CITY OF SEQUIM
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Functions List

1 – Transportation

2 – Telecommunications

3 - Public Works & Engineering

4 - Fire Protection

5 - Information, Analysis & Planning

6 - Mass Care

7 - Resource Support

8 - Health & Medical Services

9 - Search & Rescue

10 - Hazardous Materials

11 - Food & Water

12 – Energy

Personnel - Sub Element C *WAC 118-30-060 (2)(i)*

Emergency Support Functions 13 – 19 have been intentionally omitted to stay consistent with FEMA plan development guidelines. FEMA plans to add these ESF's in the future.

20 - Military Support

21 - Recovery & Restoration

22 - Law Enforcement

23 - Damage Assessment

24 - Evacuation & Movement

EMERGENCY SUPPORT FUNCTION – ONE
TRANSPORTATION

PRIMARY AGENCY: Sequim Public Works

SUPPORT AGENCIES: City Council
Sequim Emergency Management
Washington State Department of Transportation
Clallam Transit (public transportation system)
Sequim Police Department
School Transportation Services

INTRODUCTION

A. Purpose
To provide for the coordination of transportation support for emergency assistance.

B. Scope
Assist in the coordination of vehicles, equipment, and the transportation facilities necessary for support of long term response and recovery operations.

POLICIES

Transportation planning will be directed to coordinate and provide transportation assistance necessary to respond to an emergency or disaster. All responses will follow all applicable laws of the State of Washington and local ordinances.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Due to the geography of Sequim and its transportation routes, the ability to move the population could be affected by the following hazards disrupting the ability to use roads.

1. Wildfire
2. Flood
3. Severe weather
4. Earthquake
5. Hazardous materials incidents

Not only can these hazards interrupt transportation by damaging the road system, the facilities that house the equipment could also be damaged. The personnel used to provide the transportation could be incapacitated by the hazard, which would affect the community's transportation ability.

B. Planning Assumptions

1. Most of the population will utilize private transportation methods to leave a disaster area.

2. A limited number of resources will be available at the onset of an emergency or disaster.

3. Increases in population will create a strain on the road systems that will affect emergency transportation.

4. In a gubernatorial proclaimed disaster, state resources may become available to assist local governments in disaster response.

CONCEPTS OF OPERATIONS

A. General

1. In a severe emergency or disaster, Sequim responders may require the use of local vehicles, equipment and other assistance for moving heavy equipment, supplies, or people. Utilization of available ground transportation for local emergency operations will be on a first priority basis. Depending upon the circumstances, air or water transportation services may also be required. These are normally considered as second priority carriers for most localized operations, but may be necessary for isolated incidents.

2. In the event that a severe disaster damages the ground transportation system in Sequim, an immediate survey of the city and state highway system will be undertaken by law enforcement and road maintenance workers. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Sequim Emergency Management for public information purposes as soon as possible.

3. When requested by Sequim Emergency Management or CCEM, the state Emergency Management Division (EMD) and the state Utilities and Transportation Commission may assist in the procurement and delivery of outside transportation resources.

4. In a Presidential declared disaster, the regional FEMA director may assist in further provision of emergency transportation resources within the disaster area.

5. During an emergency, services provided will operate within the concepts of the Incident Command System, becoming part of the system, yet maintaining their own internal structure.

B. Organization

1. Sequim Public Works Department

The Director of Emergency Management is responsible for coordination of transportation support. The Public Works Department is responsible for developing procedures on how to coordinate transportation-related needs and for ensuring that personnel receive training in order to carry out their responsibilities.

The Public Works Department will work with support agencies to develop and maintain a working relationship and procedures to activate needed transportation resources.

2. City Council

As the legislative authority, the City Council is responsible for ensuring that the primary agency, the Public Works Department, carries out its responsibilities in transportation coordination. The Council is also responsible for ensuring that the necessary funding for transportation support is made available.

3. Emergency Management

Develop and maintain a resource list of all available transportation resources. This includes rolling stock and locations of potential fueling points.

4. Support Agencies

All support agencies will work with the primary agency to develop and maintain a workable transportation function. Support agencies will also develop and maintain their own Suggested Procedures and check lists for response to requests for transportation support.

C. Procedures

1. Upon the need for transport coordination, the Public Works Department will activate its transportation Suggested Procedures and checklist.

2. As appropriate, the Public Works Department will assign personnel to the Emergency Operations Center, or appropriate command post location. These personnel will be responsible for coordinating transportation requests from the command agencies and coordinating with the support agency representatives at the EOC.

3. Transportation requests will be made through the Public Works personnel at the EOC or other command location.

D. Mitigation Activities

1. Sequim Public Works Department

a. Regularly inspect public roadways and right-of-ways for deterioration and make necessary repairs to keep them in good condition.

b. Ensure that potential slide areas and areas of slippage do not interfere with city roadways.

c. Keep equipment in good operating condition.

2. All agencies

a. Keep equipment in good operating condition.

E. Preparedness Activities

1. Sequim Public Works Department

a. Develop and maintain Suggested Procedures and checklists dealing with transportation response.

b. Assure all personnel are trained in their responsibilities according to the departmental Suggested Procedures and checklists.

c. Develop and maintain a chain of command to ensure continuity within the department.

d. Assign and train personnel to function at the City EOC, to assist in coordination of transportation issues.

e. Maintain a current inventory of all transportation and fuel resources available and make this inventory available to Sequim Emergency Management.

2. Vital infrastructure. The following is a list of roads, bridges, and transportation points that if damaged, could affect transportation within the City of Sequim. All agencies should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable.

   a. State Route 101 including bridges

3. Evacuation.
   Evacuation cannot be realistically predetermined within Sequim. Evacuation must be dealt with on a case-by-case basis. However, the Police Department and the public works department should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation.

F. Response Activities

1. All agencies and departments affected by this ESF shall:

   a. Develop and maintain Suggested Procedures that should address:

      1. Lines of authority during a response phase.

      2. Individual responsibilities, by position, to undertake during an emergency or disaster.

      3. Coordination with the Public Works Department

      4. Communications between agencies.

   b. Ensure representation at the EOC or command post.

   c. Report any known or suspected damage to infrastructure to the primary agency or agency responsible for the maintenance of that damaged infrastructure.

G. Recovery Activities

Public Works will make sure that an inspection of infrastructure is completed. The appropriate agency for the repair of that damaged infrastructure will prioritize the repair so that essential services will be given first priority. All agencies involved in recovery

efforts will ensure that detailed cost accounting is done in the event of a declared disaster and there is a potential for federal and state assistance.

RESPONSIBILITIES

A. Primary Agency – Public Works Department

1. Develop and implement Suggested Procedures for its personnel.

2. Document all emergency related costs and expenditures for auditing purposes.

3. Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.

4. Report to designated staging areas as directed for assignments.

5. Designate a transportation coordinator who will coordinate equipment in conjunction with Emergency Management.

6. Designate personnel to coordinate transportation efforts in conjunction with the overall operation from a point, such as the EOC.

B. Support Agencies

1. Legislative authority is responsible for authorizing the use of a jurisdictions' transportation capabilities.

2. Sequim Emergency Management responsibilities:

   a. Maintain and update an inventory of local resources that identifies transportation capabilities and fuel sources.

   b. Assist with the coordination of local resources to support emergency transportation efforts.

   c. Initiate requests for additional transportation resources.

   d. Update local emergency resource guidebook, which shows all available transportation capabilities.

3. All agencies are responsible to:

   a. Develop and maintain department Suggested Procedures.

b. Coordinate transportation activities with Public Works Department.

c. Work within the concepts of ICS during an incident.

RESOURCE REQUIREMENT

Equipment suitable for transportation and keeping vital routes open is necessary in order to accomplish the purpose of this ESF.

Refer to the Peninsula Regional Emergency Planning resource inventory book for county-wide listing of available resources and fueling locations, which include both private and public locations. Requests for resources from outside of Sequim should be coordinated through CCEM.

EMERGENCY SUPPORT FUNCTION – TWO
COMMUNICATION, INFORMATION SYSTEMS AND WARNING

PRIMARY AGENCIES: Sequim Emergency Management
Peninsula Communications 9-1-1 Center (PENCOM)

SUPPORT AGENCIES: KSQM- FM radio (EAS station)
KONP - AM radio (EAS station)
Clallam County Fire District #3
Sequim Police Department
Clallam County Amateur Radio Operators (R.A.C.E.S.)

INTRODUCTION

A. Purpose
To provide a system capable of rapid notification and warning of key officials and the public, and to provide a communications system for the efficient flow of information.

B. Scope
Affects all agencies responding to emergencies or disasters that will need to communicate in order to efficiently coordinate the response actions.

POLICIES

A. The Sequim CEMP, as described in this ESF, will govern all local telecommunications and warning activities related to emergency/disaster response.

B. Communications-support requirements that cannot be met at the local level will be forwarded to the State EMD for assistance. Federal assistance may be requested.

C. The Sequim CEMP (communications) should complement both state and Clallam County plans, and systems should be interoperable with the state system when feasible.

D. The Clallam County R.A.C.E.S. Officer shall coordinate all amateur radio activities.

SITUATION

A. Emergency/Disaster Conditions

Emergency/Disaster conditions that could affect communications vary. The following list addresses the main conditions that may affect communications:

1. Power outages
2. Lighting strikes/Electro-Magnetic Pulse (EMP)
3. Equipment failures/losses due to natural or technologic disasters

B. Planning Assumptions

1. Responding agencies have their own communications equipment.
2. PENCOM (dispatch center) has back-up power sources that are capable of approximately two weeks of operation.
3. There is communication coverage for the city through a system of repeaters and base stations.
4. There are identified frequencies that will be used for primary direction and control.

CONCEPTS OF OPERATIONS

A. General

1. In a major disaster situation, the assigned fire and law enforcement supervisors have access to a 24-hour emergency alert and communications capability at the PENCOM office for contacting response personnel a the local, state, and federal levels of government. Communication resources in the Sequim Emergency Communications Center and backup capabilities include two-way public agency radio networks, ham radios, and commercial telephones. The PENCOM dispatch center capabilities include two-way public agency radio networks with paging ability, ACCESS, National Warning Alert System and Emergency Alert System encoder/decoder. The Port Angeles Emergency Operations Center is designated as the primary communications center for the city in the event of a major incident.

2. The Clallam County EOC is capably equipped and may serve as an alternate EOC for the city. Clallam County Fire District #3, located in Sequim, is equipped as the alternate site for PENCOM. All four facilities are backed up by generator power.

3. During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the EOC.

4. In the event of a major emergency or disaster occurring in Sequim, effective use of the existing public safety and other government agency communications resources is the first priority for support of emergency operations.

5. The development and upgrading of emergency communications systems will be conducted to the greatest extent possible to support two-way radio operations, in addition to the testing and maintenance presently in place.

6. The local Emergency Alert System (EAS) primary station is KSQM-FM 91.5 and KONP-AM 1450. Activation will follow the EAS plan.

7. In times of emergency, Amateur Radio Emergency Services volunteers may provide an additional local or statewide communications network from their individual base and/or mobile stations. This local capability provides an extra backup communication system at the Port Angeles EOC if required.

8. Wireless telephone communications (cellular) systems can supply additional communications needs, however, during a disaster, cellular access may be unreliable.

B. Organization

The primary agencies provide communications coverage for Sequim. They act as the central receiving point for warning information and have the ability to disseminate information to support agencies.

In the event of an emergency or disaster, amateur radio operators will set up a secondary communications system that will link the EOC, Red Cross command post and shelters. The local amateur radio operators also have the ability to set up field communications to support these public safety operations.

C. Procedures

Upon receipt of warning information, the receiving agency will ensure that the information is disseminated to the necessary support agencies and that all affected agencies are alerted to the information.

All warnings, emergency information and actions taken will be documented. This includes the text of the message, where the message originated from, the agencies messages were sent to, and the appropriate times and dates.

In the event that the amateur radio operators are needed, Sequim Emergency Management will active them by contact with the R.A.C.E.S. officer or designee.

