All

General

- Creates departmental SOGs or operational plans in support of this ESF.

Finance

- Develops recovery procurement procedures and policies.

Support Agencies - External

Washington State Military Department, Emergency Management Division

- All individuals and agency representatives involved in recovery and restoration activities will be alerted for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the State EMD.

Additional Agencies:

- Washington State Departments of Agriculture, Office of the Attorney General; Commerce; Ecology, EFSEC, Employment Security, Office of Financial Management, Fish and Wildlife, General Administration, Office of the Governor, Health, Governor's Office of Indian Affairs, Information Services, Insurance Commissioner, Labor and Industries, Military Department - National Guard, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Utilities and Transportation Commission, All Other State Agencies, American Red Cross, Federal Emergency Management Agency; U.S. Department of Energy, Energy Northwest and Affected Local Jurisdictions.
- All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the State EMD.

PREPAREDNESS ACTIVITIES

Primary Department – Community Planning and Development

- Assists Public Works with Mercer Island's annex to the Regional Hazard Mitigation Plan strategies.
- Creates contractor or consultant memorandums of understanding (MOUs) for retaining contracts to provide service priority.
- Trains, drills, and exercises staff in support of this ESF.

Support Departments – All

- Trains, drills, and exercises with Community Planning and Development in support of this ESF and the Recovery and Restoration Plan, and EOC logistics and activities.
- Assigns staff representative(s) responsible to perform Hazard Mitigation Assessment Team activities and to work with the FEMA Recovery Team to write DSR and PWs.

Finance

- Develops recovery procurement policies and procedures.
- Reviews updated Public Assistance Program requirements and forms.

Public Works

- Works with Community Planning and Development on Mercer Island's annex to the Regional Hazard Mitigation Plan strategies.
- Works with Community Planning and Development in updating and maintaining the Mercer Island annex to the Hazard Mitigation Plan.

Support Agencies: External

Washington State Military Department, Emergency Management Division

- Prepare State guidance and procedures for this ESF.
- Prepare and provide a State EOC to help coordinate a statewide response.

Washington State Department of Labor and Industries

- Provide information on the adequacy of Personal Protective Equipment (PPE) for chemical hazards.

Core Recovery and Restoration Task Force (RRTF) Members:

- Including, Washington State Departments of the Attorney General, Ecology, General Administration, Health, Insurance Commissioner, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Office of Financial Management, Office of the Governor, and affected local jurisdictions.
- Actively participate in preparation and review of this ESF.
- Support RRTF activities with all available agency resources.

Other Supplementary RRTF Members:

- Including, Washington State Departments of Agriculture; Community, Trade and Economic Development – Energy Policy; Energy Facility Site Evaluation Council (EFSEC), Fish and Wildlife.
- Support RRTF activities with all available agency resources.

All Other State Agencies

- Coordinate procedures to recover from the effects of an incident and to restore state and agency facilities and operations.

Federal Emergency Management Agency

- Review state plans and procedures.

Energy Northwest

- Conduct recovery and restoration planning with the state and local jurisdictions.
- Assist the appropriate state and local jurisdictions with radiological public education and information pertaining to recovery and restoration near their facilities.

RESPONSE ACTIVITIES

Primary Department – Community Planning and Development

- Begin consolidating documentation of disaster impacts and effects and other needed information for recovery and restoration.
- Assist ESF 5 (Emergency Management) message flow and supports reporting process and forms required by the Mercer Island EOC, the County, State, and federal agencies.
- Provide Hazard Mitigation Assessment Team reports, DSRs and PWs, and coordinates with Finance and the City's RRT, and FEMA.
- Implement GIS maps and other data to support recovery operations in the EOC.

Support Departments – All

- Coordinate with Community Planning and Development on SOGs or operational plans to recover from the effects of an event and to restore infrastructure facilities and business service operations.
- Activate ESFs relating to recovery activities as stated in this Plan and reports significant findings to the EOC.

Youth and Family Services

- Assist with formulating and disseminating information through the City Communication's Manager / PIO to protect food supplies as the situation warrants. (Refer to ESF 11).
- Youth and Family Services assist with the issuance of health information and advisories concerning food to the staff and public in coordination with the City Communication's Manager / PIO. (Refer to ESF 8 and 11).

Police

- Provide traffic control on City streets and security as needed. (Refer to ESF 13).

Public Works

- Member of the City's Recovery and Restoration Team.
- Provide transportation resources within the Department's capabilities. (Refer to ESF 1)
- Conduct debris management and clearance, utility repairs, and waste removal.
- Conduct department recovery and restoration activities in coordination with Community Planning and Development.

City Communication's Manager / PIO

- Establish phone hotline or phone bank for residents and businesses reporting damages to Community Planning and Development.

Support Agencies: External

Washington State Military Department, Emergency Management Division

- Activate the RRTF.

Seattle/King County Department of Public Health

- Provide the overall coordination of emergency health, environmental health and medical examiner services.
- Coordinate the morgue services, body identification, and disposal of unclaimed bodies and establishes procedures for handling mass deaths and burial. Refer to ESF 8 (Health and Medical Services).
- Provide assistance in the coordination of emergency medical services and mental health services.

Washington State Department of Agriculture

- Assist with formulating and disseminating information on agricultural issues, and state activities to protect food supplies.
- Impose long-term restrictive measures on adulterated food.
- Assist with the issuance of health information and advisories concerning food to the public.

Washington State Department of Ecology

- Monitor federal environmental decontamination activities.

Washington State Department of Fish and Wildlife

- Coordinate all departmental activities for the task force.

Washington State Department of Health

- Monitor federal decontamination activities.
- Determine and document radiological exposure levels and chemical agent contamination levels.
- Provide radiological exposure levels and chemical agent contamination level projections to the task force.
- Issue health advisory information to the public.

Washington State Military Department, National Guard

- Assist state agencies and local jurisdictions with available resources, as requested.

Washington State Parks and Recreation Commission

- Make state parks and recreation facilities available to support the recovery and restoration effort.

Washington State Department of Transportation

- Provide traffic control on state roads, as needed.
- Provide transportation resources to requesting agencies within the Department's capabilities.

Washington State Departments of the Attorney General, General Administration, Insurance Commissioner, Labor and Industries, Natural Resources, Social and Health Services, Washington State Patrol, Office of Financial Management, Office of the Governor, and Affected Local Jurisdictions

- Support RRTF activities with all available agency resources, as requested.

Washington State Community, Trade and Economic Development

- Support RRTF activities with all available agency resources, as required.

All Other State Agencies

- Conduct agency recovery and restoration activities.

American Red Cross

- Initial response activities focus on meeting urgent needs of victims on a mass care basis.

Energy Northwest

- Assist state and local agencies to prepare for recovery and restoration activities.

RECOVERY ACTIVITIES

Primary Department – Community Planning and Development

- Coordinate restoration and recovery activities within the City's jurisdiction.
- Receive recovery and restoration information from all support departments and mutual aid local jurisdictions, compiles and prepares the information into reports for the EOC.
- Provides the EOC with detailed recovery and restoration information on required forms.
- Coordinate staff representative(s) responsible to perform Hazard Mitigation Assessment Team activities and to work with FEMA to perform writing Damage Survey Reports (DSR) and Project Worksheets (PWs).
- Identify and document recovery and restoration estimates and costs with Finance.
- Coordinate City facility relocation if necessary for continuation of the emergency support services with Parks and Recreation.

Support Departments – All

- Provides graphic, editorial, and public information support to the RRT.
- Assists the RRT with the implementation of the updated Recovery and Restoration Plan.
- Utility staff and utility companies assist with recovery and restoration activities in coordination with this ESF and ESF 3 and 12.

Finance

- Assist in compiling statistics related to the fiscal impacts of the emergency or disaster.
- Provide Federal Public Assistance Program disaster claims assistance.

Parks and Recreation

- Coordinate City facility relocation if necessary for continuation of the emergency support services with Community Planning and Development.
- Coordinate FEMA Damage Assistance Center(s) (DACs) work location.

Support Agencies: External

Washington State Military Department, Emergency Management Division

- Facilitate the deliberations and decision-making by the RRTF, in the absence of the Governor.
- Coordinate restoration and recovery activities with adjacent states and provinces.
- Coordinate recovery activities of the RRTF in support of this ESF.

Washington State Department of Ecology

- Provide graphic, editorial, and public information support to the RRTF.
- Recommend the continuation or relaxation of protective measures.

Washington State Department of Community, Trade and Economic Development

- Assist the RRTF with the development of the plan.

Energy Facility Site Evaluation Council

- Assist the RRTF with the development of the plan.

Washington State Department of Fish and Wildlife

- Monitor the effects of contamination on fish and wildlife.

Washington State Governor's Office of Indian Affairs

- Monitor the effects of an emergency or disaster in tribal lands.

Washington State Department of Health

- Recommend the continuation or relaxation of protective measures.
- Validate federal actions to restore lands to assure they are adequate.

Washington State Department of Revenue

- Assist in compiling statistics related to the fiscal impacts of the emergency or disaster.
- Aid local jurisdictions for Public Works or reconstruction of tax records.
- Adjust tax reporting/collection requirements to allow for business resumption.

Washington State Departments of Agriculture, General Administration, Insurance Commissioner, Labor and Industries, Natural Resources, Social and Health Services, Washington State Patrol, Office of the Attorney General, Office of Financial Management, and Affected Local Jurisdictions

- Prepare for long-term commitments of available resources to expedite recovery and restoration of the affected areas.

Energy Northwest

- Assist state and local agencies to prepare for recovery and restoration activities.
- Provide disaster and claims assistance.

Federal Emergency Management Agency

- Assist the State and local jurisdictions with disaster claims assistance.
- Coordinate claims assistance for special hazards incidents on the Hanford Reservation or Umatilla Chemical Depot.

Public Health Seattle and King County (PHSKC)

- Responsible for emergency, environmental, and mental health, and medical examiner services.

American Red Cross

- Provide disaster and claims assistance to victims and workers.

RESPONSIBILITIES

PRIMARY DEPARTMENT – COMMUNITY PLANNING AND DEVELOPMENT

- Coordinates the response, recovery and restoration tasks following an emergency or disaster.
- Coordinates plans and procedures to carry out the responsibilities outlined in this ESF.
- Trains staff to be proficient in the conduct of their responsibilities.
- Implements recovery activities per the Recovery and Restoration Plan and departmental SOGs or operational plans.
- Reviews recovery tasks and requests for Federal Public Assistance Programs in coordination with Finance.

SUPPORT DEPARTMENTS – ALL

- Each department will assign staff representative(s) to perform Hazard Mitigation Assessment Team activities along with their responsibilities to write and complete FEMA Damage Survey Reports (DSR) and Project Worksheets (PWs).
- Reassesses hazard mitigation and recovery needs and, if necessary, redefines Citywide hazard mitigation and recovery policies and strategies.
- Promotes coordination of mitigation and recovery programs at all levels of City government and pursues alternate mitigation and recovery funding strategies, and/or applies for possible grants.
- The Emergency Manager or Incident Commander will convene the EOC team to review response and recovery costs, and with the assistance from the Director of Finance, estimate the costs of each department of responding to, recovering from, and mitigating the effects of the emergency or disaster, and coordinates application details for federal assistance. (Per The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended in 1988, authorization for federal assistance to supplement efforts of local government.)

SUPPORT AGENCIES: EXTERNAL

Washington State Military Department, Emergency Management Division

- The State EMD has the overall responsibility to coordinate the recovery and restoration tasks following an emergency or disaster.
- Coordinate plans and procedures to carry out the responsibilities outlined in this ESF and train staff to be proficient in the conduct of their responsibilities.
- Implement recovery activities to incidents involving a local jurisdiction or facility, following this ESF, the State CEMP, and appropriate agency, local jurisdiction, and facility plans and procedures.
- Provide a representative to the RRTF, as requested.

Seattle/King County Department of Public Health

- Provide the overall coordination of emergency health, environmental health, and medical examiner services.

The American Red Cross

- Provide disaster services, relief assistance and basic needs to individuals to include emergency mass care, disaster welfare inquiries and individual emergency assistance.

Puget Sound Energy

- Assist the City of Mercer Island in the restoration of utility systems.

Washington State Departments of Agriculture; Community, Trade and Economic Development; Ecology, EFSEC, Employment Security, Fish and Wildlife, General Administration, Health, Information Services, Insurance Commissioner, Labor and Industries, Military Department - National Guard, Natural Resources, Parks and Recreation Commission, Revenue, Social and Health Services, Washington State Patrol, Transportation, Utilities and Transportation Commission, Governor's Office of Indian Affairs, Office of the Attorney General, Office of Financial Management, Office of the Governor, All Other State Agencies, American Red Cross, Federal Emergency Management Agency; U.S. Army, Umatilla Chemical Depot; U.S. Department of Energy, Energy Northwest; and Affected Local Jurisdictions

RESOURCE REQUIREMENTS

- The resources necessary to accomplish the recovery and restoration tasks will be determined by the situation and established by Community Planning and Development and as stated in this ESF as well as the State RRTF.

REFERENCES

- CEMP Base Plan, Appendix 3.
- 2020 Regional Hazard Mitigation Plan

- King County Regional Disaster Plan (RDP)
- King County Debris Management Plan
- Mercer Island Disaster Debris Management Plan
- Washington State CEMP
- Washington State Public Assistance Manual, December 1995.
- Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, June 1997 with changes.
- FEMA Publication 262, Guide to Federal Aid in Disasters, April 1995.
- Federal Response Plan

DEFINITIONS AND ACRONYMS

DAMAGE SURVEY REPORT (DSR) – FEMA form used to document the initial damage and preliminary damage estimates of damaged sites.

JFO – Joint Field Office

MOU – Memorandum of understanding

PROJECT WORKSHEET (PW) – FEMA form used to document the damage and develop the scope of work for repair of a damage site.

RECOVERY AND RESTORATION TASK FORCE (RRTF) – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on residents, businesses, as well as the ecological impacts on land and property. Members: Washington State Departments of the Attorney General, Ecology, General Administration, Health, Insurance Commissioner, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Office of Financial Management, Office of the Governor, and affected local jurisdictions.

RRP – Recovery and Restoration Plan

RECOVERY AND RESTORATION TEAM (RRT) – In the wake of a catastrophic disaster, the Emergency Manager or Incident Commander may direct the formation of a Mercer Island Recovery and Restoration Team (RRT) that is comprised of designated departmental representatives from the City's Hazard Mitigation Assessment Team. The RRT is made up of staff from Community Planning and Development and Public Works, and, if necessary, staff from other departments and consultants. The purpose of the RRT is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The EOC will coordinate support for the RRT, as necessary. The RRT will coordinate with mutual aid local jurisdictions, county and state when activated.

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

APPENDICES

Appendix 1 – Hazard and Impact Matrix

Appendix 2 – Reentry Operations

APPENDIX 1

HAZARD AND IMPACT MATRIX

Purpose

This Matrix is a tool to link hazards that may affect jurisdictions, agencies, and business and possible related adverse impacts to life, property, and the environment. Across the top are the major hazards present in Mercer Island. The left column is an alphabetical listing of adverse impacts that may affect jurisdictions, agencies, and business. With proper planning and action, communities can mitigate against, prepare for, respond to, and recover from adverse impacts of hazards.

Use

The Impact Matrix is a subjective estimate of the possible adverse effects on the community by a hazard based on historical experience. Marking the intersection of the hazard and the impact(s) with an “x” identifies these effects.

Hazard and Impact Matrix	Earthquake	Volcano	Landslide	Flood	Tsunami/Seiche	Severe Storm	Tornado	Heat Wave	Drought	Epidemic	Civil Disturbance	Urban Fire	Dam Failure	Pipeline Failure	Shortage	Transportation	Hazardous Materials/Accident	Terrorism	High Profile Abduction	Environment
Acid Rain		X																		X
Ash Cloud		X																		
Communication loss	X	X	X	X	X	X	X		X		X	X			X		X	X		
Contamination-air	X	X	X			X	X					X		X			X	X		X
Contamination-ground	X	X	X	X	X	X	X		X			X	X	X		X	X	X		
Contamination-water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Evacuation	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X
Fire-urban	X	X				X	X	X	X		X	X		X		X	X	X		X
Flood-urban	X	X	X	X	X	X	X						X	X				X		
Fuel	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X		
Hostage											X							X	X	
Failure-bridges	X	X	X	X	X	X	X	X			X	X	X	X		X	X	X		
Failure-buildings	X	X	X	X	X	X	X				X	X	X	X		X	X	X		
Failure-road	X	X	X	X	X	X	X	X			X	X	X	X		X	X	X		
Landslide	X	X	X	X	X	X	X					X	X	X		X				
Medical emergency	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mud/rock flow	X	X	X	X	X	X						X	X	X		X				
Riot/looting											X							X		
Sabotage											X	X	X	X		X	X	X	X	
Strikes											X									
Transportation-air		X				X	X					X				X	X	X		
Transportation-marine	X	X		X	X	X	X		X		X	X	X	X	X	X	X	X		X
Transportation-road	X	X	X	X	X	X	X	X			X	X	X	X		X	X	X	X	X
Utilities-electric	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X		
Utilities-natural gas	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X		
Utilities-sewer	X	X	X	X	X	X	X						X	X		X	X	X		
Utilities-telephone	X	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X		
Utilities-water	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X		

Table 1 Hazard and Impact Matrix

HAZARD AND EMERGENCY SUPPORT FUNCTION MATRIX INSTRUCTIONS

Purpose

This Matrix is a tool to link hazards that may affect jurisdictions, agencies, and business and the related Emergency Support Functions (ESF). ESFs provide a functional approach to assistance and operational support necessary to mitigate against, prepare for, respond to, and recover from hazards that endanger life, property, and the environment. Across the top are the major hazards that may occur in Mercer Island. The left column is a listing of ESFs found in the City of Mercer Island's Comprehensive Emergency Management Plan (CEMP) and the Federal Response Plan.

Use

The ESF Matrix is a subjective estimate of what assistance and operational support is necessary to deal with a historical hazard. Marking the intersection of the hazard and ESF(s) with an "x" identifies areas that may require assistance or operational support.

Table 2 Hazard and Emergency Support Function (ESF) Matrix

Hazard and Emergency Support Function (ESF) Matrix	Earthquake	Volcano	Landslide	Flood	Tsunami/Seiche	Severe Storm	Tornado	Heat Wave	Drought	Epidemic	Civil disturbance	Urban Fire	Dam Failure	Pipeline Failure	Shortage	Transportation	Hazardous	Terrorism	High Profile Abduction	Environment
BP: Dir/Control/Coord/Policy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BP: Continuity of Gov	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BP: Emer Public Info	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
BP: Emer Fiscal & Admin Proc	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BP: Training & Education	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BP: Animal Care	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X
1 – Transportation	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X
2 – Comms & Warning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3 – Public Works, Roadways Debris Removal	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X
4 – Fire Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5 – Emergency Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6 – Mass Care	X	X	X		X	X	X	X		X	X	X				X	X	X		X
7 – Resource Support	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8 – Health, Medical, Mental Health, & Mortuary	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9 – Search & Rescue	X	X	X		X	X	X				X	X	X			X	X	X	X	X
10 – Hazardous Materials (HazMat)/Radiological Protection	X	X	X	X							X	X		X		X	X	X		X
11 – Food & Water/Procurement/EOC/ Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12 – Energy & Utilities	X	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X		
14 – Recovery & Restoration	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13 – Law Enforcement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15 – External Affairs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20 – Military Support to Civil Authorities (MSCA)	X	X	X		X	X				X	X		X				X	X		
ESF 23 – Damage Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ESF 24- – Evacuation	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X		

APPENDIX 2

REENTRY OPERATIONS

INTRODUCTION

Purpose

The purpose of this Appendix is to describe reentry operations from an emergency or disaster occurring in the City of Mercer Island.

Scope

Reentry operations will vary depending on the disaster and its magnitude, and will be an integral part of recovery. Access to the affected area may have to be controlled to prevent additional persons from becoming endangered by the hazard and to protect property within the area.

CONCEPT OF OPERATIONS

General

These procedures are developed to ensure coordination between the City, local jurisdictions, King County ECC, Washington State Emergency Management Division (EMD), Washington State Patrol (WSP), Washington State Department of Health (DOH), and the Washington State Department of Transportation (WSDOT) for the purpose of controlling reentry into restricted zones. Other local, county and state agencies may also be required to assist the City in restoring normal community life and assisting in temporary repairs and debris removal and disposal. Their assistance, as well as federal assistance, may be requested through the appropriate Emergency Operations Center (EOC).

PROCEDURES

General

- The City of Mercer Island EOC will identify Control Areas, Relocation Zones (RZ), and Community Shelter locations to assist dislocated and injured persons who have lost their homes due to emergencies or disasters or are dislocated due to an evacuation caused by a Hazardous Material (HAZMAT) spill, nuclear or chemical incident, or other human caused disaster.
- The reentry of property owners and Emergency Workers into the RZ for short-term work and for shutting down or stabilization of businesses may be required.
- Persons desiring temporary reentry into restricted zones will be instructed by the Police Operations Division or Eastside Fire & Rescue, via radio and television public service announcement, or other means, to report to a designated control point.
- In cases of disease or contamination, the Public Health Seattle and King County (PHSKC) in coordination with State DOH will, in consultation with the City, make the final decision to

allow or disallow the request for reentry.

- Upon approval for reentry into a restricted zone, Control Point personnel will verify and retain records indicating the identity, residence, and/or employment of the individual(s) applying for reentry and obtain the:
- Name, address, and phone number of the person(s) seeking reentry.
- Date, time, and duration of request.
- Purpose for reentry.
- Reentry point and location of area to be visited.
- Date(s) and time(s) of any previous visits.
- Obtain signature of person(s) entering the area.

Restoring "Normal" Community Life

- Disaster effects can vary widely within the community. Some areas will be unaffected, others will experience limited effect, and some will have major impacts. Some will have major impacts that disappear quickly, while others will require protracted periods of recovery. Mercer Island will need to tailor emergency management strategies to area needs by setting and following priorities to support normal community and economic life. Priorities for restoring normalcy include:
    - Utility service restoration.
    - Debris removal and cleanup.
    - Temporary repairs.
    - Reopening of educational institutions as soon as possible as priority.
    - Re-occupancy of residential and business structures.
    - Full resumption of normal public services.

Temporary Repairs and other Arrangements to Resume Essential Services.

- The nature and extent of the temporary repairs will depend on the situation and considerations will need to be made.
- Using temporary re-routings to restore service around major breaks.
- Similar disaster(s) may occur soon after the event and may be caused by aftershocks such as in earthquakes, and other types of disaster events may occur before permanent repairs or replacement can be made.
- Shoring-up of buildings and bridges as a priority item for service restoration and to avoid hazards from falling structures.
- Prioritize restoration of water supply and pumping station facilities, followed by restoration of water and sewer services to properties.

Debris Removal and Disposal

- Debris management impacts community attitudes and encourages private recovery efforts.
- Include organizing activities so residents and businesses can participate in a community effort.
- Bring regulatory authorities into the effort.
- Use current eligible contractors at local and county level as much as possible.

Rebuilding Resource Stockpiles

- Prepare for further disaster events in the near future.
- Plan restocking priorities.
- Prioritize restocking of items with short- and long-term lead times.

Reassignment of Personnel

- Assign lead personnel for reentry activities as early as possible.
- Return staff to regular activities as soon as possible.
- Contract for other outside services to complete reentry activities and temporary repairs.
- Hire temporary fill-in personnel to support added workload.
- Ensure continuity of personnel records management.

Public Information Actions

- Inform the public of ongoing activities such as what to expect, what problems to look for, and what their responsibilities are in reentry and recovery.
- Maximize the use of multiple media platforms to keep the public informed, such as TV, radio, press, mailers, social media, and direct contact at public meetings.
- Establish and staff public contact locations to supplement local and county contact points, using the same location(s) when possible use of a Joint Information Center (JIC) is recommended.

Reentry Activities

- Establish designated recovery teams.
- Divide the area affected by the emergency or disaster into sectors and assign a person in charge of every area. Keep personnel in the area during the entire reentry phase.
- Maintain open lines of communications with City Communication's Manager / PIO and the Emergency Manager's office.
- Maintain open communications between all staff members.
- Initiate the work of cleaning up. Divide the City into sectors and establish priorities of

work such as access to clinics, fire stations, banking areas, main streets, and restaurants. Review and revise the plan daily.