D. Mitigation Activities

1. All agencies will:

   a. Test all communications and warning equipment to ensure reliability.
   b. Develop and maintain back-up systems, including back-up power ability.
   c. Attempt to construct/place new equipment away from possible hazards.
   d. Protect communications and warning equipment from Electro-Magnetic Pulse (EMP) to the extent practical.

E. Preparedness Activities

1. CCEM will:

   a. Assume responsibility for emergency and warning communications system. This will be the responsibility of the Director.
   b. Develop and maintain procedure for coordinating information flow between agencies through the EOC.
   c. Work with the R.A.C.E.S. officer and the amateur radio operators to provide a secondary communications system. The system can be used as a back up to public safety communications or for communications to support groups such as the American Red Cross and shelter operations.

2. Primary agencies will:

   a. Designate a warning/communication coordinator.
   b. Ensure that all communication staff members are trained in emergency communications/warning functions.

3. All agencies will:

   a. Develop and maintain Suggested Procedures dealing with warning and communications.
   b. Provide training to all appropriate staff.
   c. Work with primary agencies to develop warning fan-outs.
   d. Develop and maintain call-in procedures for staff, to include call-ins for the event that the public phone system is not operational.
   e. Develop and maintain a fax tree to provide information to appropriate agencies.

F. Response Activities

1. Sequim Emergency Management will:

   a. Activate the EOC or other command location.
   b. Provide a central point of contact for communications and warning information.
   c. Provide mobile communications supporting EOC communications.

2. All agencies will:

   a. Activate their disaster communications Suggested Procedures.
   b. Coordinate information between agencies by use of the EOC or other established point of contact.
   c. If necessary, cause EAS to be activated through established procedures in the EAS plan.
   d. Go to back up power, if needed.

G. Recovery Activities

1. All agencies will:

   a. Continue to coordinate information between agencies regarding recovery activities.
   b. Provide information about damage that field units observe to the EOC or other established point of contact with Sequim Emergency Management.
   c. Check communication equipment and make necessary repairs.

RESPONSIBILITIES

A. Primary Agencies

1. Sequim Emergency Management is responsible to:

   a. Prepare, revise, and implement current communications plans in accordance with city, county, state, and federal criteria.
   b. Provide 24-hour two way radio communications center (Port Angeles EOC when needed) from which communications personnel can operate.
   c. Coordinate with local amateur radio operators, who will establish a secondary communications network to support communication needs between shelters, American Red Cross operations, and others as appropriate according to the local R.A.C.E.S. plan.

d. Periodically test the communications system by test and exercises.

2. PENCOM is responsible to:

   a. Maintain an inventory of existing radio frequencies and other communications resources available for local emergencies.
   b. Maintain liaison with other agencies to ensure upgraded communications capabilities are compatible with city communications systems.

3. Sequim Police Department is responsible to:

   a. Ensure all personnel including regulars, reserves and volunteers are trained in radio operation and procedures.
   b. Ensure that each department will support emergency operations.
   c. Keep their Suggested Procedures regarding communications operations current and their personnel trained.
   d. Inventory their communications equipment and capabilities and provide the inventory list to Sequim Emergency Management.

B. Support Agencies

1. KSQM and KONP Radio responsibilities:

   a. As primary EAS station (s), coordinate with other participating stations on EAS matters and planning.
   b. Ensure that staff is trained in EAS procedures.

2. In an emergency, city departments, governmental, and amateur radio services are responsible to:

   a. Establish liaison with the Sequim Emergency Management staff upon their notification for an emergency response.
   b. Control their own communications systems during major emergencies or disasters. This shall be done from their normal work site, the mobile command post or the Sequim Emergency Communications Center, as the situation demands.
   c. Have Suggested Procedures in place to accomplish their tasks.

RESOURCE REQUIREMENT

Resource requirements are addressed in both the R.A.C.E.S. plan and communications inventory section of our local inventory resources.

EMERGENCY SUPPORT FUNCTION – THREE
PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES: Sequim Public Works Department

SUPPORT AGENCIES: Sequim Emergency Management
Washington State Department of Transportation
Clallam County Environmental Health

INTRODUCTION

A. Purpose
Provide coordination for repair and cleaning of essential roads and facilities, and provide resource (e.g., heavy equipment) support in emergency or disaster situations.

B. Scope
Provide an outline for coordinating emergency engineering operations involving the Public Works Department.

POLICIES

Follow Revised Code of Washington (RCW) 43.19.450 and applicable local ordinances.

SITUATION

A. Emergency/Disaster Hazards and Conditions

These conditions are as varied as there are natural and technological hazards. Earthquakes, floods, wildfire, severe weather, flash flooding, and even terrorism could adversely affect the response in this ESF.

Anything that could cause roads to be impassable or cause a need for heavy equipment resources would affect public works and engineering.

B. Planning Assumptions

1. Any emergency/disaster incident will require Public Works Department involvement.

2. Most incidents will affect some portion of the infrastructure by either actual damage and/or debris clearance.

3. Public Works will work under the ICS.

4. A major incident will deplete local public works resources.

CONCEPTS OF OPERATIONS

A. General

1. In the event of a major emergency requiring the activation of public works services, all necessary equipment and personnel will be mobilized and dispatched to the scene.

2. If the situation is beyond the capabilities of the Public Works Department, personnel and equipment may be provided by other county or state public works departments and/or by the contracting of private resources.

3. In major emergency situations, priorities for emergency engineering operations will be established by the designated public works official working with the other department/agency heads at either the EOC or the mobile command post.

4. Additional outside assistance and resources may be obtained from state, federal, or private sources after a proclamation of emergency by local and state officials.

5. Activities that the Public Works Departments may provide during an emergency or disaster situation are:

   a. Debris clearance from roadway/right-of-ways.
   b. Restoration of essential facilities/roadways.
   c. Heavy equipment resources.
   d. Evacuation route identification/coordination support.
   e. Transportation resource coordination.

6. The Public Works Department is responsible for assessing damage to public bridges, roads, and facilities and to ensure the safety of those infrastructures.

B. Organization

The organization of the Public Works ESF follows the ICS concept. Each organization will keep their own command structure and work within the ICS organization in the event of an incident.

C. Procedures

Each organization under this ESF will follow its own internal Suggested Procedures when responding to an incident. When appropriate, department/agencies will assign a representative to the EOC or command post, as the circumstances dictate.

D. Mitigation Activities

1. Pubic Works Department:
   Maintain and repair roadways and right-of-ways.

2. All departments/ agencies shall:
   Regularly maintain equipment to ensure it is in good working order.

E. Preparedness Activities

1. All departments/agencies shall:

   a. Maintain an inventory of available resources including personnel within their department.
   b. Develop and maintain Suggested Procedures for emergency and disaster situations.
   c. Develop and maintain mutual aid agreements with neighboring jurisdictions.
   d. Coordinate emergency planning activities and information with neighboring jurisdictions and Sequim Emergency Management.
   e. Maintain and test communication systems.
   f. Identify vital and essential roadways, bridges and facilities to establish a repair priority in the event any of these become damaged.
   g. Ensure that personnel are trained in emergency responsibilities.

F. Response Activities

1. All department/agencies shall:

   a. Provide a senior official to operate from the EOC or other command location to ensure coordination with other department/agencies.
   b. Work within the ICS.
   c. Conduct emergency engineering services as the situation demands and as outlined in their Suggested Procedures.
   d. Report any hazardous conditions to the command location.

e. Maintain records and document all expenditures during the emergency situation.

G. Recovery Activities

1. Public Works Department shall:

a. Provide information concerning hazardous areas or other existing problems.
b. Perform restoration operations.
c. Assist with damage assessments.
d. Document disaster and restoration costs for possible reimbursement.
e. Debrief and provide acute and chronic stress management for personnel.
f. Provide for restoration of drinking water services.

2. Sequim Emergency Management:

a. Collect and coordinate damage assessment and restoration costs.
b. Provide liaison activities between local agencies and federal damage assessment teams.

3. Clallam County Environmental Health:

a. Provide assistance to maintain potable domestic water supplies.
b. Establish control measures related to emergency solid waste disposal.

4. All departments/agencies:

a. Document damage and restoration costs.
b. Coordinate damage assessment with CCEM.
c. Perform restoration procedures.

RESPONSIBILITIES

A. The Director of Emergency Management and/or designee is responsible to:

1. Ensure that all personnel are trained in emergency operating procedures.

2. Develop a method for mobilizing personnel and equipment for construction or repair of roads/streets and other public facilities.

3. Conduct emergency operations.

B. Other departments/agencies:

1. Maintain the overall responsibility and authority to coordinate emergency activities as related to their own procedures.

2. Assist with emergency personnel or resources, maintaining their individual group autonomy with direction and control provided by the head of the department/agency.

3. Provide damage assessment for public facilities and infrastructure.

4. Perform debris removal and emergency repairs to public facilities and infrastructure.

C. In the event of an emergency, the Public Works Department and the State Department of Transportation are responsible to:

1. Document expenditures for disaster/emergency related obligations for auditing and reimbursement purpose.

2. Designate a staff member to specifically plan for and assist families of on-duty personnel.

3. Provide resources or emergency personnel as agreed upon in mutual assistance agreements.

4. Alert staff and brief them on the situation.

5. Review plans and procedures and ensure that all personnel are informed of existing or revised procedures.

6. Provide senior level representation for engineering operations at the EOC or mobile command post.

7. Coordinate needs for augmentation of forces with CCEM.

RESOURCE REQUIREMENTS

Resources available to carry out this ESF are in the Peninsula Regional Emergency Planning resource inventory book. Additional resources that may be needed in times of disaster may have to be obtained locally through private sources, or through request from the state.

EMERGENCY SUPPORT FUNCTION - FOUR
FIRE PROTECTION

PRIMARY AGENCIES: Clallam County Fire District #3

SUPPORT AGENCIES: Clallam County Fire Protection Districts #2, #4, and Port Angeles Fire Department
Sequim Emergency Management
Sequim Police Department
Sequim Public Works Department
State agencies – Department of Natural Resources
Federal agencies – National Park and US Forest Service

PURPOSE:
Provide an organized capability for effective fire management that utilizes all available fire fighting resources.

SCOPE:
Fire suppression and support functions required for multi-agency structural and major wildland fire operations. Wildland fire fighting is coordinated with the Washington State Department of Natural Resources (DNR), the US Forest Service (USFS), and the National Park Service (NPS).

POLICIES

A. The process and procedures established in state and federal mobilization guides shall be followed when responding to an emergency or disaster.

B. Direction and control of a multi-agency incident will follow the concepts of the Incident Command System (ICS).

SITUATION

A. Emergency/Disaster Hazards and Conditions

Clallam County Fire District #3 could be affected by all hazards that could occur within the city of Sequim. The effects include inability of resource movement due to impassable roadways, damage to resources, injuries or death of fire responders, or not enough local resources to accomplish the mission.

B. Planning Assumptions

1. A fire of unprecedented size will require more resources than Clallam County Fire District #3 can provide.

2. Additional fire resources can be obtained through activation of the state fire mobilization plan.

3. Each fire department will ensure fire protection to their jurisdiction prior to committing resources to mutual aid.

4. Fires (urban, rural, wildland) may result from or occur coincidentally with a significant event, such as an earthquake or thunderstorm.

5. Fire department access will be hampered by occurrences such as bridge failures, debris in the roadway, etc. Conventional travel to the fire area may be extremely difficult.

CONCEPTS OF OPERATIONS

A. General

1. On-scene fire related operations are managed by concepts of ICS.

2. Fire Service mutual-aid agreements provide for additional local personnel and resources in the event Clallam County Fire District #3is unable to contain a given situation with existing resources and personnel.

3. Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Incident Commander of Clallam County Fire District #3. In the event of a multi-agency fire response, direction, control and coordination may be established from a Command Post at the scene or from the Port Angeles EOC. Incoming units may receive assignments from either location or from designated staging areas.

4. Requests for additional outside resources by activation of the fire mobilization plan will be coordinated through the Incident Command Team. Clallam County Emergency Management may be requested to assist.