- Establish and maintain a register of damages by each geographic area. Continuously gather and update information about the damages suffered.
- Coordinate with American Red Cross (ARC) staff at each Community Shelter to conduct a needs assessment of the shelter, including requirements for adults, adolescents, and children.
- Provide for the psychological and stress related needs of victims and Emergency Workers resulting from the disaster, in addition to the physical health needs.
- Remediate health and safety concerns.
- Coordinate mutual aid with/from: King County ECC, State EOC, State agencies, private organizations, the public, and FEMA for needed resources.
- Appoint a liaison with the authority and resources to coordinate reconstruction efforts with Mercer Island EOC.
- Document the damages and damage related activities incurred by catastrophe.
- Implement the Restoration and Recovery Plan and create a schedule for rebuilding.
- Maintain constant daily communication with the public to inform them about recovery efforts, reconstruction efforts, and to give them new faith and hope. Daily TV and radio messages are recommended.
- Contact local private companies for help to clean up devastated areas.
- Return evacuees to their homes as quickly as possible. Time goes by very quickly and the sense of crisis subsides even quicker.
- Review and revise reentry plans often and, as they near completion, adjust the work schedule accordingly.
- Shift human resources when and where they are needed. Designated job descriptions may have little significance following a disaster but give people a sense of value and a job to accomplish. Be mindful that people need to be moved back to their designated jobs as soon as practicable.
- Keep appropriate officials involved and informed.
- Expect contractors, suppliers, and general repair people to arrive from surrounding states and from Canada.
- Monitor weather conditions and their potential effect on the recovery effort.
- Monitor and control wild and domestic animals that may create a safety hazard.

EMERGENCY SUPPORT FUNCTION 15
EXTERNAL AFFAIRS

PRIMARY DEPARTMENT: City Communications Manager / PIO
SUPPORT DEPARTMENTS: All Departments
External Agencies

INTRODUCTION

PURPOSE

Emergency Support Function (ESF) 15 – External Affairs is responsible for keeping and disseminating public information concerning a threatened or actual emergency, and to provide protective action guidance as appropriate to save lives and protect property.

This ESF supports the Incident Command System (ICS) Public Information Officer (PIO) function and the Joint Information Center and Joint Information System (JIC/JIS). The Joint Information System will coordinate information before it is released to the public and the news media.

The purpose of this ESF is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster.

SCOPE

The City of Mercer Island's public information requirements will be determined by the severity of the disaster or emergency as determined by the City of Mercer Island's Emergency Manager.

ESF 15 provides for public information, messaging, education, and media relations functions that together comprise the Joint Information System (JIS). The JIS may be coordinated internally or with other agencies. Emergency public information actions before, during, and following an emergency will be determined by the severity of the emergency as declared by involved jurisdictions, state agencies, or perceived by the public. A significant emergency public information response will involve many state, county, local, private sector, media, and non-profit organizations. ESF 15 identifies those agencies and defines their responsibilities within the JIS.

This ESF also addresses special considerations for communicating with significant segments of the population with limited English proficiency and those with access or functional needs.

POLICIES

- ESF 15 activities will provide the City and community, as well as to state, county, local, private sector agencies, media, and non-profit organizations, vital information in a timely, consistent, and unified method. Local jurisdictions will provide immediate and vital information to the public, state, county, local, and private organizations regarding response and recovery activities.
- The City of Mercer Island may start emergency public information operations to augment or enhance the normal communications capabilities of the City.
- The City of Mercer Island aims to communicate messages in a manner which can be understood by its diverse population.
- The City of Mercer Island's Public Information Officers (PIOs) may be located at the City of Mercer Island EOC, a Joint Information Center, or another location from which they may effectively coordinate the ESF 15 function of the City.
- During any activation of the City of Mercer Island EOC, City of Mercer Island staff from individual departments will be available to staff the EOC, field locations, or a Joint Information Center (JIC). The disaster procedures for each department should anticipate this fact and build in appropriate staffing.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

The City of Mercer Island and surrounding region will periodically experience emergency situations that require the coordinated dissemination of critical information to the public. The City of Mercer Island does not have a single warning system to communicate with the population but would use multiple systems depending on the need. The means of dissemination include:

- City accounts on social media channels (Facebook, NextDoor, X/Twitter, Instagram)
- City e-newsletters
- News media (radio, television, cable, print)
- Reverse dial telephone systems mass notifications including CodeRED/Alert King County
- City website
- Electronic Reader Boards
- MIRO amateur (HAM) radio
- Public Address Systems – megaphones in Police cars and City vehicles
- Neighborhood information centers
- Hand distribution of materials
- Door-to-door neighborhood canvassing
- A-frame signs

Potential emergency situations include natural, technological, and human-caused events. Public information is critical to alerting residents to an impending emergency, directing and informing them during the emergency (including animal evacuation and response instructions and status updates), and assisting them in the response and recovery phases of the event.

PLANNING ASSUMPTIONS

- The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency.
- In case of an emergency, every effort will be made to communicate in a timely, effective manner; however, normal means of communication may not be available. In those situations, non-traditional means of communicating with the public, such as radio, billboards, flyers, newsprint, and community networks, will be established and utilized. See Appendix 2 for communications tools.
- Members of the community with limited English proficiency (LEP) and those with access and function needs will have additional difficulties in receiving and understanding warning and emergency notification messages if special efforts are not made to reach them.
- Technological limitations may prevent communication with the public, including those with limited English proficiency and those with access or functional needs.
- Depending on the nature and magnitude of the emergency, different levels of public information will be required. This ESF will be a primary objective during an emergency. During an emergency, timely and accurate information will help protect the public's health and safety and will help manage expectations about response capabilities. Conversely, it also could work to dispel public views that an incident is a bigger emergency than it is because of the way the media covers the story, making it critical for agencies to coordinate key messages.
- Rumors or misinformation can cause unnecessary distress among residents, provoke counter-productive public actions, and impede response and recovery efforts. PIOs must focus on providing accurate and timely information using all dissemination methods including rumor control as a primary goal.
- When external agencies are key stakeholders in the incident, particularly when they have been incorporated into a Unified Command (UC) structure to manage the incident, they will have a vested interest in the message. The Emergency Manager and City PIO will direct key public information messages.
- Regional events involving multiple agencies may be coordinated through the King County Joint Information Center or Joint Information System.

CONCEPT OF OPERATIONS

GENERAL

The following systems and procedures will be applicable to the response and recovery phase of any disaster or emergency.

- The City of Mercer Island will provide timely and vital information to the public regarding response and recovery activities.
- To reduce inaccuracies and misinformation, the City of Mercer Island will utilize a Joint Information System (JIS) to coordinate information with participating local, county, state, and federal agencies, and other organizations as required.
- Based on the urgency of the situation and the need for inter-agency cooperation, the City's assigned PIO will attempt to coordinate with other agencies to gather emergency information relevant to the City of Mercer Island and share with the EOC and City Staff.
- In a minor emergency incident, an on-scene PIO may be the only portion of the JIS utilized.
- The City will leverage available resources to provide incident information in multiple formats and to meet LEP and ADA/AFN requirements, including but not limited to, use of the City's contracted language translation service, ASL interpretation for hearing-impaired populations as available, pre-translated or just in time translated print material, and infographics as available.
- In a disaster, the ESF 15 function within the City of Mercer Island EOC becomes the focal point for the receipt and dissemination of information, and therefore is a logical location for the preparation and distribution of emergency information.
    - **Evacuation/Shelter/Shelter-in-Place**. The City will provide information, processes, procedures, recommended routes, and reception centers for evacuating as needed. Notifications will be shared out via CodeRED and door-to-door and loudspeaker as required. Regular communication with affected residents will be maintained through various channels including the City website, social media, newsletters, etc. The City will communicate when evacuated residents are able to return home either to retrieve belongings, permanently, or otherwise. The City will distribute information about available shelters when incidents require it, as well as shelter-in-place procedures and recommendations. Special considerations for evacuation of or with pets and animals, as well as for home-bound community members, and people with ADA/AFN needs will be included in messaging and planning.
    - **Survivor Assistance.** Financial, medical, and other assistance may be available to the community during and after a disaster. This assistance may be provided by local, state, and federal governments, businesses, and non-profit organizations. The City will use all available communications methods to share information about these resources, including setting up a resource reception center. Youth and Family

Services (YFS), the City Manager's Office, and Finance Department may assist with gathering this information as needed.

- **Food, Water, and Other Supplies.** During emergencies that disrupt normal supply chains, the City may be responsible for distributing food, water, and other supplies to the community. The City has a community points of distribution (CPOD) plan and regularly practices that plan. It will communicate available resources as well as details about what, where, and how to retrieve those resources via all available communication channels.
- **Health Protection.** Certain health-related emergencies (ex. pandemic, hazardous spill) or other situations (ex. boil water advisory) will require extensive communication with the public. The City will rely on assistance from health agencies like Public Health Seattle King County (PHSKC) to distill information for the public. The City will distribute this essential information to the public via appropriate communications channels including CodeRed (if needed), social media, e-newsletters, flyers, door-hangers, etc.

- The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a forum for the sharing of information between jurisdictions and a central point for the media to get information. A JIC is established when non-City agencies are stakeholders in an incident. A JIC brings together diverse parties to coordinate information prior to public release. Involvement of other agency/organization PIOs will be determined by the scope and nature of the disaster. If the event is large enough, the JIC may be established by King County.
- Under the JIS/JIC concept, each agency representative has the commitment to share and coordinate information with all other participating agencies prior to release to the media and public.
- PIOs serve as part of the JIS and coordinate information from their respective agencies regarding their involvement in the response and recovery operation of an emergency event and work in conjunction with the City of Mercer Island EOC to disseminate and coordinate public information communications and messages.
- PIOs, whether within a JIC or the City of Mercer Island EOC, are responsible for writing and disseminating news releases to appropriate media outlets; setting up news briefings; monitoring and analyzing disaster news coverage across mediums; distributing information throughout the JIS; and preparing background information and fact sheets. PIOs work closely with City officials, response agencies, and the City of Mercer Island EOC, Emergency Manager, Policy Group, or the Emergency Management staff if the EOC is not activated.
- A virtual JIC may be initiated through technological means when geographical restrictions, incident management requirements, and other limitations preclude physical attendance by PIOs/liaisons at a central location.

- Communication resources may be utilized by the City of Mercer Island to retrieve and broadcast a public alert to specific jurisdictions and locations throughout the city, county, and state. For more information regarding communication resources see ESF 2 – Communications, Information Systems, and Warning.
- A media room may be designated at a location separate from the City of Mercer Island EOC to be used for news briefings, interviews, and press conferences.
- The ESF 15 function for an emergency may co-locate near the disaster area to support local public information efforts or may relocate to a JIC as needed.
- CodeRED (King County Alert) is the City's mass notification system and would be activated during an emergency. The Emergency Manager and Incident Commander have the authority to activate a CodeRED (King County Alert) message.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- The City of Mercer Island operates under the National Incident Management System (NIMS). ESF 15 describes the operation of the External Affairs and public information function within the Incident Management System.
- The City of Mercer Island Emergency Manager will appoint a PIO to serve as the Lead PIO within the City of Mercer Island EOC should the City's Communications Manager / PIO not be available.
- The PIO will open the JIC, if activated, to coordinate ESF 15 activities with other public and private agencies.

PROCEDURES

1. Upon notification, a designated City PIO will report to the City of Mercer Island EOC to coordinate and disseminate accurate and timely disaster-related information. This person will normally serve as the Lead PIO in the City of Mercer Island EOC.
2. In the event the City of Mercer Island EOC is not activated, a designated City PIO or another designated PIO will work with the City's emergency management staff to issue appropriate press releases, situation reports, and conduct media interviews.

3. A designated City PIO will coordinate working with the Emergency Manager or Incident Commander to ensure there is appropriate PIO staffing. Depending on the severity of the situation, if the City of Mercer Island EOC is activated on a 24-hour schedule, additional PIO staffing may be required.

PREVENTION AND MITIGATION ACTIVITIES

- Develops the composition of back-up PIO and communications staff support.
- Develops departmental SOGs or operational plans for the accomplishment of response and recovery activities.
- Participates in drills and trainings to validate response and recovery procedures.
- Revises procedures based on drills, tabletops, exercises, or real event findings.

PREPAREDNESS ACTIVITIES

- Identify areas where public education programs (e.g., personal preparedness) are needed, inclusive of plans for first responders and families.
- Develop 24-hour shift change and staffing procedures and checklists for supporting agencies.
- Identify emergency support function-specific training requirements.
- Identify locations for media briefings.
- Encourage City department's spokespersons to attend public information courses.
- Develop and maintain a roster of Public Information personnel, including shift change and staffing procedures and contact information (home address; telephone and cellular numbers; and email addresses).
- Develop equipment lists.
- List and maintain available media resources (station call letters, names, addresses, and telephone numbers) that will be used to disseminate emergency information to the public.
- Prepare media advisory and release templates, including language-specific templates for segments of the population with limited English proficiency (LEP) and those with access or functional needs.
- Identify ASL resources for hearing-impaired populations.
- Ensure the support departments/agencies can access their respective networks from the City of Mercer Island EOC.
- Develop and maintain an accurate media contact list including print and broadcast media languages other than English that serve the Mercer Island community.
- Maintain active social media accounts and promulgate them during pre-disaster times.