5. Clallam County Fire District #3 provides both basic and advanced life support emergency medical services. These services are under the direction of the Clallam County Medical Program Director.

6. The Sequim Police Department and the Public Works Department can support the fire department by performing their normal functions of traffic control, area security and use of heavy equipment.

7. Clallam County Fire District #3 personnel can be used for the dissemination of information and warnings, as prescribed in the Warning Appendix.

8. Clallam County Fire District #3 provides limited response to hazardous materials incidents. The fire department response is in a defensive manner, commensurate with an operations level of training.

B. Procedures

In the event an incident is beyond the capabilities of Clallam County Fire District #3, the Incident Commander will request additional resources through PENCOM. This request can be by a specific request for particular equipment or by an alarm request. Both multiple structural and wild land fire alarms have been predetermined through mutual aid agreements and the Olympic Regional Fire Defense Plan.

In the event an unprecedented disaster situation occurs which exhausts mutual aid resources, the State Fire Mobilization plan can be activated to provide additional resources. Activation will follow the Fire Mobilization Plan.

On scene command of an incident will follow the concept of ICS.

C. Mitigation Activities

1. Clallam County Fire District #3 shall:

   a. Keep response equipment in good condition.
   b. Conduct fire safety inspections and educate property owners on how to reduce their fire potential.
   c. Work to ensure compliance with the Uniform Fire Code and the Uniform Building Code.
   d. Support or help establish local codes and ordinances that help reduce the threats of major conflagrations, such as built-in fire protection systems.

D. Preparedness Activities

1. Clallam County Fire District #3 and support agencies shall:

   a. Develop, maintain and continue to refine local ICS and other operational procedures to effect full utilization of resources.
   b. Maintain current inventories of resources.

c. Provide ongoing training to personnel on their roles and responsibilities in fire operations.
d. Participate in local mutual aid agreements.
e. Participate in the state Fire Mobilization Plan.
f. Provide trained personnel and resources for assignment to the EOC.
g. Support the efforts of the regional training council and Western Washington Interagency Training Commission.
h. Maintain interagency disaster response training.
i. Maintain activation and alerting procedures and ensure that all personnel are trained.

E. Response Activities

1. Clallam County Fire District #3 and support agencies:

a. Establish ICS and supporting elements of ICS.
b. Conduct responses as outlined in local Suggested Procedures.
c. Assist with the dissemination of warnings.
d. Provide Urban Search & Rescue support.
e. Coordinate requests for outside resources with CCEM, or appropriate agency.
f. Incident Command will coordinate traffic control and evacuation support.
g. Provide defensive support for Hazardous Materials incidents.

2. Clallam County Emergency Management (CCEM), as needed, may:

a. Obtain a state mission number.
b. Provide communications and other support assistance to the fire operation.
c. Activate EOC in support of fire operations.
d. Request Fire Mobilization activation.
e. Coordinate Fire Mobilization resources.

3. Sequim Police Department:

a. Provide for scene security.
b. Provide traffic control.
c. Assist in Urban Search & Rescue.

4. Public Works agencies:

a. Provide traffic control support.
b. Provide heavy equipment.

F. Recovery Activities

1. Clallam County Fire District #3 and support agencies:

    a. Provide information concerning hazardous areas, or other encountered problems.
    b. Continue fire prevention, suppression, rescue or other operations as required.
    c. Assist in damage assessment data collection.
    d. Document agency cost.
    e. Provide for fire investigation, as appropriate.

2. Emergency Management:

    a. Acts as liaison between fire department/agencies and state or federal damage assessment teams.
    b. Coordinates information with county emergency management.

3. Sequim Police Department:

    a. Assist with fire investigations.

RESPONSIBILITIES

A. Primary Agency

1. Fire Chief or designee is responsible to:

    a. Develop and review local Suggested Procedures, resource inventories and other operational plans.
    b. Ensure that all response personnel are trained in fire suppression and other fire related activities.
    c. Ensure the ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) as provided in the department's procedures.
    d. Direct emergency operations.
    e. Work within the guidelines of the established fire mutual aid agreements or operating plans.
    f. Maintain the overall responsibility and authority to coordinate emergency fire operations.
    g. On scene fire management will follow the concepts of ICS.
    h. Participate in the regional and State Fire Mobilization Plan, if able.
    i. Document expenditures for auditing and reimbursement purpose.
    j. Provide specialized support functions, resources, or emergency personnel, as provided for in mutual aid agreements or operating plans.
    k. Report to designated staging areas as directed.

l. Provide fire prevention and suppression activities.
m. Provide for light duty search and rescue support within department capabilities.
n. Provide emergency medical treatment to patients at the scene.
o. Provide defensive operations for hazardous materials incidents.
p. May assist with public information by warning areas affected by a major emergency.
q. May assist in evacuation of areas affected by a major emergency.
r. Provide assistance with damage assessment and reporting.

B. Support Agencies

1. Fire Districts shall:

a. Ensure that all response personnel are trained in fire suppression and other fire related activities.
b. Work within the guidelines of the established fire mutual aid agreements or operating plans.
c. On scene fire management will follow the concepts of ICS.
d. Report to designated staging areas as directed for assignment.
e. Provide for light duty search and rescue support within department capabilities.
f. Provide emergency medical treatment to patients at the scene.
g. Provide defensive operations for hazardous materials incidents.

2. Sequim Emergency Management may:

a. Act as the point of contact for Clallam County activation of the regional and State Fire Mobilization Plan
b. Request appropriate staffing for the EOC.

3. Sequim Police Department:

a. Provide traffic control.
b. Provide area security.
c. Participates in ICS.
d. Provide evacuation support.
e. Search and rescue command authority.

4. Public Works Department:

a. Traffic control support.
b. Assistance with identification of evacuation routes.
c. Heavy equipment support.

RESOURCE REQUIREMENTS

Fire fighting and special equipment for the Clallam County area are listed in the Olympic Regional Fire Defense Plan, as well as the Department of Natural Resources Mobilization Guide and the Puget Sound Interagency Communications Center Mobilization Guide.

EMERGENCY SUPPORT FUNCTION - FIVE
INFORMATION, ANALYSIS, AND PLANNING

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: Clallam County Fire District #3
Peninsula Communications 9-1-1 Center (PENCOM)
Sequim Police Department
Sequim Public Works Department
Clallam County Amateur Radio Operators (R.A.C.E.S.)

INTRODUCTION

A. Purpose
Ensure effective communication and information exchange, and dissemination of information in order to effectively analyze situations so that an appropriate action plan can be created.

B. Scope
Affects all departments/agencies involved in emergency operations. It is necessary to ensure that all information is coordinated and correct so that effective planning is done.

POLICIES

A. All incident information shall be forwarded to the EOC or other location established by emergency management.

B. Sequim Emergency Management will provide for information coordination through the city EOC or other established location. Sequim Emergency Management will ensure that information is passed to the various departments/agencies involved in disaster response/recovery.

C. Sequim Emergency Management will keep the county and/or state informed of the situation.

D. Media relations will be handled by the Incident Commander or the PIO.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Emergency or disaster situations that would affect the ability of agencies to communicate could affect the provisions of this ESF, some examples are:

1. Power outages

2. Lightning strikes/electro magnetic pulse (EMP)

3. Equipment failures/losses due to natural or technologic disasters.

B. Planning Assumptions

1. Information coordination will be limited at the onset of an incident.

2. The EOC, or secondary EOC will be used as the point of contact for information coordination.

3. There will be misinformation and rumors to contend with.

CONCEPTS OF OPERATIONS

A. General

1. Information will be coordinated from the Sequim EOC or other designated point, as appropriate to the incident.

2. Gathered information will be used for planning purposes and to keep all involved agencies current on actions that are occurring.

3. Information shall be distributed only to those agencies that are involved in the response operations. Information shall not be given out to non-involved agencies without the permission of the Incident Commander and/or PIO.

4. The EOC shall review and coordinate received information, verify it for accuracy and use it to avoid potential rumor situations.

5. Information should be communicated in hard copy form, such as fax, amateur radio packet system, or written reports. All involved response department/agencies should provide situation reports to the EOC or designated location at least once every 12 hours, or upon request from the EOC.

6. The EOC, or designated point, shall provide situation reports to the county and/or state EOC. This includes transmission of local proclamation of emergencies. This will be done by the best means available, including fax or amateur radio packet system.

7. Information obtained that is critical in nature for planning purposes, should be communicated from field units directly to the EOC or other established location via radio link.

8. The responsibility for coordination of information shall be Sequim Emergency Management and/or the PIO. Responsibilities are:

   a. Assign personnel to assist with the coordination of information.
   b. Ensure the confidentiality of information received.
   c. Ensure that the EOC or designated facility is equipped to handle the task of coordinating information.

B. Organization

1. Sequim Emergency Management has the primary responsibility for the coordination and collection of incident information for planning and analysis. The assigned PIO shall act as information coordinator.

2. Sequim Emergency Management shall maintain a facility, (the EOC), and an alternate to serve as a point of contact for information coordination and collection.

3. Sequim Emergency Management will establish procedures dealing with information coordination, collection and distribution.

C. Procedures

1. Upon the need for information analysis and planning, the Sequim EOC, or alternate site will be activated by Sequim Emergency Management. A request to activate the EOC for information coordination can come from any command level officer of fire or law enforcement. In addition, the city's legislative authority can request information coordination activation.

2. The Incident Commander or designee will ensure that information coordination is established by:

   a. Opening the EOC, per departmental Suggested Procedures and call-out lists.
   b. Obtaining necessary equipment, such as fax machines, additional phone lines, etc. (Most of the needed equipment is already in place, however the size of the incident could overwhelm available resources.)

c. Coordinate with R.A.C.E.S. officer to activate amateur radio group for communication support.

3. Support agencies will coordinate information gathering with the EOC. This will be done by periodic situation reports that should include:

   a. Time and date of report.
   b. Person making report and call back number, etc.
   c. Description of what is happening (damages, injuries, etc.)
   d. Area where it is taking place.

4. Information gathered at the EOC will be disseminated to the planning section unit, or Incident Commander.

D. Mitigation Activities

1. Fire District #3 along with the City of Sequim Emergency Management shall endeavor to keep the EOC in a state of readiness. Fire District #3 and Sequim Emergency Management shall:

   a. Keep emergency communications systems in a state of readiness.
   b. Provide necessary phone communications.
   c. Maintain the redundancy of the communications systems.
   d. Provide data back-up for all necessary information.
   e. Ensure the readiness of back-up power generation.

2. All support agencies will:

   a. Ensure that their communications equipment/systems are kept in a state of readiness.
   b. Ensure that capabilities to record, process and communicate information is kept in a state of readiness.

E. Preparedness Activities

1. Sequim Emergency Management:

   a. Develop and maintain liaison with support department/agencies to ensure readiness.
   b. Develop and maintain the process for information coordination during an emergency or disaster.
   c. Develop reporting formats and systems, and coordinate damage assessment reporting procedures.

2. Clallam Fire District #3:

   a. Develop and maintain Suggested Procedures for the coordination of information and ensure that personnel are appropriately trained. Including:

      1. Transmission of sensitive information.
      2. Initial report of damage assessments.
      3. Internal information policies.

   b. Train and provide personnel capable in information gathering, analysis and planning activities, including personnel that can function from the EOC to support appropriate information coordination activities.

3. Sequim Police Department:

   a. Develop and maintain Suggested Procedures for the coordination of information and ensure that personnel are appropriately trained.
   b. Ensure that appropriate personnel are capable of participating in an incident planning process.

4. Peninsula Communications Emergency 911 (PENCOM):

   a. Develop and maintain procedures for ensuring that appropriate information is coordinated and see that personnel are appropriately trained in departmental policies.

6. Sequim Public Works Department:

   a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
   b. Identify vital roadways and infrastructures and ways to by-pass these in the event of damage from a disaster.
   c. Provide timely information concerning damage to roads and the infrastructure to the EOC or other established point of contact.
   d. Participate with planning in issues regarding public road uses.