- Develop procedures for rumor control inquires.
- Develop a list of volunteer groups.
- Maintain interpreter/translator service resources.
- Prepare a list and map of neighborhood information centers.
- Maintain generic pre-translated materials that can be easily customized to the specific emergency, including materials for segments of the population with limited English proficiency and those with access or functional needs.

RESPONSE ACTIVITIES

- Coordinate with the Emergency Manager, Incident Commanders, and EOC Section Chiefs to determine the scope, magnitude, extent, and the potential duration of the incident.
- Request ESF 15 support PIOs based on incident assessment.
- Obtain a status report on all local and county activities as needed.
- Collect information concerning field operations and activities.
- Coordinate with the City of Mercer Island EOC, ESF agencies, and state, county, federal, private, and other organizations to develop a flow of information, including situation reports, health advisories, and other public information releases concerning response and recovery efforts.
- Provide life safety, life-sustaining, or health-related messaging in a manner which can be understood by significant segments of the population with limited English proficiency and those with access and functional needs. This may include the use of universal symbols to convey messages without words, or utilization of interpreters/translators.
- Leverage community-based social networks, which may include word of mouth, email, social media, and other means of informal information sharing by the public.
- Attend briefings and gather information for situation updates.
- Document and maintain a record of incoming and outgoing communications.
- If a JIC is activated, send one or more PIOs to that location, as appropriate.
- Conduct media briefings or disseminate releases on a regular basis.
- Monitor media and implement rumor control process when appropriate.
- Inform the King County Office of Emergency Management/Regional Communications and Emergency Coordination Center Duty Officer, the Washington State Emergency Management Division PIO or others as needed of response activities when appropriate.
- Arrange interpreter/translator services as needed.
- Provide communications and public information status and operational needs to the EOC at regular intervals.

- Maintain accurate logs to support the After Action Report (AAR) and other documentation of event conditions and response.

RECOVERY ACTIVITIES

- Coordinate with appropriate agencies to deactivate the JIC, if activated.
- Disseminate information on recovery programs or available disaster assistance programs available, including targeted outreach to significant segments of the population with limited English proficiency or access and functional needs by communicating with them in a manner which can be understood.
- Keep elected officials informed of recovery activities.
- Provide information and support to the State Coordinating Officer during federally declared disasters.
- Any supplies that are used will be documented for re-supply control and possible future reimbursement by state and federal programs.
- Contribute to AAR.
- The City of Mercer Island EOC will coordinate with the Public Information Officer before deactivating the ESF 15 function.

RESPONSIBILITIES

PRIMARY DEPARTMENT: CITY COMMUNICATIONS MANAGER / PIO

- Assess the communications/public affairs implications of the incident.
- Support the City Manager and Mayor with media responses and disseminating emergency information.
- Designate appropriate communications/public affairs staff to serve as City of Mercer Island PIOs to coordinate all City messaging.
- Coordinate City of Mercer Island EOC messaging public information and assist JIC as needed.
- Coordinate ESF 15 activities with other participating agencies.
- Assist local officials with disseminating information.
- Collect and coordinate information from all sources (e.g., City departments, county, state, rumor control) to monitor overall response.
- Obtain approval for release of information from City Manager or his/her designee.
- Conduct and/or coordinate regular news conferences.

- Enlist department staff and/or subject matter experts to respond to media questions on technical or department issues, and media interviews and press conferences, as requested and appropriate.
- Coordinate the development of maps, charts, status boards, schematics, or other displays that clarify the disaster situation in support of news conferences and/or briefings.
- Monitor media broadcasts and articles to check for accuracy. Monitor and log incoming calls for information and rumors.
- Coordinate public information with the City Manager. Alert King County Office of Emergency Management/Regional Communications and Emergency Coordination Center in partnership with the Emergency Manager.
- Provide PIO(s) to assist (if necessary) at the scene, JIC or the City of Mercer Island EOC as requested by the City Manager or Emergency Manager.
- Assist by providing pertinent information and messaging for dissemination to media sources and, as appropriate, fact sheets for distribution to the public. Participate in, or coordinate staff participation in, news conferences and briefings upon request.

SUPPORT AGENCIES: INTERNAL/EXTERNAL

General: All Departments

- Provide the services of a trained Public Information Officer(s), and staff, to the Joint Information Center as needed.
- Provide subject matter experts or departmental staff for media questions on technical or department issues, media interviews, and press conferences, as requested by the PIO.

Geographic and Information Services

- Assist with the technical communications aspects of setting up, operating, and maintaining a Joint Information Center as necessary and as capable.
- Develop maps, graphics, and other visual tools as needed.

RESOURCE REQUIREMENTS

Resource requirements, including staffing; office equipment including but not limited to computers, tablets, and phones; office supplies; portable drives; chargers; batterie; and functioning office facilities. These will be tailored to the type, location, and magnitude of each specific disaster and full, or partial activation of this ESF will be addressed on a case-by-case basis.

REFERENCES

- See CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- ESF 2 Appendix 5 – Limited English Proficiency Communications Resources

TERMS AND DEFINITIONS

Access and functional needs (AFN) – People who may have specific needs related to the emergency incident. In the context of this ESF, this includes those members of community who may be blind, visually impaired, deaf, have experienced hearing loss or may have other disabilities.

ASL – American Sign Language

CEMNET – Comprehensive Emergency Management Network

EAS – Emergency Alert System

GETS – Government Emergency Telecommunication Service

Limited English Proficiency (LEP) – Language groups who self-identify as not speaking English very well.

NAWAS – National Warning System

NSEP – National Security Emergency Preparedness

NEIGHBORHOOD INFORMATION CENTERS – Publicized locations where written emergency messages can be posted for the public when electronic and media communications are unavailable, explained further in ESF 2.

PSAP – Accessible Radio Nets

SIGNIFICANT SEGMENT OF THE POPULATION – Five (5)-percent of the total population of the City of Mercer Island, or 1,000 persons, whichever is smaller.

TSP – Telecommunications Service Priority

Also see CEMP Base Plan, Appendix 1 Definitions, and Appendix 2 Acronyms.

APPENDIX 1

LIMITED ENGLISH PROFICIENCY POPULATIONS IN KING COUNTY AND CENSUS DATA FOR MERCER ISLAND

Providing language access is essential for a successful whole-community approach to emergency and disaster preparedness and planning. The United States Department of Justice recommends translating vital information into every language that is used by 5% of the population or 1,000 people (whichever is less).

According to the Washington State Office of Financial Management, there are 27 languages that qualify as Limited English Proficiency (LEP) in King County. Those languages are:

Language	Population
Spanish / Spanish Creole	85,345
Vietnamese	18,899
Somali	9,730
Chinese Mandarin	9,304
Russian	6,027
Chinese / Cantones	5,929
Tagalog	5,236
Korean	4,838
Ukrainian	4,508
Punjabi	4,400
Arabic	3,639
Hindi	3,037
Amharic	2,904
Mon-Khmer / Cambodian	2,873
Telugu	2,243
Japanese	2,034
Samoan	1,880
Urdu	1,656
Marshallese	1,632
Tigrinya	1,552
Tamil	1,542
Farsi	1,365
Lao	1,345
Nepali	1,178
French / Patois / Cajun	1,176
Oromo	1,154
Rumanian	1,081

Mercer Island population data from the 2020 United States Census is as follows:

Data Set	Mercer Island Population
Population, Census, April 1, 2020	25,748
Race and Hispanic Origin	
White alone, percent	66.30%
Black or African American alone, percent	1.30%
American Indian and Alaska Native alone, percent	0.10%
Asian alone, percent	22.20%
Native Hawaiian and Other Pacific Islander alone, percent	0.00%
Two or More Races, percent	8.90%
Hispanic or Latino, percent	3.20%
White alone, not Hispanic or Latino, percent	65.30%
Population Characteristics	
Foreign born persons, percent, 2018-2022	24.60%
Families & Living Arrangements	
Households, 2018-2022	9,782
Persons per household, 2018-2022	2.59
Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022	85.10%
Language other than English spoken at home, percent of persons aged 5 years+, 2018-2022	24.00%

APPENDIX 2

DISSEMINATING EMERGENCY ALERTS AND NOTIFICATIONS

The City will utilize all available communications tools to alert and communicate with the public. Those tools include:

City Website	Information will be posted as a red alert banner at the top of the City website - www.mercerisland.gov.
Social Media	The communications team will push out updates on Facebook, NextDoor, and Twitter. Start following today so you get alerts as they happen.
Emergency Alerts	Our emergency alert system will be activated and information will be pushed out via a phone message, text, and/or email. www.mercerisland.gov/emergencyalert.
City Information Line	The City's information line is staffed Monday through Friday, 8:30am – 5:00pm. During an emergency the City will likely extend those hours. Call 206-275-7600.
Briefings	When possible, the City will host live briefings on the City's YouTube channel and will be available for viewing on YouTube and MI-TV Channel 21. www.youtube.com/mercerislandcouncil
Local Media	During a large-scale emergency, info will be passed through to local media including MI High School Station FM 88.9.
Electronic Message Boards	Electronic message boards will be placed along key City arterials, highlighting emergency information.
Neighbor-to-Neighbor	You are an important part of the communication chain during an emergency. Contact friends, neighbors, and colleagues to make sure they know the latest info. Get to know your neighbors before disaster strikes.
Loudspeaker	If power is out and/or evacuation is eminent, City vehicles – not responding to the emergency – that are equipped with speakers and/or sirens will be deployed across the Island to alert neighborhoods of the situation.
HAM Radio	During a major disaster, the City may also rely on a group of resident-volunteers, trained to provide back-up communications and support to the City during major disasters.

EMERGENCY SUPPORT FUNCTION 20
MILITARY SUPPORT TO CIVIL AUTHORITIES

PRIMARY DEPARTMENT:	Police Operations Division
SUPPORT DEPARTMENTS:	All Departments
	King County Office of Emergency Management
	Washington State Emergency Management Division
	Washington Military Department
SUPPORT AGENCIES	Washington State National Guard (WNG)
	Department of Defense (DOD)

INTRODUCTION

PURPOSE

This Emergency Support Function (ESF) is to describe circumstances and conditions under which units of the Washington State National Guard (WNG) and the Department of Defense (DOD) can provide defense support to civil authorities. To describe the procedure used to obtain military support.

SCOPE

ESF 20 addresses all requests for military support originated by the City of Mercer Island (City) through the King County Emergency Coordination Center (ECC), or through the Washington State Emergency Management Division (EMD), following a Proclamation of a Local Emergency.

POLICIES

- Requests for military support to an emergency or disaster condition will be requested by the City's EOC and authorized by the City Manager. The request will then be submitted to King County ECC, and/or the Washington State EMD directly if King County is unable to respond.
- Response operations will be in accordance with the Incident Command System (ICS) and in alignment with the National Incident Management System (NIMS).
- The Washington Military Department (WMD) will deploy resources of the Washington National Guard (WNG) in a federally funded status in response to an emergency involving loss of life, to prevent great suffering, and/or mitigate great destruction of property, in accordance to federal regulations and statutes. As soon as the emergency is stabilized, the National Guard will begin to withdraw support unless a determination is made to order National Guard into state active service, and the Governor so orders.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- An emergency or natural disaster occurs that overwhelms or will imminently overwhelm the ability of the City to respond.
- The military can provide a wide range of support to local governments during an emergency or disaster; however, military assistance must compliment, not substitute for, local civilian resources.
- All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Operations Center through King County ECC by the City's EOC.
- Refer to the City of Mercer Island's annex in the 2020 Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- The City may experience a disaster situation that will cause the City to Proclaim a Local Emergency.
- Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.
- It may take 48 hours or longer to receive military assistance.
- When deployed to provide support, military forces will work under the direction of local authority but will retain their unit integrity and military chain of command.
- The King County ECC may act as a liaison between the City of Mercer Island and state and federal governments during times of emergency or disaster, or the City of Mercer Island may go directly to the State EOC to request state military resources to assist with an emergency or disaster response.
- The request will be based on the premise that local ability, including mutual aid, to respond to an emergency of such magnitude without military assistance will result in loss of human life and extensive property damage.
- The Governor may activate the National Guard and direct that military assistance be provided.
- The City of Mercer Island departments will execute their assigned ESFs in support of ESF 20 when requested.

CONCEPT OF OPERATIONS

GENERAL

- If the City has submitted a resource request to the King County ECC and they are unable to accommodate the request using County or private assets, a resource request may be made to the State EOC as part of routine resource management activities.
- It will be up to the State to determine the appropriate means of meeting the County's request, including the use of military assets.