7. Amateur Radio Operators:

   a. Develop and maintain procedures in communications to assist in information collection and coordination in concert with the EOC.
   b. Ensure that personnel are trained in procedures.

F. Response Activities

1. Sequim Emergency Management

   a. Establish an information collection point and collect information.
   b. Analyze provided information and distribute to the appropriate department/agencies. Information should be distributed by best means.
   c. Coordinate and prepare periodic situation reports for local officials and county and/or state emergency management.
   d. Prepare local proclamation for the City Council and forward it to the county and/or state emergency management.

2. Support Agencies

   a. Collect information from their field representatives and provide that information to emergency management/EOC.
   b. Keep emergency management/EOC apprised of their resource needs.
   c. Make requests of field representatives for special information.

G. Recovery Activities

1. Sequim Emergency Management

   a. Continue to prepare situation reports, as necessary.
   b. Continue to gather information, as necessary
   c. Coordinate damage assessment and other information during the recovery phase for state and/or federal use.
   d. Prepare the proclamation by the City Council terminating the proclamation of emergency.

2. Support Agencies

   a. Continue to provide information to emergency management.
   b. Review and revise reporting procedures and formats.
   c. Assist in collection of damage assessment information and coordinate activities with emergency management.

RESPONSIBILITIES

A. Primary Agency

1. Sequim Emergency Management

   Coordinate the collection and sharing of information about potential or actual emergencies or disasters that could affect Sequim.

B. Support Agencies

1. Support emergency management in the collection and sharing of information about potential or actual emergencies that could affect Sequim.

RESOURCE REQUIREMENTS

A. Resources needed to fulfill this ESF are part of the city's EOC.

B. Qualified personnel to fill the Planning Sections Chief role.

C. Personnel trained in planning operations and the gathering and coordinating of information.

D. Facilities where information analysis can be coordinated.

E. Office equipment, such as computers, fax, copier, paper, etc.

F. Trained personnel that can gather and report information.

EMERGENCY SUPPORT FUNCTION - SIX
MASS CARE

PRIMARY AGENCIES: Clallam/Jefferson Chapter of the American Red Cross
Clallam County Disaster Assistance Council

SUPPORT AGENCY: Sequim Emergency Management
Clallam County Emergency Management (CCEM)

INTRODUCTION

A. Purpose
Develop a county-wide capability for public shelter support during times of emergency or disaster.

B. Scope
Ensure a coordinated effort between government and community service organizations to provide basic human needs support for affected people after a disaster.

C. Limitations
Presently, Sequim and the surrounding county can provide emergency short-term protection to meet the needs of residents and an additional percentage of evacuees. This can be accomplished by maximizing use of public buildings, churches and schools as temporary housing, feeding or medical facilities. Existing public fallout shelters are inventoried but not equipped, supplied, or maintained due to the lack of state or federal funding for the continuation of such programs.

POLICIES

A. All appropriate governmental and volunteer agency resources will be used as available.

B. All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

C. The Sequim CEMP will not supersede the American Red Cross (ARC) response and relief activities. ARC operations will conform to the ARC Board of Governors' Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures.

D. Tracking of displaced citizens will be accomplished by the ARC Disaster Welfare Inquiry (DWI) procedures.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Several different hazards exist that could cause the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Examples are earthquakes, floods or hazardous material emergencies.

B. Planning Assumptions

1. The shelter program shall be developed on the assumption that people may have to remain in public shelters for a period of time.

2. For planning purposes, it is assumed that fewer than twenty percent of the population will require public shelter services in any given situation. Research indicates that most people evacuated from their homes for extended periods of time will find their own shelter in non-impacted areas – either with friends or relatives.

3. There are enough resources available locally to care for the local population for at least two weeks.

4. The Red Cross has existing agreements in place for shelters and an activation and staffing plan for shelter operations.

CONCEPTS OF OPERATIONS

A. General

1. The American Red Cross has established a mass care/shelter plan. They are responsible for maintaining an inventory of potential shelter locations. Other Red Cross duties include:

   a. Identify usable shelters, including: schools, churches, and campgrounds.
   b. Obtain written agreements to use shelters.
   c. Train volunteers for mass care and shelter operations.
   d. Establish a communication system between shelters, Red Cross HQ, and the EOC.
   e. Establish a crisis counseling system with other social service organizations.

2. Information concerning the shelter program, including public shelter locations, will be disseminated as directed by Sequim Emergency Management or the designated PIO in coordination with the American Red Cross

3. Activation of American Red Cross for the purpose of mass care/shelter may be coordinated through Clallam County Emergency Management since needed shelters would likely include those located within the county.

4. The Red Cross representative to the EOC will function as the mass care representative.

B. Organization

1. The American Red Cross has developed a mass care/shelter plan for the Sequim/Clallam County area. Red Cross also has trained volunteers and paid staff to carry out the plan.

2. Clallam County Emergency Management continues to work with the Red Cross to assist in the coordination and liaison with local government and the public in instituting mass care and shelter activities for the public.

C. Procedures

Sheltering and mass care will follow the SOP's developed and implemented by the mass care plan of the American Red Cross.

D. Mitigation Activities

For the purpose of this ESF, mitigation and preparedness are considered the same.

E. Preparedness Activities

1. The American Red Cross will:

a. Identify usable facilities for shelter and mass care.
b. Maintain a current listing of all available shelters.
c. Recruit and train volunteers for mass care operations.
d. Coordinate with Emergency Management in planning issues and other mass care concerns.
e. Develop a liaison with other community service organizations for providing mass care to the public.
f. Provide Disaster Welfare Inquiry services.

2. Sequim Emergency Management will:

   a. Coordinate with Clallam County Emergency Management and the Red Cross in shelter and mass care issues. Ensure capability between the Port Angeles/Clallam County Plan and the Red Cross mass care plan.
   b. Obtain shelter operations training from the Red Cross.

F. Recovery Activities

1. Primary Agencies:

   a. Provide for crisis counseling
   b. Provide necessary support services, as per their national policies.

2. Sequim Emergency Management:

   a. Perform disaster impact assessments.
   b. Assist Clallam County Emergency Management to Coordinate with FEMA and State Emergency Management for any programs that are made available.

RESPONSIBILITIES

A. The American Red Cross:
As the lead agency responsible for implementing the shelter program, ARC will designate a shelter coordinator who is responsible to perform these duties:

1. Identify suitable community facilities and development of suggested emergency operating procedures.

2. Maintain a list of shelters, capabilities and resources available.

3. Develop a county-wide shelter management plan, staffing assignments and the provision of support training.

4. Document costs for reimbursement and auditing purposes.

5. Evaluate and review procedures to ensure operational readiness.

6. Coordinate support services in an actual emergency.

7. Track displaced individuals.

8. Handle all aspects of the community sheltering plan and other shelter activities in accordance with their mission.

B. Sequim Emergency Management in cooperation with CCEM is responsible to:

1. Ensure that inventories of available public shelter facilities and capabilities are current.

2. Coordinate the implementation of the overall shelter program within the city/county as needed.

3. Establish communications between the shelters and the EOC with assistance from amateur radio operators.

C. Clallam County Disaster Assistance Council (CCDAC):

An American Red Cross representative will be liaison in the EOC to work with the CCDAC in tracking and reporting the needs and services offered to the community.

RESOURCE REQUIREMENTS

Red Cross responsibility.

EMERGENCY SUPPORT FUNCTION - SEVEN
RESOURCE SUPPORT

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: City Council
Sequim Public Works Department
Clallam County Amateur Radio Operators (R.A.C.E.S.)
Clallam/Jefferson Chapter of the American Red Cross
Clallam County Disaster Assistance Council

INTRODUCTION

A. Purpose

Ensure efficient utilization of resources during an emergency or disaster situation.

Provide for the effective conservation and/or allocation of existing and requested resources during and after local major emergencies or disasters.

B. Scope

Assist in the procurement of resources and the coordination of resources during an incident. Applies to all agencies that have resources that could be utilized during a situation.

POLICIES

Resource support requirements that cannot be met at the local level will be forwarded to the State EMD. If needed, federal assistance may be requested.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Resource support could be affected by several disaster scenarios, such as an earthquake or flood. The main focus would be on a disaster situation that isolates the city, preventing the timely arrival of resource support. The city must be able to coordinate local resources prior to the arrival of additional resources.

The following infrastructure and facilities are considered vital to the resource capabilities of Sequim:

1. State Route 101 including bridges

2. Sequim City Hall

3. Sequim Police Department

4. Clallam County Fire District #3

5. Domestic water system

6. Power distribution facilities

B. Planning Assumptions

1. Each responding organization has an established system for managing their own resources.

2. Public safety agencies, and many others, are familiar with and utilize ICS.

3. Generally, sufficient resources necessary for an emergency operation are found locally.

4. Requests for, and utilization of, outside resources will often become necessary in a large scale emergency or disaster situation.

5. The State Fire Mobilization plan can be utilized to obtain additional resources upon the depletion of local and mutual aid resources.

CONCEPTS OF OPERATIONS

A. General

1. In the event of a proclaimed disaster or a major emergency impacting Sequim, use of local resources will be the first priority (RCW 38.52).

2. In a large scale multi-agency response, the Peninsula Regional Emergency Plan (PREP) will be implemented.

3. In an emergency operation, each responding entity will be responsible for conserving and controlling its own resources. Multi-agency response will follow the concepts of ICS as outlined in the PREP.

4. Requests for additional outside equipment or other assistance will be a coordinated effort. Responding agencies should notify Sequim Emergency Management or, if activated, the EOC, with requests for emergency resources. Resource coordination will be from either Sequim Emergency Management or EOC. The Incident Commander or designee will act as resource coordinators.

5. Staging of incoming resources will be determined on a case-by-case basis.

6. Sequim Emergency Management has overall responsibility for the coordination and allocation of existing and requested resources. A resource inventory list will be kept current by both Sequim and Clallam County Emergency Management

7. The City Council has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands, or if contact with the state government is lost. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure.

8. When applicable, industrial, commercial, financial, or other service enterprises shall assist local government in an advisory capacity with development and support of emergency resource redistribution and mobilization policies or subsequent control programs.

9 Donated goods/money will be coordinated by the Clallam County Disaster Assistance Council (CCDAC) local community service organizations, with the American Red Cross representing the CCDAC in the EOC.

10. Clallam County R.A.C.E.S. organization will assist with communications for the coordination of resources, as appropriate.

B. Organization

Sequim Emergency Management:

1. Is the coordination point for resource support. This coordination will be done from the EOC or other established point.

2. Is responsible for working with CCEM to maintain inventory listings of local resources.

C. Procedures

The management of local resources not regulated by federal or state law is the responsibility of local government. The city council is empowered to invoke controls on

resources and establish resource allocation priorities during a state of emergency. Even though the city council has the power to invoke controls during an emergency, continued operations of a free market economy and existing distribution systems should be utilized to the maximum extent.

D. Mitigation Activities

All Agencies:

1. Ensure that resources are kept in working order.

2. Ensure resources are provided with protection from damage.

E. Preparedness Activities

Sequim Emergency Management:

1. Work with CCEM to develop and maintain a current resource inventory list.

2. Assist other department/agencies in the maintenance of their resource plan.

All Department/Agencies

1. Develop Suggested Procedures for resource support.

2. Ensure that all personnel are familiar with their roles during an incident.

3. Conduct training, at least on an annual basis.

4. Develop a call-up system for after hours contact needs.

F. Response Activities

Sequim Emergency Management

1. Activate EOC or other location for coordination of resources.

2. Contact CCEM for additional resource coordination, if needed.

3. Establish communications to organize resource support.

City Council

1. Make themselves available to the EOC or other coordinating location for the duration of incident.

2. Establish price controls and/or rationing, as appropriate.

3. Prioritize resource use, in cooperation with Sequim Emergency Management.

4. Ensures necessary funding for resource support is available, as appropriate for city resources.

5. Perform all responsibilities as required by RCW.

Public Works Department

1. Ensure coordination with the EOC or other appropriate location.

2. Make available all necessary resources, to maximum extent possible.

R.A.C.E.S. Amateur Radio

1. Provide communication support for the EOC and/or other resource coordination locations.

Red Cross

1. Activate their disaster plan.

2. Coordinate community resources needs with other service organizations and the Clallam County Disaster Assistance Council (CCDAC).