- If the City or King County ECC are aware of a specific resource owned by the military and needed by the City, the specific resource may be identified in the request sent to the State EOC.
- In an imminently serious situation, the County may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:
    a. An imminently serious situation exists.
    b. The military unit can provide the type of support requested without degrading its primary national defense commitments.
    c. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City and/or County in alleviating the situation.
    d. The City has issued a Proclamation of a Local Emergency.
    e. The City, County, or State government is willing to certify to military authorities that conditions a, c, and d exist.
- The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. An example may be assistance from the U.S. Coast Guard. All other requests for military assistance must be submitted to the State EMD through the King County ECC.
- The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to EMD through the KCECC.
- To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.
- Under the Posse Comitatus Act, federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they can provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

PROCEDURES

1. An emergency or disaster occurs that meet the criteria for requesting military assistance.

2. The City declares a Proclamation of a Local Emergency
3. The City's EOC requests assistance through King County ECC who then contacts Washington Military Department, EOC (or directly to the State EOC) with a request for military support. The State EMD will review all statewide resources which could result in a recommendation to the Governor to deploy National Guard personnel and equipment in addition to other state assets.
4. The City's requests will be detailed with specific equipment/personnel needs identified, quantities and sizes listed, and location of delivery or staging areas designated.
5. The Governor may authorize the Adjutant General to mobilize National Guard resources to support the City.
6. A National Guard Liaison will be assigned to the City's EOC for the duration of the National Guard's involvement, as available.
7. A Task Force Commander will be assigned to maintain military control of all personnel and equipment tasked to support the emergency or disaster. A Unified Command (UC) structure will be implemented.
8. When the emergency overwhelms the state's resources, the Governor can request a Presidential Declaration. A major emergency or disaster declaration by the President is a prerequisite for federal response and recovery. The Federal Emergency Management Agency (FEMA) coordinates the federal agencies response including utilization of the Department of Defense (DOD) assets.
9. FEMA will assign a Federal Coordinating Officer (FCO), and DOD will assign a Director of Military Support (DOMS) to oversee federal military personnel and equipment.

RESPONSIBILITIES

CITY MANAGER'S OFFICE

- Issue a Proclamation of a Local Emergency.

PRIMARY DEPARTMENT: POLICE DEPARTMENT – EMERGENCY MANAGER

- Determine when a recommendation will be submitted to DEM to request military assistance.
- Advise City Manager of the request and request a Proclamation of a Local Emergency from the Mayor.
- Transmit all requests to ECC.
- Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate
- Coordinate activities to ensure efficient use of requested assets.
- Works with mutual aid, ECC, State EMD and EOC, and other agencies as requested to determine that the requirements for needing military assistance have been met and are no longer necessary.

REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- Chapter 38.08 RCW.
- King County HIVA.
- King County Mass Casualty Incident (MCI) Plan.
- King County Regional Disaster Plan (RDP), ESF 20.
- Washington State HIVA.
- Washington State CEMP
- State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004
- Federal Response Plan, ESF 20.

DEFINITIONS AND ACRONYMS

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

RESOURCE MANAGEMENT– A system for identifying available resources to enable timely and unimpeded access to resources needed to prevent, mitigate, prepare for, respond to, or recover from an incident.

SUPPORT AGENCY – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

EMERGENCY SUPPORT FUNCTION 23
DAMAGE ASSESSMENT

PRIMARY DEPARTMENT:	Community Planning and Development
SUPPORT DEPARTMENTS:	All Departments
SUPPORT AGENCIES	All Agencies
	Mercer Island School District (MISD)
	Mercer Island Emergency Volunteers
	King County Emergency Coordination Center (ECC)
	King County Sheriff's Office (KCSO)

INTRODUCTION

PURPOSE

- The purpose of this ESF is to establish uniform roles and responsibilities for the City of Mercer Island to manage and administer timely inspections of buildings for damage assessment resulting from natural and technological disasters.
- To provide preliminary Citywide damage estimates and descriptions in order to help determine types of assistance needed and assignment of priorities to those needs.
- To define guidelines on the reporting of response and recovery information to the Mercer Island EOC, King County Emergency Coordination Center (ECC), and State EMD EOC.

SCOPE

- Disasters cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to City owned facilities and assets.
- Damage assessment information is collected in phases to drive the response process, determine and verify damage at individual sites, and to determine eligibility of federal disaster aid.
- To determine a priority of response efforts, an initial rapid damage assessment must be promptly carried out to provide the EOC information on life safety threats, the status of lifelines, essential facilities, imminent hazards, access routes, and major problems.
- A more quantified damage assessment process is conducted to determine eligibility for various forms of disaster aid with a Preliminary Damage Assessment (PDA) completed and reported to the King County ECC and State EOC.
- Damage verification may include a detailed ATC-20 inspection of individual sites by Community Planning and Development and specialized personnel and is a procedure established by FEMA to qualify for various recovery programs.

POLICIES

- The City of Mercer Island Community Planning and Development department will lead the Preliminary Damage Assessment (PDA) effort including ATC-20 (Applied Technology Council) Post Earthquake Evaluations of Building activities.
- Response operations will be according to the Incident Command System (ICS) and align with the National Incident Management System (NIMS).
- Damage assessment activities include a Rapid Impact Survey (RIS) conducted by Emergency Management Volunteers of affected areas. This assessment is a quick, cursory evaluation, usually accomplished by driving through the damaged areas. The RIS is generally performed soon after the event by Emergency Damage Assessment Team Volunteers or the Community Planning and Development regardless of a declaration. Rapid Damage Assessment Surveys (RDAs) will be conducted by both Eastside Fire & Rescue and Police. Eastside Fire & Rescue personnel will conduct RDAs along pre-designated routes and will not respond to calls for service during the first five minutes after a significant event. Police will conduct RDAs along the I-90 corridor to determine if there is significant damage, such as collapse, to overpasses on Mercer Island.
- When an incident is so profound that the City of Mercer Island may qualify for county, state, or federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed and reported to the King County ECC and State EOC via the City of Mercer Island EOC.
- If the PDA ultimately leads to a Presidential Disaster Declaration authorizing "Public Assistance," then detailed Damage Survey Reports (DSRs) and Project Worksheets (PWs) of public sector damages will be completed jointly by the City of Mercer Island EOC assigned department representatives, the state, and federal staff. These activities are coordinated through a FEMA Disaster Field Office (DFO), if activated.
- Survey lists of damages suffered by individual's homes and businesses may be compiled if Federal "Individual Assistance" is authorized, or by City of Mercer Island EOC approval.
- The City may streamline the permit process as appropriate to the emergency or disaster situation. Repair and restoration of damaged facilities, and new facilities, or an expansion of, or addition to, an existing facility may require an environmental impact study or other permits prior to final project approval. Statutes and regulations that apply include, but are not limited to, the following:
    - All applicable provisions of Mercer Island Municipal Code Title 19 and Title 17,
    - The Unified Land Development Code and the Construction Codes,
    - All model codes and related standards adopted and amended by the State of Washington and the City of Mercer Island, in Title 19, Title 17 or elsewhere in the Code.

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Emergencies or disasters can occur causing significant human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to the City of Mercer Island.
- The City of Mercer Island's annex in the 2020 Regional Hazard Mitigation Plan provides information and identifies natural and technological or human-caused hazards. The Hazard Mitigation Plan assesses the City's vulnerability to hazards, provides a methodology for analyzing hazards, and establishes the basis for this ESF.
- The City of Mercer Island is vulnerable to the natural hazards of earthquake, severe storm, landslide, tsunami/seiche, heat wave, drought, epidemic, and volcano.
- The City of Mercer Island is vulnerable to many technological (human-caused) hazards associated with civil disturbances, urban fire, dam/lock/water storage facilities, pipeline failures, water shortage, transportation, hazardous materials/accident, terrorism, cyber-terrorism, high-profile abduction, and environmental issues.

PLANNING ASSUMPTIONS

- An emergency or disaster has occurred, causing damage that requires a Citywide Rapid Impact Survey (RIS) by Volunteers and an initial rapid damage assessment, that will be followed by a preliminary damage assessment (PDA) managed by Community Planning and Development with ATC-20 methodology.
- A disaster may cause innumerable natural gas pipe leaks, releases of other hazardous gasses and liquid hazardous materials.
- Almost all buildings, including single-family residences, contain chemicals that can create flammable, explosive, or toxic hazards if spilled, mixed with incompatible materials, or exposed to extreme temperatures.
- The implementation of an organized damage assessment program during the early hours following a disaster will give the City critical information on the type of damage in the community and will help to establish priorities for response and additional inspections needed.
- The local and regional utilities, communications, buildings, lifelines, medical, and transportation systems and networks may sustain significant damage.
- Disaster response and recovery activities will be difficult to coordinate.
- Public, private, volunteer organizations, and the public may need to utilize their own resources and be self-sufficient for a minimum of seven to fourteen days, or longer.
- No single City agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
- A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.

- Shortages of emergency response personnel may exist creating a need for auxiliary fire, police, search and rescue (SAR), emergency medical and mental health, public works, and shelter operations and management personnel. Private sector support will be needed to augment disaster response and recovery efforts. Water pressure may be low, hampering firefighting and impairing water availability and sewer system function.
- Building owners, occupants, and tenants will immediately want to enter possibly unsafe buildings to remove belongings that maybe essential to their livelihood or for sentimental reasons.
- Previously inspected structures may require re-evaluation if subsequent events occur after the initial event, such as in earthquake aftershock(s).

CONCEPT OF OPERATIONS

GENERAL

- Community Planning and Development is the lead department for this ESF and ultimately responsible for its execution in the EOC and the management of all field Damage Assessment teams.
- All City departments have an inherent function to conduct a cursory assessment of damage of their respective facilities; therefore, this must be a cooperative effort among all departments capable of contributing to the effort.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

ORGANIZATION

- The Community Planning and Development Director or designee will designate an EOC representative to coordinate damage assessment information.
- Community Planning and Development will coordinate, and compile damage assessment information supplied by all departments and Mercer Island School District (MISD) that employ field crews and oversee department-managed facilities, i.e. Police, Eastside Fire & Rescue, Public Works, Recreation Division, and Youth and Family Services. The Community Planning and Development Director will designate an EOC representative to coordinate and report this information.
- Public Works will provide damage assessments for utility connections of City buildings. Public Works will make necessary and reasonable repairs to these facilities and coordinate the relocation of employees, if necessary.

PROCEDURES

Early Assessment Activity

1. Community Planning and Development coordinates and compiles damage assessment information supplied by all departments that employ field crews, oversees department-managed facilities, and reports to the EOC regarding City facilities.
2. Public Works provides damage assessments of utility connections of City buildings and other essential facilities, as requested.
3. All City departments will report to the EOC the status of their personnel and facilities for which they are ordinarily responsible and will also include the following:
4. Eastside Fire & Rescue will report regarding fire facilities and general findings from their EMS and fire responses.
5. Police will report regarding police facilities and structures throughout the City while on patrol.
6. Public Works will report regarding utility lifelines, fleet, bridges, arterials and communications.
7. Recreation Division will report regarding Citywide shelter needs.
8. Administrative Services will report on telecommunication and computer systems.
9. Community Planning and Development will prioritize City facilities for safety according to essential City functions and preliminary damage assessment (PDA) evaluations based on Rapid Impact Survey (RIS) results.

Damage Verification

1. Community Planning and Development will coordinate post-disaster safety evaluation of damaged buildings.
2. The method of post-earthquake safety evaluation will be ATC-20 (Applied Technology Council), with posting of appropriate placards on each building.
3. When necessary, the Community Planning and Development will initiate requests for volunteer ATC-20 inspection assistance through the EOC, who will forward the request to the King County ECC.
4. MISD has trained ATC-20 Public Works staff to initially inspect facilities and report findings to the City EOC.
5. At the appropriate time develop the PDA reports for submission to the King County ECC and State EOC.

MITIGATION ACTIVITIES

Primary Department – Community Planning and Development

- City departments will assist in the development, implementation, and maintenance of the 2020 Regional Hazard Mitigation Plan (RHMP) with the Public Works Department.

- The goal of the HMP is to maximize the disaster resistance of the City of Mercer Island, residents, communities, businesses, and government through all hazards planning and implementation of mitigation strategies.
- The RHMP describes how to identify, develop, implement, and evaluate strategies that reduce vulnerability to natural and technological hazards.
- Reviews ATC-21 Rapid Visual Screening Procedure (RVS), FEMA 154 Data Collection Form.

Support Departments – All

- Maintains departmental SOGs or operational plans in support of this ESF.
- Provides safe work environments for their staff to include seismic tie downs, emergency supplies, and selected operational training as mandated by each department's SOGs or operational plans.
- Enables mitigation measures to be implemented before, during, and after immediate recovery from an emergency or disaster.

Public Works Department

- Public Works, along with all City departments, will assist in the development, implementation, and maintenance of the 2020 Regional Hazard Mitigation Plan (RHMP).

PREPAREDNESS ACTIVITIES

Primary Department - Community Planning and Development

- Prepares detailed departmental SOGs or operational plans to implement damage assessment programs with identified inspection priorities.
- Develops detailed SOGs or operational plans to conduct damage assessments within the City of Mercer Island following an emergency or disaster.
- Monitors ATC-20 / 21 training of personnel in building safety evaluation and placard posting techniques and procedures.
- Prepares and maintains Preliminary Damage Assessments (PDAs) forms and ATC-20 kits for inspection teams, in a buddy system of two or more personnel.
- Develops and assists with training, drills, and exercises that pertain to this ESF.

Support Departments – All

General

- Participates in training, drills, and exercises that pertain to this ESF where support services are required.
- Identifies and trains Emergency Management Volunteers to conduct Rapid Impact Surveys (RIS) and staff to conduct critical rapid Preliminary Damage Assessments, or PDAs.
- Develops procedures to evaluate damage to City property, utilities, and facilities.

- Develops detailed administrative procedures to conduct damage assessment of facilities following an emergency or disaster.

Support Agencies

MISD

- Trains Public Works crew in ATC-20 methods for inspecting school facilities and reporting findings to the City EOC.

King County ECC

- King County ECC and State EMD will support local jurisdictions in training, drills and exercises.

RESPONSE ACTIVITIES

Primary Department - Community Planning and Development

- Coordinates initial preliminary damage assessment (PDA) of City infrastructure and posts ATC-20 placards accordingly, conducts Rapid Impact Surveys (RIS) of City with the assistance of the Damage Assessment Emergency Volunteer team.
- Implements ATC-21 Rapid Visual Screening Procedure (RVS), FEMA 154 Data Collection Form.
- Reports damage assessment results to the EOC.
- Coordinates and compiles damage assessment information of essential Citywide facilities.
- Provides support to Eastside Fire & Rescue in the assessment of structures during rescue operations.
- Provides damage assessment for both residential and business structures within the community with approval by the EOC.
- Compiles results of damage reports to include in the Situation Report (SitRep).

Support Departments – All

General

- All Departments will support this ESF as requested and provide damage assessment reports to the EOC.
- Conducts damage assessments of internal department facilities.
- Documents and records damage assessment information on City facilities.

Finance

- Evaluates damage assessments, status reports, repairs, and reconstruction estimates of City facilities for cost allocation.
- Establishes a “hotline telephone number(s)” to report damages of individual homes and businesses.

Eastside Fire & Rescue

- Provides preliminary damage assessments (PDAs) for fire station facilities (ATC-20).
- Provides incident command (IC) direction to inspection teams at damaged building sites.
- Assesses damage of structures during rescue operations.

Public Works

- Executes initial damage assessment of facilities, and provides emergency repairs as required to restore operations.
- Assesses damage to utilities and roadways.
- Executes initial damage assessments of water, sewer, and stormwater systems.

Recreation Division

- Assesses damage on possible Community Shelter facilities in coordination with Community Planning and Development for the ability to provide mass care.
- Coordinates with Community Planning and Development a list of damaged essential City facilities requiring priority repairs for EOC approval.

City Communication's Manager / PIO

- Assists with public information dissemination.

Support Agencies

King County ECC

- King County ECC activates the Regional Disaster Plan (RDP) at the request of City of Mercer Island to support mutual aid and requests for assistance (RFAs).
- Distributes PDA forms to the City of Mercer Island EOC, as well as providing individuals and businesses with "hotline telephone numbers" to report damage.

RECOVERY ACTIVITIES

Primary Department – Community Planning and Development

- Documents and records damage assessment information.
- Continues to conduct damage and impact assessments.
- Prepares necessary damage assessment reports and provides to the EOC.
- Assigns a department representative for the Hazard Mitigation Assessment Team to assess priority projects.
- Develops a list of essential public facilities requiring the highest priority for safety evaluation and approval of any required repair work.
- Performs Hazard Mitigation Assessment Team duties and completes detailed Damage Survey Reports (DSRs) and Project Worksheets (PWs).
- Coordinates specialized engineering consultants needed for further evaluation.

- Supports and coordinates with Finance emergency demolition contract procurement.
- Directs relocation activities of staff and works with the EOC to obtain the necessary resources to reestablish operations.

Support Departments – All

General

- Assigns staff representative(s) to perform the Hazard Mitigation Assessment Team duties in cooperation with Community Planning and Development for the Damage Survey Reports (DSRs) and Project Worksheets (PWs) with the FEMA team.
- Reassesses hazard mitigation and recovery needs; and if necessary redefines Citywide hazard mitigation and recovery policies.
- Documents and records damage assessment information.
- Compiles information for the After-Action Report (AAR) for the Emergency Manager.

Finance

- Provides financial coordination for reconstruction activities in City buildings and facilities.
- Supports mitigation, repair, and reconstruction activities for essential facilities.
- Pursues alternate recovery funding strategies, and or applies for possible grants with the Hazard Mitigation Assessment Team representatives.

Eastside Fire & Rescue

- Provides direction for demolition teams at extensively damaged building sites.

Public Works

- Estimates debris clearance timeframes and coordinates debris removal.
- Coordinates emergency repairs of damaged essential, transportation routes, as required.
- Identifies alternate routes and provides temporary traffic control devices.
- Supports emergency demolition contract procurement.

Recreation Division

- For general department Park facilities, coordinates and conducts debris removal, clean up and restoration activities, and secures severely damaged buildings.

RESPONSIBILITIES

PRIMARY DEPARTMENT – COMMUNITY PLANNING AND DEVELOPMENT

- Coordinates and compiles ATC-20 safety evaluations and initial rapid preliminary damage assessments (PDAs) of essential Citywide facilities, as priority. Conducts or coordinates an initial Rapid Impact Survey (RIS) damage assessment with Damage

Assessment Emergency Volunteers, of structures and reports this information to the EOC.

- Provides support in field operation activities as appropriate.
- Evaluates staffing, operational capabilities, and damages to real property and utilities, and reports this information to the City EOC in a timely manner.
- Coordinates the collection, dissemination, and evaluation of damage information in the EOC.
- Provides on a prioritized basis, safety evaluation of essential City facilities and possible Community Shelter site locations, or other residential or commercial structures within the City with EOC approval.
- Coordinates the building safety evaluation function after preliminary damage assessments. Posts inspected buildings according to the ATC-20 methodology.

SUPPORT DEPARTMENTS – ALL

General

- Assigns a staff representative to perform the Hazard Mitigation Assessment Team duties of reassessing hazard mitigation and recovery needs. Writes and compiles Damage Survey Reports (DSRs) and Project Worksheets (PWs) with the FEMA team. See ESF 14 Recovery.

Finance

- Assists with developing and processing emergency purchases and emergency contracts.
- Supports emergency demolition contract procurement.

Public Works

- Executes initial damage assessment of Public Works facilities and provides emergency repairs as required to operate.
- Provides damage assessment status reports, detour and repair information for all City road systems.
- Provides damage assessment of City buildings and utilities (water, sewer stormwater) and emergency power systems and coordinates priority restoration of critical facilities.
- Provides initial damage assessments findings to the EOC if activated.
- Provides for Citywide debris management.
- Provides debris clearance in the right of way.
- Coordinates Citywide debris pickup with the department's solid waste disposal contractors.
- Coordinates with Community Planning and Development to develop building emergency plans for City facilities that include damage assessments, debris removal, and other services.
- Contracts with vendors for major repair work as appropriate.

Recreation Division

- Coordinates shelter and feeding for staff, and Emergency Worker volunteers with Youth and Family Services personnel, and determines Community Shelter needs.

SUPPORT AGENCIES

King County ECC

- Coordinates the initial collection, evaluation, and dissemination of damage assessment information from Cities, residents, and the business community in King County.
- Forwards initial PDA information to the Washington State Emergency Management Division (EMD) for a possible State and Presidential Disaster Declaration.

RESOURCE REQUIREMENTS

- One vehicle per RIS and PDA teams, a buddy system is used with two or more.
- Other resource requirements are to be requested through the EOC.

REFERENCES

- CEMP Base Plan Appendix 3
- 2020 Regional Hazard Mitigation Plan
- Mercer Island Emergency Volunteer Manual
- King County Debris Management Plan
- Mercer Island Disaster Debris Management Plan
- King County Regional Disaster Debris Management Framework
- King County Regional Disaster Plan (RDP)
- Washington State CEMP
- ATC 20 Procedures for Post-Earthquake Safety Evaluation of Buildings
- ATC 20-1 Field Manual for Post-Earthquake Safety Evaluation of Buildings
- FEMA Publication 262, Guide to Federal Aid in Disasters
- Federal Response Plan
- FEMA 154 Report, Rapid Visual Screening of Buildings for Potential Seismic Hazards: A Handbook (second edition)
- FEMA 155 Report, The Companion

DEFINITIONS AND ACRONYMS

ATC-20 – Training on how to evaluate the safety of buildings following earthquakes.

DAMAGE ASSESSMENT – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

DSR – Damage Survey Report

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

IAP – Incident Action Plan

PDA – Preliminary Damage Assessment

PWs – Project Worksheets

RIS – Rapid Impact Survey

SITREPS – Situation Reports

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.

LIST OF APPENDICES

- Appendix 1 – Damage Assessment Checklist
- Appendix 2 – Rapid Impact Survey (RIS) Maps and List of Structures to be Assessed

APPENDIX 1

DAMAGE ASSESSMENT CHECKLIST

Emergency/Incident	**Date**	**MSG NO** *SEQ. W/ OTHER MESSAGES*
Exercise	**Facility Name**	**Floor/Wing**
To be used to report back to Net Control or MI EOC. Not to be used for official building safety assessment or inspection		

None	**Min**	**Maj**	**Destr***	**Damaged? Check appropriate Category, Provide comment only if necessary**	
(0)	(1)	(2)	(3)	**Structural**	
				a.	External Walls:
				b.	Internal Walls:
				c.	Roof:
				d.	Floors:
				e.	Stairwells/Fire Exits:
				f.	Other Structural:
				Non-Structural	
				g.	Ceilings/Light Fixtures:
				h.	Windows:
				i.	Interior Walls:
				j.	Mechanical Equipment:
				k.	Elevators:
				l.	Other Hazards:
Yes	**No**	**Limited**		**Resources Available/Functional? Check appropriate box. Provide comment only if necessary.**	
				m.	Electrical Power:
				n.	Generator:
				o.	Generator fuel: (based on 8 hr. usage)
				p.	Water:
				q.	Heat (Steam/Gas/Electric/Other):
				r.	Telephone (land):
				s.	Cellular Phone:
				t.	Radios (System Type)
				u.	Other:
				v.	Medical Supplies

Present	**Need**	**Staffing**	___	**Injuries**	___	**Deaths**

			w.	Medical Staff:
			x.	Nursing/Paramedical:
			y.	Ancillary/Support:
			z.	Other Staff needed:
When completed FAX to City of Mercer Island City Hall EOC at (206) 236-3659 or transmit via secure radio or runner.				
Completed by: Name/Call:				Information Provided By:
Key: NONE = No apparent damage detected. MINOR = Some damage – does not hinder use. MAJOR = Significant damage – must have reinforcement to use. DESTROYED = Unusable / unsafe – for use due to significant hazard.				