3. Coordinate outside donated goods/money with CCDAC.

G. Recovery Activities

Sequim Emergency Management

1. Obtain and coordinate damage assessments.

2. Supply damage assessment figures to appropriate agencies, this includes any potential activities under the Stafford Act.

City Council

1. Establish priorities in the assignment and use of all resources including personnel, food, water, health resources, fuel, electric power, transportation, communications and other survival items and services needed to provide effective recovery.

2. Coordinate recovery activities through Emergency Management and direct all city departments to cooperate with Emergency Management.

American Red Cross

1. Provide care and support to affected population as prescribed in the disaster plan.

2. Perform damage assessment and coordinate information with Sequim Emergency Management.

Public Works Department

1. Perform damage assessment and determine priorities in order to reestablish "normal" conditions as soon as possible.

2. Ensure that vital systems are prioritized so they are restored quickly.

3. Coordinate actions taken with Emergency Management so recovery efforts are done to meet the needs of the public.

RESPONSIBILITIES

A. Primary Agency – Sequim Emergency Management

1. Responsible for working with CCEM to ensure that local resources are inventoried and that this inventory is updated on an annual basis.

2. Responsible for coordination of local resources through use of the EOC or other coordination point during an emergency or disaster event.

3. Responsible for coordinating requests for out of area resources, such as activation of the State Fire Mobilization Plan.

B. Support Agencies - All support agencies are responsible to:

1. Ensure that their resources are kept in good operating condition.

2. Provide updates of resources to Emergency Management.

EMERGENCY SUPPORT FUNCTION - EIGHT
HEALTH AND EMERGENCY MEDICAL SERVICES

PRIMARY AGENCIES: Clallam County Fire District #3
Clallam County Health & Human Services
Clallam County Health Officer
Clallam County Coroner
Clallam County Emergency Medical Program Director

SUPPORT AGENCIES: Emergency Medical Services Council
Clallam County Environmental Health
Sequim Emergency Management
Clallam/Jefferson Chapter of the American Red Cross

INTRODUCTION

A. Purpose
Provide for coordination of Public Health and Emergency Medical Services during times of emergency or disaster.

B. Scope
Provides the concepts that the Public Health, Emergency Medical, Mental Health, and Mortuary services will function under. Applies to all agencies performing Health and Emergency Medical functions.

POLICIES

Emergency Medical response to emergencies or disaster will follow accepted protocol and appropriate RCW's.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Natural and/or technological disaster could affect the Public Health and Emergency Medical response. This could come from damage to the infrastructure and roadways, limiting the ability of movement of resources.

A mass causality event could also affect the ability of the emergency response, due to the overwhelming of resources.

B. Planning Assumptions

1. Local emergency medical resources will become overwhelmed in a large event.

2. There is only one trauma hospital in the area and this hospital could be affected by a disaster situation.

3. Clallam County does not have large established mortuary storage capabilities.

CONCEPT OF OPERATIONS

A. General

1. The primary objective of EMS is to provide plans and methodologies for prompt and continuous emergency life support to victims.

2. Sequim Emergency Management will coordinate logistics and resource management support for EMS upon request.

3. Olympic Medical Center (OMC) is the area's trauma center. In the event that OMC is either unable to provide services or is overwhelmed, facilities that can be used to assist are:

   a. Harborview Medical, Seattle
   b. Forks Community Hospital, Forks
   c. Jefferson General Hospital, Port Townsend
   d. Harrison Hospital, Bremerton

   All of the above are limited in their capabilities and depending upon the situation, requests for support may have to be made to the state.

4. Sequim Emergency Management, working in conjunction with CCEM, will coordinate counseling activities for emergency workers and disaster victims. This may include the use of the local crisis incident stress team, American Red Cross, and the Disaster Assistance Council.

5. Emergency Medical care at shelters will follow the American Red Cross Shelter/Mass Care Plan. This includes ensuring appropriate EMS care at shelters.

6. The Clallam County Department of Health and Human Services (in conjunction with the Environmental Health Division) has responsibility for situations dealing with communicable diseases and all other issues dealing with public health. This includes the control of communicable disease outbreaks, monitoring of drinking

water systems, maintenance of food safety practices, issuance of health advisories, and other disease prevention measures necessary during a disaster.

7. The Clallam County Health Officer will be responsible for operations and coordination of temporary morgues. This can be done either by use of existing morgues or use of local cold storage warehouses, as appropriate. The Health Officer will also coordinate with local funeral homes to handle mass fatalities.

8. The Mass Care Plan of the American Red Cross establishes the coordination of religious crisis counseling and other appropriate functions.

B. Organization:

Most agencies are independent, however all agencies coordinate issues together. The response follows ICS.

C. Procedures:

Each organization affected by this ESF will be responsible for developing and following their internal Suggested Procedures dealing with response to an incident. Response to an incident will follow ICS. When appropriate, a representative from the primary agencies will be assigned to the EOC to coordinate Public Health and Emergency Medical related issues.

D. Mitigation Activities:

Other than facilities being fitted to withstand disasters, mitigation for this ESF will fall under preparedness.

E. Preparedness Activities:

1. The local and regional Emergency Medical Services Council:

   a. Ensure current training and certification program for EMS field personnel is within the guidelines of accepted protocols.
   b. Ensure the appropriate training for mass causality response is carried out.
   c. Ensure that appropriate EMS agencies develop and maintain Suggested Procedures.
   d. Develop and maintain a current inventory listing of all EMS related equipment and coordinate this information with emergency management.

2. Clallam County Health Officer:

   a. Develop and maintain liaison with local funeral directors.

b. Establish sites that can be used as temporary morgues for mass casualties.
c. Develop and maintain Suggested Procedures for actions to take in the case of a mass casualty episode.
d. Develop and maintain suggested procedures dealing with response to disasters for protection of the public health.
e. Ensure appropriate personnel are trained to respond to public health emergencies.

3. Clallam County Fire District #3:

a. Develop Suggested Procedures for response to emergencies as the on-scene Emergency Medical command, utilizing ICS. This includes how crews will be alerted to respond to a disaster.
b. Coordinate with the Emergency Medical program director regarding operations and training requirements for certification.
c. Inventory equipment, communications capabilities and other resources and provide that to the local EMS Council and emergency management.
d. Ensure that all personnel have at least a current First Responder first aid certification.
e. Sponsor periodic mass causality drills and exercises.

4. Olympic Medical Center and Forks Community Hospital:

a. Develop and maintain a disaster and mass causality plan for the hospital and ensure that staff is appropriately trained in individual responsibilities.
b. Participate in drills and exercises dealing with mass casualty scenarios.

5. Sequim Emergency Management

a. Develop and maintain the CEMP for response to disasters.
b. Work with CCEM to sponsor mass causality drills and exercises.
c. Assist in public preparedness education.

6. American Red Cross:

a. Develop and maintain a mental health response program to assist the victims of disasters and ensure staff and volunteers are trained in this response capability.

7. Critical Incident Stress Management Team of Clallam County:

a. Develop and maintain Suggested Procedures for the protection of mental health of workers who to deal with response to disasters.

F. Response Activities

1. Responding Emergency Medical organizations are responsible for the following:

   a. Document expenditures for all disaster or emergency related obligations for auditing and reimbursement purposes.
   b. Document all actions taken and reason for those actions being taken.
   c. Coordinate vital statistics, public information and technical assistance.
   d. Provide resources and specialized support functions as agreed upon or provided for in mutual assistance agreements.
   e. Alert staff (by agency procedure) and brief them of the situation.
   f. Review plans and procedures and assure personnel are informed of existing or revised procedures.
   g. Conduct emergency operations.

<u>In addition to the above, the following agencies have the additional actions.</u>

2. Emergency Medical Services Council

   a. Ensure local EMS responders cooperate in local response.

3. Olympic Medical Center

   a. Designated as the trauma center for the Clallam County area.
   b. Coordinate Mass Casualty incidents with field EMS personnel.
   c. Locate and assign overflow facilities.
   d. Coordinate the movement of patients to other facilities, when necessary.
   e. Provide for patient care, to include mental health issues.

4. Fire Departments

   a. Follow ICS on all responses to emergencies or disasters.
   b. Provide field EMS resources.
   c. Request additional field EMS resources, (i.e., MCI plan activation).

5. Emergency Management

   a. Coordinate resource requests and obtain additional resources from county, state, and other sources.
   b. Coordinate information between agencies.

6. Department of Health & Human Services with Environmental Health:

   a. Respond when requested by incident command staff.
   b. Monitor conditions that may have an effect on the public health.
   c. Perform field sampling and testing.
   d. Warn command staff of potential health threats to responders.
   e. Issue health advisories to the public.

7. American Red Cross

   a. Establish mass care operations when requested by Incident Commander.
   b. Establish mass care following the Red Cross Disaster plan

G. Recovery Activities

All agencies: Support recovery activities consistent with their department's mission and capabilities.

RESPONSIBILITIES

A. Primary Agency

Coordinate the planning for, and provision of Emergency Medical and public health assistance to the local area after an emergency or disaster.

B. Support Agencies

Provide support to the primary agency for response to an emergency or disaster.

RESOURCE REQUIREMENTS

Resources available to carry out this ESF are in the Peninsula Regional Emergency Planning resource inventory book. Additional resources that may be needed in times of disaster may have to be obtained locally through private sources, or through request from the state.

EMERGENCY SUPPORT FUNCTION - NINE
SEARCH & RESCUE

PRIMARY AGENCY: Sequim Police Department

SUPPORT AGENCIES: Clallam Fire District #3
Sequim Emergency Management
Clallam County Sheriff

INTRODUCTION

A. Purpose
Provide better coordination and utilization of resources in Search and Rescue (SAR) operations.

B. Scope
Details the roles and responsibilities of agencies responding to Search and Rescue operations, either wild land or urban. State law encompasses both wild land and disaster (urban) SAR (Section 38.52.010(7) RCW).

POLICIES

Land SAR activities are initiated, coordinated and directed by the Sequim Police Department.

The Incident Command System (ICS) is the preferred method of on-scene incident management for all SAR operations.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Sequim has the potential to be threatened by major events such as earthquakes or airline crashes. Such disasters can result in SAR operations that could require the assistance of trained personnel.

B. Planning Assumptions

1. City resources are capable of handling small-scale day-to-day SAR activities.

2. Large-scale SAR activities will require the assistance of trained personnel from the Clallam County Sheriff's Department.
3. Law Enforcement Agencies, by RCW, are the responsible agency for SAR activities.

CONCEPTS OF OPERATIONS

A. General

1. All SAR operations will be managed by ICS, with the SPD as the Command Agency.

2. SAR operations will normally be controlled from a field command post location.

3. Large-scale SAR may utilize the EOC for coordination of resources.

4. In the event of a SAR emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene. Control of all emergency search and rescue functions will remain the responsibility of the SPD.

5. Upon notification of a SAR emergency, Sequim Emergency Management may request that CCEM advise the state Division of Emergency Management of any SAR mission which utilizes volunteers and request a mission number. This extends liability coverage to participating registered personnel and equipment. The Sheriff's office may also request the mission number.

6. Whenever city resources are exhausted, unavailable, or unqualified for a particular SAR mission, SPD or Sequim Emergency Management may request assistance through CCEM.

7. The radio frequency 155.160 MHz has been dedicated state-wide for SAR communication purposes.

B. Organization

1. The Chief of the SPD is responsible for SAR operations within the city.

2. Clallam County Fire District #3 will assist SAR operations with technical, EMS and personnel support.

C. Procedures

1. Upon receiving information of a possible SAR operation, SPD will initiate its SAR procedures.

2. When personnel from outside the SPD are utilized, Sequim Emergency Management will contact CCEM for a State Mission Number.