APPENDIX 2

RAPID IMPACT SURVEY (RIS) ZONE MAP AND LIST OF STRUCTURES TO BE ASSESSED

ZONE 1 *Northwest corner of the Island (I-90 and Lid Park)*	
Area	**Structure**
1-01	Roanoke Landing
1-02	I-90 off-/on-ramp @ Exit 6
1-03	I-90 trail
1-04	Under I-90
1-05	Calkins Landing
1-06	Garfield Landing
1-07	Proctor Landing
1-08	Twilight Adult Family Home
ZONE 2 *North end of the Island (I-90 and Lid Park)*	
Area	**Structure**
2-01	Lincoln Landing
2-02	VFW Hall
2-03	Roanoke Inn
2-04	Maintenance Facility
2-05	I-90 lid
2-06	I-90 DOT Lid Tunnel
2-07	United Methodist Church
ZONE 3 *North-northwest end of the Island (I-90 and Luther Burbank Park)*	
Area	**Structure**
3-01	Community Center (MICEC)
3-02	Little Acorn Day School
3-03	Nov Adult Family Home
3-04	77th Ave SE Landing
3-05	76th Ave I-90 overpass
3-06	77th Ave I-90 overpass
3-07	Sound Transit Station West
3-08	Sound Transit Station East
3-09	80th Ave I-90 overpass
3-10	Park & Ride
3-11	Mercer Island condos
3-12	Island Crest Way I-90 overpass
3-13	South Luther Burbank parking lot
3-14	Shorewood Drive overpass
3-15	Covenant Shores
3-16	North Mercer Way overpass
3-17	Fruitland Landing
3-18	East Mercer Way overpass

3-19	I-90 East boat launch
3-20	Youth & Family Services
3-21	Luther Burbank Park structures
ZONE 4 *Town Center*	
Area	**Structure**
4-01	**7800 Plaza Block**
	7800 Plaza
	Old Tully's Property
4-02	**Island Square Block**
	Island Market
	Island Square
	Chase Bank Building
4-03	**QFC Block**
	Shell
	North end QFC
	Avellino Apartments (MIVAL)
	HUB (old Baskin Robbins)
	Banner Bank
	Island House
	Dental Center
	Dental and chiropractic center
4-04	**Islandia Center Block**
	Islandia Center
	Mercer Island Florist & Dry Cleaners
	Fire Station 91
	US Post Office
	Green Spa
	Apartments
	Early World Montessori
	Caledonian Building
	Business Building at SE 30th & 80th Ave SE
4-05	**ICW West Mega Block – Landmark Villa Blk**
	Landmark Villa Condos
	Mercer Island Family Medicine / Mercer Park Dentistry
	Business Building at 3035 ICW
	3043 Apartments
4-06	**ICW West Mega Block – Bank of America Blk**
	Bayley Construction Building
	Island Crest Plaza & Medical Building
	Bank of America
	East Seattle Partners Building

4-07	**ICW West Mega Block – Auto Spa Blk**
	Mercer Island Services Center
	Auto Spa
4-08	**77 Central Block**
4-09	**MI Shopping Center Block**
	MI Shopping Center
	US Bank
	McDonalds
4-10	**King Building / Xing Hua Block**
	Xing Hua (formerly King Building)
	MICA
	Christian Science Reading Room
	Old Mud Bay Building
4-11	**Rite Aid Mega Block**
	Pagliacci
	Rite Aid & strip mall
	3010 Building
	Wells Fargo
	7700 Building
	Shell
	Newell Court Apartments
4-12	**Riot Games Mega Block**
	Islandaire Townhouses
	Sunrise Retirement
	Riot Games & Parking Structure
4-13	**Tabit Square Mega Block**
	Boyd Building
	Tabit Square
	Businesses at 2731
	Windermere
	Met Market
	Devington Apartments
	The Carlton Apartments
	Parc Mercer Condos
	Grace Place
4-14	**The Mercer Mega Block**
	Mercer Luxury Apartments
	Starbucks (drivethru)
	Engel & Volkers
	White Building
	Aljoya
	Chevron on Sunset

4-15	**Aegis & Island Corporate Center Block**
	Haps Burgers
	Lewis & Gibson dental office
	Aegis
	Island Corporate Center
4-16	**Hadley Block**
	Aviara Apartment Building & businesses
	Hadley Building & businesses
	2707 Building
	Mercer Manor
	Mercer View Terrace
	2800 75th Ave SE Apartments
	2811 Building
	2820 Apartments
4-17	**ICW East Apartment Block**
	Island Crest Apartments
	3220 Crest Apartments
	Ridgewood Apartments
ZONE 5 *Upper Island - Mercerdale Park*	
Area	**Structure**
5-01	Mercerdale Park
5-02	Encounter Church
5-03	Island Court Apartments
5-04	Mercerdale Professional Ctr (med clinics)
5-05	MI Thrift Shop
5-06	Homestead Field
5-07	LDS Church
5-08	MI Presbyterian Church (Preschool)
5-09	"84th Ave" I-90 scenic overpass
ZONE 6 *North end, western corner - Gallagher Hill, City Hall*	
Area	**Structure**
6-01	Ogden Building (Privet Academy)
6-02	Bright Horizons
6-03	City Hall
6-04	Mercer Island Pediatrics
6-05	Yellow Wood Academy
6-06	Globe Building
6-07	French American School
6-08	Herzl-Ner Tamid
6-09	Stroum Jewish Community Center
6-10	Mercerwood Shore Club

6-11	Twilight Adult Family Home
6-12	Shorewood Complex (~38 structures)
ZONE 7 *Mid-west Island*	
Area	**Structure**
7-01	West Mercer Elementary
7-02	Franklin landing
7-03	Forest landing
7-04	Miller landing
7-05	Congregational Church
7-06	Island Synagogue
7-07	Island Park Elementary
ZONE 8 *Mid-east Island, MISD Buildings*	
Area	**Structure**
8-01	Holy Trinity Lutheran Church
8-02	Pixie Hill Preschool
8-03	Northwood Elementary
8-04	Boys & Girls Club
8-05	MISD Maintenance Building
8-06	Crest Learning Center
8-07	MISD MOT
8-08	School District Admin buildings
8-09	Bus Barn
8-10	Mercer Island High School
8-11	St. Monica School & Church
8-12	Rotary Park (City reservoir & well)
8-13	MI Public Library
8-14	Emmanuel Episcopal Church
8-15	Youth Theater NW
8-16	Yeshiva High School
8-17	Looffan Bilingual Montessori
8-18	Mary Wayte Pool
ZONE 9 *Lower-west end of the Island, Island Crest Park*	
Area	**Structure**
9-01	Island Crest Park
9-02	Holy Redeemer Lutheran (preschool)
9-03	Funny Farm
9-04	Pioneer Park (west of ICW)
9-05	Groveland Beach Park

ZONE 10 *Lower-east end of the Island, Pioneer Park*	
Area	**Structure**
10-01	Pioneer Park (east of ICW)
10-02	New Hope International Church
ZONE 11 *Southwest tip of the Island, South Mercer Playfields*	
Area	**Structure**
11-01	Islander Middle School
11-02	South Mercer Playfield
11-03	Lakeridge Elementary
ZONE 12 *Southeast tip of the Island - Greenwood Village*	
Area	**Structure**
12-01	Sunny Beam School & Stables
12-02	South End Fire Station
12-03	Greenwood Village
12-04	MI Country Club
12-05	Pioneer Park (se quadrant)
12-06	Twilight Adult Family Home
12-07	Clarke Beach
12-08	MI Beach Club
12-09	South Point Boat Launch

EMERGENCY SUPPORT FUNCTION 24
EVACUATION AND MOVEMENT

PRIMARY DEPARTMENT:	Police Department
SUPPORT PRIMARY DEPARTMENT:	Eastside Fire & Rescue
	Public Works
SUPPORT DEPARTMENTS:	All Departments
	Mercer Island Emergency Volunteers
	Mercer Island School District (MISD)
	External Agencies

INTRODUCTION

PURPOSE

To provide for and assist in the coordinated evacuation or the temporary relocation of all or part of the City staff and/or the general population of the City of Mercer Island from any area when that population is threatened or stricken by an emergency or natural or technological disaster. An evacuation emergency involves an organized and supervised effort to relocate people from an area of danger to safety.

SCOPE

This ESF encompasses the planning, coordination, and mobilization of community members and City personnel when an evacuation order has been issued by the City Manager or designate. Activities within this scope include:

- Participation in mitigation and preparedness activities as part of the City's Comprehensive Emergency Management Plan.
- Damage assessment along potential evacuation routes prior to mobilization.
- Provision of equipment and personnel to assist in the movement of people.
- Coordination between the City, King County ECC, the State Emergency Management Division (EMD), Washington Department of Transportation (WSDOT), neighboring agencies, American Red Cross (ARC), Washington Voluntary Organizations Active in Disasters (WAVOAD), and other special purpose districts as needed.

POLICIES

- The City Manager, or his/her designee, will issue an evacuation order and the City of Mercer Island EOC will notify King County ECC and State EMD, as appropriate.

- When the City Manager is not available, the responsibility for issuing evacuation orders will pass to the City Manager's line of succession (Chief of Operations, Chief of Administration, Police Chief), or designate.
- In situations requiring evacuations, Police or EF&R Incident Commanders (IC) may call for the evacuation of a limited area.
- The City of Mercer Island departments will develop, update, and maintain departmental policy or operational plans for emergencies or disasters requiring evacuation or shelter in place.
- Response operations will be according to the Incident Command System (ICS) and align with the National Incident Management System (NIMS).

SITUATION

EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Mercer Island is vulnerable to many natural hazards, including the damaging effects of high winds, floods, storms, earthquakes, volcanic eruptions, landslides, snowstorms, fires, and seiche.
- The City of Mercer Island is vulnerable to many technological (human-caused) hazards associated with civil disturbances, urban fire, dam/lock/water storage facilities, pipeline failures, water shortage, transportation, hazardous materials/accident, terrorism, cyber-terrorism, high-profile abduction, and environmental issues.
- Any number of the above hazards could create a situation that would require the evacuation and eventual relocation of City, public, or private facilities or may necessitate providing evacuation and relocation support within and out of the City of Mercer Island.
- Refer to the City of Mercer Island annex to the 2020 Regional Hazard Mitigation Plan.

PLANNING ASSUMPTIONS

- The Mercer Island Police Department is the lead for all evacuation and movement in support of this ESF. Eastside Fire & Rescue (EF&R) and Public Works will be primary support for this ESF.
- The City Manager of the City of Mercer Island has the authority to proclaim an evacuation of some or all of Mercer Island. In an evacuation, there may be other jurisdictions involved. The movement will cross jurisdictional boundaries, highways, and bridges under the supervision and control of other cities, i.e. WSDOT, City of Seattle Emergency Operations Center (EOC), City of Bellevue EOC, King County ECC, or others.
- An evacuation may be required if an emergency or disaster threatens or has occurred and is of such proportion that people and property must be evacuated to avoid loss of life, property, and/or severe infrastructure damage.

- The primary movement of people, equipment and supplies will be by privately owned vehicles/trucks, Mercer Island School District buses, Mercer Island Recreation Division vans or bus, and King County Metro mass transit buses or Sound Transit mass transportation, as available. A secondary movement may be by boat across the waterways. Helicopter transport is not immediately available to residents of Mercer Island in the event of an evacuation but could possibly be available in a small isolated local incident. Fixed wing air transportation systems are not available to residents of Mercer Island in the event of an evacuation.
- Some residents without private transportation would depend on public assistance in an evacuation.
- Transportation system providers, private and public, will operate their own systems and facilities to provide the maximum essential services and support possible.
- The City of Mercer Island and the Emergency Manager encourage and support residents, business owners, and staff to be self-sufficient with appropriate emergency supplies at home, in vehicles, and at work for seven days or more. Staff will prepare themselves and their family to ensure staff availability for the City's evacuation operations.
- The Human Resources Manager and Youth and Family Services will facilitate the evacuation of staff families that reside on Mercer Island and provide proper communication to the EOC staff.
- Part of the population may not follow instructions to evacuate but choose to remain in homes or places of business. Others may relocate to areas considered unsafe. Some of the population can be expected to evacuate prior to receiving official instruction.

CONCEPT OF OPERATIONS

GENERAL

- The decision to evacuate all or part of the City of Mercer Island is the responsibility of the City Manager, or designee. The Emergency Manager will notify King County ECC and State EMD as appropriate and request a mission number from the State EMD. When decided, the City Manager issues an Evacuation Order for the areas affected. This decision will be based on the projected or current situation and will be in accordance with previously established guidelines.
- The evacuation will be coordinated through the EOC. The evacuation routes and support coordination will be organized by EOC staff. During localized events requiring evacuation, assistance in traffic control and road lane restrictions can be requested via the State EOC to the Washington State Department of Transportation (WSDOT) for the Interstate – 90 (I-90) corridors.
- Exceptions to EOC coordinated evacuations will apply when first responders, Police and/or EF&R, require immediate evacuation of an area of Mercer Island due to its proximity to a dangerous situation, such as a large hazardous materials spill. On scene

Incident Commanders (IC) have the authority to evacuate residents and businesses in order to mitigate dangerous and/or life-threatening situations.