3. Direction and control of the SAR operations will follow ICS, with the SPD being the Incident Command agency.

D. Mitigation Activities

Primary agency

1. Provide ongoing public education.

2. Maintain SAR procedures.

E. Preparedness Activities

Primary agency

1. Develop and maintain support procedures for response to SAR operations.

Support agencies

1. Establish coordination with primary agency.

2. Develop and maintain procedures for response to SAR operations, which are coordinated with primary agency's procedures.

3. Develop and maintain training for SAR operations.

F. Response Activities

Primary agency

1. Initiate all SAR operations within the city.

2. Establish ICS for SAR operations and become Incident Command for all SAR operations, this includes Urban Search and Rescue.

3. Request additional SAR resources.

Support agencies

1. Provide resources for SAR operations.

G. Recovery Activities

All Agencies

Assist in the return of all SAR resources in an organized fashion, in order to be able to respond to future SAR missions.

RESPONSIBILITIES

Primary agency

1. In accordance with RCW 38.52.400 SPD is responsible for conducting search and rescue operations within the city.

2. Provide direction and coordination for SAR operations, to include Urban SAR operations. Additional expertise may be provided by Clallam County Sheriff SAR personnel.

Support agencies

Provide support for search and rescue operations and aid victims within their limits of personnel, training and equipment.

RESOURCE REQUIREMENTS

SAR resources are primarily maintained by the Clallam County Sheriff's Office which has a pool of active volunteers and equipment.

EMERGENCY SUPPORT FUNCTION - TEN
HAZARDOUS MATERIALS

PRIMARY AGENCY: Washington State Patrol

SUPPORT AGENCIES: Area Fire Services
Emergency Management
Area Law Enforcement Agencies
Health Department
State Agencies- (DOT, DOE)
Federal Agencies, if required

INTRODUCTION

A. Purpose
To provide for the coordination of local government actions when responding to local incidents involving radioactive chemical, toxic, explosive, terrorist or other hazardous materials. For more information, see the Hazardous Materials Response Plan developed in accordance with S.A.R.A. Title III attached to this Plan.

B. Scope
Provides for the coordination and definition of functions performed by responders to hazardous material incidents.

POLICIES

Management of a hazardous materials incident will follow ICS.

The Washington State Patrol (WSP) shall be the incident command authority for all hazardous materials incident occurring anywhere in Clallam County, including within the boundaries of the City of Sequim. The Hazardous Materials Response Plan attached refers to all events in Clallam County.

All actions taken at a Hazardous Materials Incident will be defensive in nature and shall be within the capabilities of the personnel on scene. More details are shown in the Hazardous Materials Response Plan attached.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Hazardous materials are transported through the Clallam County area daily via highway, shipping, and air routes, creating a relatively high exposure to potential Haz-Mat incidents. Local response to these incidents is limited in scope by restriction placed due to both financial and training constraints. With the extensive requirements put forth in SARA Title 1 and 29 CFR 1910.120 and the cost that these requirements entail, it is not feasible that Clallam County can have and maintain a full Haz-Mat response team and equipment. It is for this reason that in the event of a major Haz-Mat incident that is beyond the capabilities of local responders, the only actions that will be taken will be consistent with their capabilities at the operational level. Defensive actions will be the highest level of response by local responders.

B. Planning Assumptions

1. Clallam County Haz-Mat response will be defensive only.

2. Support for a large scale Haz-Mat incident will have to come from out of the area.

3. There are limited facilities and transportation routes that could sustain a hazardous materials incident, these have been identified in the Hazardous Materials Response Plan attached. Local public safety agencies are aware of these locations.

CONCEPTS OF OPERATIONS

A. General

1. The concepts of operations for Hazardous Material Incidents will follow the concepts set forth in the Clallam County Local Emergency Planning Committee (LEPC) Hazardous Materials Response Plan.

2. Local command of a hazardous materials incident will follow the concepts of the incident command system. Unless otherwise designated, the Washington State Patrol will assume command responsibility. The command team will be responsible for working together from a command post location(s).

3. The affected political subdivision has the primary responsibility for protecting life, property and environment threatened by hazardous material incidents except in those areas specifically preempted by state or federal law. As necessary, local public safety agencies are primarily responsible for initial assessment of the situation, attempt identification of materials involved, incident coordination, securing the site, rescue and medical treatment of the injured if safe to do so, defensive measures or containment if properly trained to do so and/or evacuation people if endangered. Clean up is the primary responsibility of the spiller, if known.

4. When local agencies (fire services or law enforcement, etc.) have Incident Command responsibilities, the state and federal function will be to support and coordinate with the local responders, when requested

5. When outside personnel and resources are working in support of local response agencies, private, state, or federal personnel will maintain their normal chain of command and supervision. They will respond to tasks and assignments through or in conjunction with the on-scene Incident Command System.

6. Upon notification of a Hazardous Materials Incident, Clallam County Emergency Management will obtain a state Emergency Management incident number to extend liability coverage to registered local volunteers and equipment responding in a specialized or general support capacity.

7. Response to a Hazardous Materials incident will be defensive in nature and responding departments will perform only to the level trained. Primary consideration will be given to protection of the public by either evacuation or in place protection. Protection of property and environment will be secondary.

8. Command of a Haz-Mat incident will be initially from a field command post location. The EOC may be activated if, in the opinion of the Incident Commander, Direction and Control of the incident can be better facilitated from the EOC.

B. Organization

The primary agency for an incident in the County, outside of the City of Sequim, is the Washington State Patrol; however the responding fire agency may be the first on-site. The response to a Hazardous Materials incident will follow the concepts of the Incident Command System (ICS), establishing Unified Command, as appropriate.

C. Procedures

When a hazardous materials incident occurs, the Incident Command Agency should:

1. Establish an isolation area and move all people out of that area.
2. Establish perimeter control / area security.
3. Establish and identify command post and staging locations. Establish ICS.
4. Take measures to protect the public and the safety of responders.
5. Call for necessary help from mutual aid jurisdictions, State Department of Ecology and/or US EPA.
6. Ensure that public health departments are advised and incorporated into the command system.
7. Monitor the progression of the incident.
8. Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.

D. Mitigation Activities

1. Work with the LEPC to improve ideas that facilities can use to reduce the amount of hazardous chemicals which are on site.

2. Encourage businesses that use hazardous chemicals to develop and maintain such aids as containment barriers.

E. Preparedness Activities

1. Maintain and update locations of where hazardous materials are stored, used and/or produced. Ensure that all public safety responders are supplied with these materials.

2. All agencies should ensure that all personnel that have the potential of responding to a Haz-Mat incident have the appropriate level of training.

3. Work with the LEPC to hold a hazardous materials exercise on an annual basis.

4. Ensure that all public safety agencies have current copies of the US D.O.T. Emergency Response Guide.

5. All agencies should ensure that personnel have the appropriate level of Personal Protective Equipment (PPE) for expected response.

F. Response Activities

Washington State Patrol:

1. Acts as Incident Command Agency where so designated in accordance with the law. Determine overall incident objectives.

2. Establish direction and control facilities (command post and/or EOC) and ensure joint planning for tactical activities.

3. Coordinate the activities of all local emergency response agencies; make maximum use of all assigned resources.

4. Develop action plans, and ensure integrated tactical operations are conducted.

Clallam County Emergency Management:

1. Assist the Incident Command agency in the coordination of local emergency response and support agencies.

2. Implementation of the appropriate portions of the PREP and CEMP and supplementary procedures.

3. Notification of State Emergency Operations Center.

4. Coordination of requests for State and Federal assistance.

Fire Service:

1. Provide initial response to the incident and identify the hazardous material involved.

2. Activate the hazardous materials response system and make all necessary initial notifications.

3. Assist the Incident Command agency in isolating the hazard area.

4. Assist with rescue when possible.

5. Provide field coordination of all incident related emergency medical services.

6. Provide coordination of all fire mutual-aid forces responding to the incident in accordance with standing procedures.

City Police Department:

1. Isolate the hazard area as designated by the Incident Commander.

2. Provide traffic and crowd control incident to the hazard area and establish the necessary control points.

3. Coordinate evacuation of the endangered population.

4. Provide site security as needed.

5. Provide coordination of all mutual-aid law enforcement resources responding to the incident in accordance with standing procedures.

City Public Works Department:

1. Assist the law enforcement agency with establishing road blocks and traffic control points.

2. Provide equipment and manpower as available to assist with heavy rescue.

3. Provide assistance with diking and sandbagging operations for containment of chemicals when appropriate.

4. Provide for inspection of roads, bridges and public facilities.

Clallam County Environmental Health:

1. Protective measures for persons in marginal impact areas.

2. Decontamination measures.

3. Inspection of impacted drinking water sources.

4. Inspection of food.

5. Determination of the safety to re-enter/reoccupy evacuated impact areas.

Human Service Organizations:

The combined human services organizations of Clallam County will operate under the coordination of the American Red Cross (Clallam County Chapter) in accordance with the provisions of the Comprehensive Emergency Management Plan. Available services include evacuation shelter operation, mass care and feeding, emergency individual assistance, welfare and recovery programs.

State Agencies:

State Department of Ecology

1. Acts as lead state agency for the management of hazardous materials incident cleanups.

2. Respond to reported incidents and determine the source, cause and responsible party.

3. Ensure that containment, cleanup, and disposal are carried out in a timely and adequate manner.

4. Initiate enforcement action as appropriate.

5. Assess environmental damage.

State Dept. of Agriculture

Provides technical assistance, laboratory testing and sampling, and estimates of recovery costs for spills involving pesticides.

State Emergency Management:

Maintains a 24 hour reporting and notification network for state level response.

State Department of Fish & Wildlife:

Assists in resource damage assessments and provides information on potential and actual habitat damage.

State Department of Social & Health Services:

Acts as lead agency for incidents involving radioactive materials and provides technical information, sampling, and laboratory analysis for incidents involving pesticides and other toxins.

State Department of Transportation:

May provide assistance with traffic control, equipment, and personnel for cleanup activities on state and interstate highways.

Washington State Patrol:

Acts as Incident Command Agency where so designated in accordance with the law.

Federal agencies:

U. S. Coast Guard:

The U. S. Coast Guard has investigative and enforcement responsibilities for all spills into U. S. waters and coastal navigable waters.

U. S. Environmental Protection Agency:

EPA has the primary responsibility for spills that occur on inland U. S. waters not under USCG jurisdiction, and all land spills. The state of Washington is within EPA Region X; and certain spill response activities have been delegated to the state DOE. If it is determined that a spill will exceed local and state resources, the spill may be transferred to EPA.

G. Recovery Activities

1. Ensure that release has ended and that the area is safe to re-enter. This decision must

come from the Incident Commander.

2. Assist in clean up that is appropriate and within abilities.

3. Advise the public it is safe to return to the isolated area.

4. Coordinate cost recovery, as appropriate.

RESPONSIBILITIES

A. Primary Agency

The Washington State Patrol is the designated Incident Command Agency for all of Clallam County, on and off of state highways, per RCW 70.136.030 (exception is: City of Port Angeles), and will:

a. Follow the concepts of ICS.
b. Ensure their personnel are trained to the appropriate levels for response.
c. Perform all functions associated with the Incident Command agency.
d. Respond to all request for assistance.
e. Provide command level personnel for command post or EOC, as appropriate.

B. Support Agencies

1. Area Fire Services:
   a. Fire suppression
   b. Rescue
   c. Material containment, defensive only and limited to departments capabilities
   d. Ensure personnel are properly trained
   e. Develop Suggested Procedures consistent with LEPC plan
   f. Medical aid support
   g. Evacuation support
   h. Emergency decontamination support
   i. Follow concepts of ICS.
   j. Act as Incident Command Agency until Washington State Patrol arrives.
   k. Provide command level personnel for command post or EOC, as appropriate.

2. Law enforcement:
   a. Develop and train in Suggested Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
   b. Evacuation
   c. Traffic and crowd control
   d. Area security / scene isolation
   e. Provide command level personnel for command post or EOC, as appropriate.
3. Emergency Medical Services

a. Develop and train in Suggested Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
b. Medical aid
c. Emergency decontamination
d. Evacuation of injured person(s)
e. Provide command level personnel for command post or EOC, as appropriate.