- Evacuation areas may include areas directly affected and/or potentially affected by the event. Consideration must be given to the safety gained by moving people as opposed to the risk posed by the hazard, the warning time available, and the time available to evacuate. Situations may occur in which sheltering in place may be the safest option.
- Evacuation is to be considered a round-trip process. Immediate planning should include informing residents as they are being evacuated, with a tentative plan in place to allow them to return at a future time to be determined by the circumstances.
- Direction and control of evacuation is exercised primarily on-scene. Mechanical considerations of evacuation are outlined in this and other ESFs (i.e., ESF 6 Mass Care, ESF 1 Transportation, etc.).
- Social norms and economic consequences of evacuation should also be considered.
- Residents with ADA/AFN considerations and special needs will be included in evacuation procedures, planning, communications, and sheltering needs.
- Evacuation of pets and other animals (ex. horses, chickens, etc.) will be included in evacuation procedures, planning, communications, and sheltering needs. The City will make every reasonable effort follow PETS (Pets Evacuation and Transportation Standards) evacuation and shelter planning recommendations and/or requirements.
- The City Manager, or designee, has the ultimate responsibility in determining when reentry to the area will be authorized. This decision will be made with recommendations by the Incident Commander, EOC team, Police Chief, EF&R Chief, or their designees. Residents may be allowed to return to their homes for a brief period to retrieve personal property, if conditions allow. Re-entry will be decided based on availability of critical utilities (water and sewer), structural integrity of structures, and the safety of public infrastructure.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.
- The City also recognizes that portions of the population have limited English proficiency (LEP) and may need additional assistance with evacuation messaging and procedures. The City will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members during evacuations. Additional information and identified translation resources are outlined in ESF 2.

ORGANIZATION

- The Police Department as primary lead will provide direction and control for all field activities for the evacuation of people on Mercer Island as dictated by the EOC. All response and recovery activities will be under the Incident Command System with City departments integrating as requested.
- Eastside Fire & Rescue will support the control of on-scene evacuation activities as requested.
- The EOC will be activated any time there is a need to evacuate individuals to public community shelters or across jurisdictional boundaries. Coordination with other jurisdictions and authorities involved in the evacuation and or reception of evacuees shall be through the EOC.
- The operations and management of community shelters as evacuation sites is the responsibility of Recreation Division (refer to ESF 6 – Mass Care).

PROCEDURES

1. The actual message to residents requesting that they evacuate should be clear and concise and contain specific information as to the hazard and the specific risk, where evacuees are supposed to go, what routes they should take, and what provisions have been made for shelter. Experience in actual events has shown that people react better to messages from a recognized authority
2. It should be anticipated that people will be hesitant to evacuate and will seek confirmation of the evacuation request from neighbors, friends, relatives, social media, and government officials. Research has shown that there are methods which can be used to encourage people to leave. These include the following:
    - The evacuation request should be made by elected officials or other recognized authority such as the police department, fire department, and other city officials.
    - Contact should be made by uniformed personnel.
    - Information should be provided as to the exact nature of the threat.
    - The evacuation request should be disseminated from multiple sources if possible.
    - Assurances should be provided for security and property protection.
    - Provisions for alternative emergency transportation should be provided, if needed.
    - Provisions for vulnerable needs populations should be considered with regard to mobility issues, hearing and sight impairments, and how the evacuation message reaches this population.
    - Provisions for reducing family separation anxiety, such as information about school evacuations, if involved, should be considered.
    - Provisions for residents with ADA/AFN needs should be planned for.
    - Provisions for pets should be considered (refer to ESF 6).

- Information should be provided as to what exactly is expected of the residents in the threatened area.
- Messages from the field and official sources should be consistent.

3. Provisions for evacuation of special populations, pick-up points for people without private transportation, support to evacuees, referrals for relatives, or re-entry into evacuated areas will be handled on a case-by-case basis.
4. In certain circumstances, attempting to evacuate people may expose them to more risk. In circumstances involving hazardous materials, residents should take measures to seal up their occupancies. This strategy is called "shelter in place" and involves closing up the occupancy, shutting off any ventilation, sealing cracks under doors, moving to an interior room and waiting the situation out. The decision to recommend evacuation or shelter in place should be a coordinated decision with the appropriate authority and expertise.
5. If people refuse to leave when requested to evacuate, it is recommended that the requestor try to get a signed statement indicating that they have been advised to evacuate. Contact information for the next of kin should be requested and the residents informed that, in the event of a disaster, first responders may be overwhelmed and not able to assist them.
6. Consideration should be given to the sheltering and eventual return of the evacuees. Continued information to evacuees on the status of the threat, accountability of family members, reassurance of security and accurate information on the duration of the evacuation should be considered.

MITIGATION ACTIVITIES

Primary Department – Police Department

- Creates, maintains, and updates department policy or operational plans in support of this ESF.

Support Primary Department – Eastside Fire & Rescue

- Creates, maintains, and updates department policy or operational plans in support of this ESF.

PREPAREDNESS ACTIVITIES

Primary Department – Police Department

- Coordinates evacuation and movement guidelines with departments for City facilities with the assistance of Public Works and EF&R.
- Conducts training, drills, and exercises to help resolve issues and perfect guidelines to be as efficient as possible for an evacuation of the City of Mercer Island or identified impact areas.
- Assists with pre-planning the evacuation and movement of special populations with EF&R and the City Geriatric Specialist at Youth and Family Services.

Support Primary Department – Eastside Fire & Rescue

- Supports City department evacuation guidelines for City facilities.
- Conducts training, drills, and exercises with the Police Department to help resolve issues and perfect guidelines to be as efficient as possible for an evacuation of the City of Mercer Island or identified impact areas.
- Assists with pre-planning the evacuation and movement of special populations with the Police Department and the City Geriatric Specialist at Youth and Family Services.

Support Departments – All

- The Emergency Manager provides shelter in place concepts to all City of Mercer Island staff, Mercer Island School District (MISD), residents, and businesses.
- Supports the Police Department with all preparedness activities including training, drills and exercises as appropriate in support of this ESF.
- Expand content and languages of LEP translated messages.
- Work with Youth and Family Services (YFS) and other community organizations to educated home-bound as well as ADA/AFN residents to build personal preparedness as well as the City's readiness to assist individuals when an evacuation is declared.
- Plan for evacuation of pets and animals, including from local boarding organizations.

Support Agencies

King County ECC

- Supports coordination of plans and procedures with the City of Mercer Island in the event of an evacuation.

Washington State Patrol (WSP)

- Provides support in coordinating evacuation procedures on I-90 from the City of Mercer Island EOC, as requested, via State EOC, and WSDOT.

American Red Cross

- Establishes training and procedures for providing mass care during an evacuation.

Mercer Island Emergency Volunteers

- Assists in the evacuation of the island and mass care, if needed.

RESPONSE ACTIVITIES

Primary Department – Police Department

- Assists with notifying the public of the evacuation order by either emergency alert system (EAS), Alert Code Red, public address, MIHS Radio Station 88.9 FM, and/or door-to-door.
- Assists with activation of EAS in coordination with external agencies.
- Directs traffic control operations within the City of Mercer Island.

- Provides internal and perimeter control and security of the evacuation area, unless life threatening to personnel.
- Assists in coordinating the removal of stalled vehicles and equipment from evacuation routes.
- Provides representation at the EOC to assist in the identification and establishment of evacuation routes.
- Assists with planning the evacuation of special populations with EF&R and City Geriatrics Specialists from Youth and Family Services.
- Conducts evacuation of City facilities when appropriate with EF&R support as needed.
- Coordinates evacuation support to local jurisdictions through mutual aid.

Support Primary Department – Eastside Fire & Rescue

- Provides access to the mobile command vehicle during localized events requiring evacuation of possible City EOC locations.
- Provides representation at the EOC to assist in the identification and establishment of evacuation routes.
- Assists with planning the evacuation of special populations with Police Department and City Geriatrics Specialists from Youth and Family Services.
- Assists in notifying the public of the evacuation order.
- Assists with evacuation of City facilities when appropriate.
- Coordinates evacuation support to local jurisdictions through mutual aid when requested.

Support Departments – All

General

- Supports the Police Department through the EOC in response to an evacuation order.

Community Planning and Development

- Assesses the structural integrity of evacuation routes, if necessary.

Public Works

- Assists in crowd and traffic control operations by providing signs, traffic direction, and barricades.
- Provides personnel and equipment to keep evacuation routes clear.
- Provides for the Public Works or repair of evacuation routes.
- Coordinates the Public Works use and allocation of City owned transportation resources to City departments for emergency transportation of people, equipment, and supplies.
- Coordinates the rental of equipment required by the City for emergency transportation of people, equipment, and supplies through the City EOC.

Support Agencies

Mercer Island School District

- Provides for the evacuation or lockdown of School District students when school is in session.
- Allows access to School District vehicles and facilities to assist in the evacuation of residents after needs of students have been met.

King County ECC

- Coordinates evacuation requests with the City of Mercer Island EOC and other jurisdictions within the County.

State EOC

- Coordinates evacuation requests with the City of Mercer Island EOC, King County ECC, Washington State Patrol, WSDOT, and other jurisdictions within the County.

Washington State Patrol

- Provides assistance in traffic control and road lane restrictions or closures on I-90.

Washington State Department of Transportation

- Provides overall transportation system coordination via State EOC.

American Red Cross

- Provides information about mass care provided to evacuees.

Mercer Island Emergency Volunteers

- Assists in the evacuation of residents and mass care of evacuees, if necessary.

RECOVERY ACTIVITIES

Primary Department – Police Department

- Supports, through the EOC, the return of residents to their evacuated area.
- Coordinates re-entry and return to City facilities.

Support Primary Department – Eastside Fire & Rescue

- Supports, through the EOC, the return of residents to their evacuated area.
- Supports re-entry and return to City facilities.

Support Departments – All

- Supports the Police Operations Division through the EOC in recovery and stabilization after an evacuation.

Support Agencies

King County ECC

- Coordinates recovery procedures with Mercer Island and other jurisdictions within the county to facilitate residents returning to the evacuated areas.

American Red Cross

- Provides mass care in an isolated event until the return of the evacuees is completed, as available.

Mercer Island Emergency Volunteers

- Assists in the return of evacuated residents, if necessary.

RESPONSIBILITIES

PRIMARY DEPARTMENT – POLICE DEPARTMENT

- Coordinates and supports requests from field commanders in evacuation and movement efforts.
- Coordinates the identification of reception areas, or staging areas, and mass care community shelters with the Recreation Division.

SUPPORT PRIMARY DEPARTMENT – EASTSIDE FIRE & RESCUE

- Supports requests from field commanders in evacuation and movement efforts.
- Assists with the identification of reception areas (staging areas) and mass care community shelter locations with the Recreation Division.

SUPPORT DEPARTMENTS – ALL

General

- Supports ESF 24 as requested.

City Manager

- Signs and issues partial or full evacuation orders for the City of Mercer Island.

Emergency Manager, Incident Commander, or Designee

- Decides when to evacuate all or any part of the City of Mercer Island.
- Approves and directs the release of evacuation warnings, instructions, and information.
- Communicates and coordinates with nearby jurisdictions, including the King County ECC, regarding emergency activities, that includes evacuation routes, destination areas and reception/community shelter centers.
- Approves and coordinates the activation of the EAS though the King County ECC, as requested.
- Manages the coordination with outside agencies, including King County Metro, MISD, and others as appropriate.

- Provides personnel to organize the collection of evacuation records of residents and businesses, and / or with the assistance of the ARC, if available.
- Assigns appropriate staff to develop procedures for evacuation record collection and re-entry priorities and procedures.

Emergency Operations Center

- Directs the evacuation activities of the City of Mercer Island government and provides liaison with residents, businesses, institutions, and neighboring jurisdictions, King County ECC, State EMD, ARC, and other WAVOAD agencies.

SUPPORT AGENCIES

General

- All agencies as previously listed will support this ESF.

King County ECC

- Assists in public notification of EAS messages.
- Provides additional information on evacuation routes.
- Assists in the exchange of information between jurisdictions.
- Assists the City of Mercer Island EOC with identifying and locating hosting areas and congregate care facilities.

RESOURCE REQUIREMENTS

All mutual aid, local jurisdictions, county, and state agencies should provide their own administrative and logistical support when responding to requests for assistance.

REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- Mercer Island Emergency Volunteer Manual
- King County Regional Disaster Plan (RDP)
- Washington State CEMP
- Federal Response Plan

DEFINITIONS AND ACRONYMS

ARC – American Red Cross

EMERGENCY ALERT SYSTEM (EAS) – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the

Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EOC – Emergency Operations Center

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

MISD – Mercer Island School District

SUPPORT AGENCY – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

WSDOT – Washington Department of Transportation

WSP – Washington State Patrol

See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.