4. Engineering / Road:
   a. Developing and training in Suggested Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
   b. Traffic control support (barricades, personnel, etc.)
   c. Heavy equipment
   d. Containment support (when within the capabilities and under supervision of the incident command agency.)
   e. Evacuation support
   f. Provide command level personnel for command post or EOC, as appropriate.

5. Emergency Management:
   a. Develop and train in Suggested Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
   b. Collect SARA Title 3 data from Tier 2 forms and supplies chemical information to public safety agencies
   c. Provide chemical release scenarios by use of ALOHA program.
   d. Local point of contact for Washington Ecology.
   e. Arrange for First Responder awareness and operational level training to local response agencies.
   f. Provide chemical information from CAMEO RIDS program.
   g. Establish field command post or open EOC, as appropriate
   h. Coordinate with the state's radiological monitoring program

6. Health Department:
   a. Develop and maintain Suggested Procedures for support of a Hazardous Materials Incident and ensure staff is trained in the SPs.
   b. Formulate and distribute public health information to the media and other appropriate areas.

7. Washington State Department of Ecology:
   a. Provide for clean-up and/or remediation of spills when the spiller is unknown.
   b. Provide on-scene coordination and technical information for containment, clean-up and disposal for a spill.
   c. State's on-scene coordinator.
   d. Assist in determining if an incident should be federalized.
   e. Assist local agencies in cost recovery.

RESOURCE REQUIREMENTS

1. Trained responders to the operations level.
2. Containment supplies such as:
   - Absorbent pads/materials
   - Booming materials
3. US DOT Emergency Response Guidebooks

In addition to the above mentioned requirements, coordination with state Ecology spill response units is necessary.

EMERGENCY SUPPORT FUNCTION - ELEVEN
FOOD AND WATER

PRIMARY AGENCIES: Clallam/Jefferson Chapter of the American Red Cross
Clallam County Disaster Assistance Council

SUPPORT AGENCIES: Sequim Emergency Management
Sequim City Council

INTRODUCTION

A. Purpose:
To provide for the distribution of food to displaced individuals, county residents, or emergency workers in the event of a disaster or long term recovery period.

B. Scope:
Applies to all agencies that perform food and water distribution for the general public.

POLICIES

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

SITUATION

A. Emergency/Disaster Hazards and Conditions

Several types of hazard conditions could affect the delivery of food and water to the general public. Examples are:

1. Tsunami
2. Earthquake
3. Severe weather

These types of disasters have the potential to deprive substantial number of citizens access to food and/or the means to prepare it. This most likely will be by the disruption of the distribution network or the physical destruction of food and water supplies.

B. Planning Assumptions

1. Citizens will be able to provide for themselves for the first 3 days.

2. There is a large enough food supply locally to supply the citizens for at least one week, with rationing.

CONCEPT OF OPERATIONS

A. General

1. The American Red Cross (ARC), along with the Clallam County Disaster Assistance Council, will develop and maintain a list of food and water resources and shall develop agreements with these resources, as appropriate. This will be maintained in their disaster plan and provided to Emergency Management as necessary.

2. In the event of a situation that would prevent normal deliveries of food to Sequim, the City Council may institute a rationing plan, as appropriate.

3. As appropriate, the City Council may secure food and water resource by purchase of same.

4. In the event potable water is needed, Sequim Emergency Management will work with other agencies, such as the local Health Department, State Emergency Management or National Guard to secure emergency water supplies.

5. Sequim Emergency Management, through CCEM, will work with the ARC and the Clallam County Disaster Assistance Council (CCDAC) in the coordination of the distribution of food and water supplies, as appropriate.

B. Organization

1. The ARC has established a disaster response committee and teams that will follow their internal disaster plan, coordinating activities with Sequim Emergency Management.

2. The ARC plan provides for a chain of command that fits into ICS and has identified liaison positions to coordinate with local government. The ARC representative is the CCDAC Liaison in the EOC. This position will work with Sequim Emergency Management at the EOC or other determined coordination location.

C. Procedures

The existing procedures of the human services organizations for distributing food will be followed and coordinated with the CCDAC.

D. Mitigation Activities

1. Primary Organizations

a. Ensure that local disaster kits with first aid supplies and three day potable water and food supplies will be available at locations deemed essential by the organization.
b. Train staff on the value of educating their families members about the importance of three days or more preparedness.

E. Preparedness Activities

1. Clallam County Disaster Assistance Council meetings.

a. Maintain inventory list of available food inventories.
b. Develop and maintain contacts with local food distributors and agreements to provide assistance during a disaster situation.
c. Develop an inventory of suitable sites for feeding centers.

2. Support Agencies

a. Develop and maintain procedures for the support for distribution of food and water, including policies for rationing.
b. Develop relationships with primary agencies, including liaison positions.

F. Response Activities

1. Primary Organization

Respond to emergency or disaster following organizational guidelines and procedures.

2. Support Agencies:

Respond to emergency or disaster following organizational guidelines and procedures.

G. Recovery Activities

1. Primary Organizations

Continue to provide food and water for affected area, working in conjunction with the support agencies.

2. Support Agencies

Coordinate food and water distribution with primary agencies.

RESPONSIBILITIES

A. Primary Organizations

1. Coordinate food allocations with Sequim Emergency Management.

2. Identify locations where food and other rations can be stored.

3. Identify and list businesses, such as grocers, that have food on hand and businesses that can be used for storage of food and other goods.

4. Act as emergency food coordinators and:

   a. Are responsible for determining locations food can be stored.
   b. Coordinate personnel for the distribution of food to the public.
   c. Are responsible for the management of the food distribution activities.
   d. Coordinate food distribution with other community service groups.

5. Purchase food stocks, within their fiscal capabilities.

B. Support Organizations – City Council

1. Coordinate with Sequim Emergency Management to determine the needs of the public.

2. Responsible for the purchase of emergency food stocks during a disaster, when local Human Services agencies can no longer provide this service.

C. Support Organizations - CCEM

1. Coordinate resource information and needs between agencies

2. Provide coordinated information from all involved agencies for reporting purposes to the City Council.

EMERGENCY SUPPORT FUNCTION - TWELVE
ENERGY

PRIMARY AGENCY: City Council

SUPPORT AGENCIES: Sequim Emergency Management
Sequim Public Works Department
Public Utility District #1 of Clallam County

INTRODUCTION

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

B. Scope
Actions following any emergency or disaster will be determined by the specific emergency.

POLICIES

With the assistance of Emergency Management, the legislative authorities shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies. In the event of the entire state being affected, RCW 43.21G shall apply, which deals with energy emergencies and alerts and establishes necessary emergency powers for the governor.

The authorities will determine energy priorities during a disaster.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Most of the hazard conditions that are stated within the Basic Plan could affect this ESF. Particular attention should be given to those types of disasters that could have wide-spread effects, such as an earthquake, flooding or severe weather. War related situation could also have a high impact on this ESF.

B. Planning Assumptions

1. The occurrence of a major disaster could destroy or damage portions of the county's energy and utility systems and disrupt petroleum supplies.
2. Widespread and possibly prolonged electric power failures could occur in a major disaster.
3. The transportation, media and telecommunications infrastructures will be affected.
4. Delays in the productions, refining, and delivery of petroleum based products occur as a result of transportation infrastructure problems and loss of commercial power.

CONCEPTS OF OPERATIONS

A. General

Responding to energy or petroleum shortages or disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our city's citizens. Activities during an energy emergency might include:

1. Assessing fuel and electric power damage.
2. Energy supply and demand.
3. Identifying requirements to repair energy systems.
4. Coordinating closely with federal, state, and local jurisdiction officials to establish priorities to repair damaged energy systems.
5. Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
6. Assessing the requirements for restoration.

B. Organization

1. The electric power within the City of Sequim is distributed by the Public Utility District #1 of Clallam County (PUD), which receives hydroelectric power from the Bonnieville Power Administration. Many end users with high reliability needs (e.g., hospitals, public safety) have their own in-house generation sources.

2. Energy, utility and petroleum companies will compile damage assessment reports and transmit them to Emergency Management. These assessments will be relayed to the State EOC for their evaluations, as appropriate.

D. Mitigation Activities

1. Primary agency
   City Council

2. Support agency (Public Utility District #1 of Clallam County)
   Ensure, to the best of their ability, that transmission lines, pipelines and other modes of transmission are kept in a state of good repair.

E. Preparedness Activities

1. Primary Agency
   a. In conjunction with Emergency Management develop programs for energy conservation, fuel allocations, curtailment data collection and analysis, and passes information on to public and private utilities.
   b. Coordinates with local jurisdictions to develop reasonable supplemental energy utility resource plans.

2. Support Agency - Emergency Management
   a. Maintains lists of public and private utilities including names, addresses, and telephone numbers of key officials.
   b. Develops and maintains an inventory of energy, utility, and petroleum contacts and resources.
   c. Provides other support to primary agency, as requested.

3. Support Agency – Public Utility District #1 of Clallam County
   a. Develops and maintains operating procedures for actions to take during an emergency or disaster.
   b. Ensures personnel are trained in emergency operations

F. Response Activities

1. Primary Agency
   Makes all legislative decisions and authorities dealing with rationing and prioritization of available energy resources.

2. Support Agency - Emergency Management
   a. Coordinates public information concerning energy, utilities, and petroleum emergencies with the legislative authorities.
   b. Provides liaison support between the utility districts and the legislative authorities.
   c. Performs damage assessment estimates.
   d. Coordinates information concerning energy, utility, and petroleum resource shortages between energy providers and the legislative authorities.

3. Support Agency – Public Utility District #1 of Clallam County
Respond as appropriate as described in their operating procedures.

G. Recovery Activities

1. Primary Agency
   a. Determine priorities among users if adequate utility supply is not available to meet all essential needs.
   b. Make request for assistance from the State.
   c. Assist in the administration of energy allocation program in accordance with the Governor's emergency powers.

2. Support Agency - Emergency Management
   a. Compile damage and operational capability reports.
   b. Provide liaison between the utilities and legislative authorities.

3. Support Agency – Public Utility District #1 of Clallam County
   a. Provide damage and operational capability reports to Emergency Management, as appropriate.
   b. Follow in-house procedures for the repair and restoration of transmission lines, pipelines, etc. to return service to normal.

RESPONSIBILITIES

A. Primary Agency

1. May place temporary economic controls involving energy, water resources, and/or petroleum products into effect as necessary, during emergencies or disasters. Including curtail of uses or rationing.

2. Energy coordination and allocation of emergency resources, with utilization of local resources as the first priority

3. Documenting all emergency related energy or fuel expenditures and obligations.

4. Conservation and control of their own energy/petroleum resources to meet essential and immediate emergency needs.

5. Coordinating requests for additional fuels or energy products from outside the area, through Sequim Emergency Management.

B. Support Agency - Emergency Management

1. Coordinates information between agencies and utilities, both private and public

2. Determines where energy and utilities are needed and advises legislative authority for prioritization.

C. Support Agencies – Public Utility District #1 of Clallam County

1. Assist with development, coordination and support of energy and utility conservation policies and programs; especially with regard to those establishing priority system for curtailment of services, restoration of services, or provision of emergency services.

2. Independent companies and political subdivisions which supply local energy or water resources will continue to operate to the best of their ability. Requests for local support and resources will be coordinated through Sequim Emergency Management.

RESOURCE REQUIREMENTS

1. Inventory lists of private and public organization that have power generating ability.

2. Inventory lists of fuel storage areas.

3. Necessary personnel and equipment to restore power to affected areas in a timely manner.

EMERGENCY SUPPORT FUNCTION - TWENTY
MILITARY SUPPORT TO CIVIL AUTHORITIES

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: Military Department, National Guard
Department of Defense

INTRODUCTION

A. Purpose

Provide a means for requesting military assistance during civil emergencies when conditions extend beyond the capability of Sequim to effectively respond, thus increasing the probability of serious danger to human life and/or extensive property damage.

B. Scope

Specific actions to be taken following any incident will be determined by the level of effort required to support the event. ESF 20 describes the conditions under which the Governor could declare a state of emergency and activate the National Guard; procedures that Sequim officials must follow to request military assistance from state and/or federal agencies; the type of assistance that can be provided; and the relationship between the military commander and local civil authorities.

POLICIES

The specific laws and regulations that govern the provision of military support to civil authorities are as follows:

A. Title 42, United States Code 5121, The Stafford Act
B. Title V, Public Law No. 101-165
C. Department of Defense Directive 3025.1
D. Air Force instruction 32-4001
E. Air Force Instruction 10-802
F. Air National Guard Instruction 10-8101

Request for military assistance will normally originate from local government through the State Military Department. This normal channel of request does not preclude requests for immediate assistance from supporting agencies, should the situation be life threatening or if great loss of property is imminent.

SITUATION

A. Emergency/Disaster Hazards and Conditions:

1. A civil emergency occurs that overwhelms the ability of Sequim to respond with available public and private resources. A request for military assistance can be initiated to complement, not substitute for, local civilian resources.

2. If an emergency or disaster occurs, and waiting for instructions from higher authority would preclude an effective response, any military commander may do what is required and justified to save human life, prevent immediate human suffering, or lesson major property damage or destruction. The commander will report action taken to higher military authority and to civil authority as soon as possible.

B. Planning Assumptions

1. Sequim will experience a disaster or emergency situation that will cause the Governor to declare a State of Emergency.

2. The situation will be of such magnitude that city equipment, personnel resources, and services will be insufficient to deal with the emergency.

3. Sequim Emergency Management or designated individual will request state military resources to assist with disaster response. The request will be based on the premise that the City's ability to respond to an emergency of such magnitude without military assistance will result in loss of human life and/or extensive property damage.

4. The Governor will activate the National Guard and direct that the military assistance be provided to Sequim. Expected time of arrival of those forces is forty-eight hours.

CONCEPT OF OPERATIONS

A. General

1. An emergency situation occurs in Sequim that meets the criteria for requesting state support. All public and private resources are exhausted.

2. Sequim Emergency Management contacts Washington State Military Department, Emergency Management Division (EMD) with a request for state support. EMD will review all statewide resources which could result in a recommendation to the Governor to deploy the National Guard personnel/equipment in addition to other state assets.

3. The Governor will authorize the Adjutant General to mobilize National Guard resources to support Sequim.

4. A National Guard Liaison will be assigned to Sequim for the duration of the National Guard's involvement.

5. A Task Force Commander will be assigned to maintain military control of all personnel/equipment tasked to support the emergency.

6. When the emergency overwhelms the state's resources, the Governor can request a Presidential Declaration. A major disaster declaration by the President is a prerequisite for federal response and recovery. FEMA coordinates the federal agencies response including utilization of the Department of Defense (DOD) assets.

7. If FEMA becomes involved, a Federal Coordinating Officer (FCO) will be assigned; and if DOD is tasked to respond, a Director of Military Support (DOMS) will also be assigned to oversee federal military personnel/equipment.

B. Organization

1. The City Council reviews and recommends for adoption, emergency management mutual aid plans, agreements and such resolutions, rules and regulations that are necessary to implement such plans and agreements.

2. The Police Chief is the Emergency Management Director. The Director is responsible for the Emergency Management program. The Director is empowered to declare a county disaster or emergency in consultation with the City Council.

C. Procedures

1. Emergency Management maintains rosters of points of contact for state EMD and National Guard.

2. Include local military representatives, state and federal, in Clallam County exercises and training classes.

D. Mitigation Activities

None

E. Preparedness Activities

1. Sequim Emergency Management will coordinate with EMD concerning implementation of this ESF.

2. Identification of expected areas of support:

   A. air, land, and water transportation
   B. armories, tents/shelters and available land
   C. security forces and traffic control
   D. supplemental communications
   E. limited emergency medical assistance
   F. limited mass feeding
   G. damage assessment, survey, and reporting
   H. air support for reconnaissance
   I. limited power generations
   J. coordination with all military services.

3. Inventory of County assets and identification of shortfalls.

4. Conduct exercises with state and federal military agencies to enhance response capabilities.

F. Response Activities

Implement checklists and identify activities to be undertaken before, during, and after an emergency.

G. Recovery Activities

Implement checklists and identify activities to be undertaken to return life support systems to normal or improved levels.

RESPONSIBILITIES

A. Sequim Emergency Management is responsible for determining that the requirements for requesting military support have been met.

B. National Guard forces have the primary responsibility to provide military assistance to Sequim during civil emergencies, as directed by the Governor.

C. Federal military forces will be tasked only when FEMA is directed by the President to assist Washington State.

D. Local military commanders, state and federal, may immediately respond to an emergency when it is justified to save human life, prevent human suffering and/or lessen major property damage or destruction.

RESOURCE REQUIREMENTS

Support requests to the military should address the task, not the specific number of personnel or equipment. The military liaison will determine how best the National Guard can meet the need.

EMERGENCY SUPPORT FUNCTION - TWENTY-ONE
RECOVERY AND RESTORATION

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: The hazard and scope of the disaster will determine the extent of agencies involved, however all agencies may be involved.

INTRODUCTION

A. Purpose
To establish uniform policies for effective coordination to accomplish recovery and restoration tasks resulting from an emergency or disaster.

B. Scope
Recovery and restoration actions following any emergency or disaster will be determined by the specific event.

POLICIES

A. 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 with Emergency Management from the EOC or other location, working to assemble data on the extent of damages. If warranted, the Director of Emergency Management may recommend to the City Council to make a Proclamation of Emergency in order to seek assistance from the Governor's office and the state. This proclamation is the first step to obtain a Presidential Declaration of Disaster (federal assistance).

Recovery and restoration activities for local and volunteer agencies will be coordinated through Emergency Management and/or through the EOC. If a joint state/federal Disaster Field Office (DFO) is established, the coordination of these activities will then come from the DFO.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Any major disasters addressed in the HIVA could create a need for recovery and restoration.

B. Planning Assumptions

1. An emergency or disaster has occurred

2. The situation has caused significant damage that requires recovery and restoration activities.

3. Local jurisdictions will need to support and act upon the recommendations of the state.

CONCEPTS OF OPERATIONS

A. General

1. Emergency Management will:

   a. Provide guidance to the City Council concerning issues of recovery and restoration.
   b. Determine the economic and environmental impact to Sequim.
   c. Determine the measures for losses necessary to continue recovery.
   d. Assist in public information activities such as public announcements on recovery and restoration and instructions on applying for assistance programs.
   e. Provide liaison between the county, state or federal agencies dealing with recovery efforts.

2. Affected Departments/Agencies will:

   a. Coordinate recovery and restoration efforts with Emergency Management.
   b. Provide necessary staff to support local recovery and restoration efforts.
   c. Provide damage and cost assessments, as appropriate.

B. Organization

In the event of a catastrophic disaster, the City Council may direct the formation of a Recovery and Restoration Task Force (RRTF). The purpose of the RRTF is to recommend and coordinate efforts to restore normalcy to areas adversely affected by the disaster. The RRTF members shall consist of the Mayor, City Manager as Chairman of the Committee, Finance Director, Economic Development Director, and City Attorney. Emergency Management will also have representation on this committee. In the event of the inability of any of these to participate, recovery and restoration efforts will be accomplished by a majority of those positions that are available to serve.

The RRTF will serve as guidance to the City's continuation of recovery and restoration. The focus of the City's RRTF will include:

1. Determine the economic and environmental impact of the recovery to the city, its citizens, property, businesses, and industry.

2. Assist in the prioritization of recovery and restoration efforts.

3. Ensure public education activities are conducted such as public announcements on recovery, and restoration and instructions on applying for financial aid and compensation.

In an area-wide catastrophic disaster that extends beyond city limits, the City's RRTF may coordinate recovery and restoration efforts with Clallam County's Stabilization and Recovery Committee.

C. Procedures

1. Recovery and restoration operations begin in the EOC or other incident coordination center. They are based on situation assessments developed as the situation progresses. Emergency Management is normally assigned this task of collecting initial damage assessments and making recommendations regarding the need for a Proclamation of Emergency to the local legislative authority.

2. Recovery and restoration tasks may include:

   a. Formation of a damage assessment task force.
   b. Priority of effort.
   c. Support requirements.
   d. Coordination requirements.
   e. Reporting requirements.

D. Mitigation Activities

1. Primary Agency

   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. Suggestions will be forwarded to Sequim Emergency Management.

   The Director of Emergency Management, or designee, will forward suggestions to the appropriate local or state agency.

2. Support Agencies

All individuals and representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Suggestions will be forwarded to Sequim Emergency Management.

E. Preparedness Activities

1. Primary Agency

a. Prepare recovery and restoration plan.
b. Provide an EOC or other location to assist with the needed assessments and other logistical needs for recovery and restoration.

2. Support Agencies

Develop and maintain procedures to recover from the effects of a disaster and to restore agency facilities and operations. An important part of this is a line of succession of departmental leadership.

F. Response Activities

1. Primary Agency
Begin documentation of disaster effects and other needed information for recovery and restoration.

2. Support Agencies

a. Respond as stated in departmental guidelines.
b. Document disaster related events, including cost.
c. Coordinate with Emergency Management, as requested to ensure recovery and restoration efforts.

G. Recovery Activities

1. Primary Agency

a. Provide the EOC or other location for the coordination of recovery and restoration information.
b. Receive recovery and restoration information from all support agencies and reports on the information to the legislative authorities.
c. Provide liaison with state and federal agencies when dealing with recovery and restoration efforts.

2. Support Agencies

Provide information and support resources at the request of Emergency Management.

RESPONSIBILITIES

A. Primary

Emergency Management

Has the overall responsibility to coordinate the recovery and restoration task following an emergency or disaster.

Stabilization and Recovery Committee

Responsible to work with Emergency Management to direct recovery and restoration efforts.

B. Support Agencies

Support Emergency Management in the conduct of recovery and restoration activities.

EMERGENCY SUPPORT FUNCTION - TWENTY-TWO
LAW ENFORCEMENT

PRIMARY AGENCY: Sequim Police Department

SUPPORT AGENCIES: Area state and federal law enforcement agencies
Sequim Public Works Department (Streets)

INTRODUCTION

A. Purpose
Provide for effective coordination of Sequim law enforcement operations during emergency or disaster situations.

B. Scope
Outlines the law enforcement procedures required to effectively respond to a city-wide emergency or disaster.

POLICIES

The Sequim Police Department and support agencies will, within the limits of their resources and authority, coordinate with other local, state and federal law enforcement organizations to support essential law enforcement operations.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Any and all conditions identified in the Hazard Analysis can affect this ESF.

B. Planning Assumptions

Local resources will be exhausted prior to seeking assistance from the county, Washington State Patrol, or National Guard.

CONCEPTS OF OPERATIONS

A. General

1. In an emergency that is within the capabilities of local law enforcement, activities such as traffic control or other emergency police functions will remain the responsibility of the Sequim Police Department.

2. In an emergency beyond the capabilities of the Sequim Police Department, additional personnel will be provided locally through mutual assistance agreements.

3. The County Sheriff and/or the Washington State Patrol will advise or assist within the city, but may not supersede the authority of the Sequim Police Department.

4. All emergency traffic regulations, particularly those involving roadblocks, re-routing, etc., will be closely coordinated with the head of the public works department.

B. Organization

Inside the City of Sequim, law enforcement operations will be conducted by the Sequim Police Department. Mutual aid may be needed at times of disaster.

C. Procedures

Law enforcement response will be in accordance with the operational procedures and the city CEMP.

D. Mitigation Activities

1. Primary Agency

Sequim Police Department has responsibility for any mitigation.

2. Support Agencies

None

E. Preparedness Activities

1. Primary Agency

   a. Develop and maintain operational guidance for the effective use of its resources.
   b. Ensure that all personnel within their jurisdiction, including regulars and reserves, are trained in emergency management procedures, particularly those involving traffic control and evacuations.
   c. Participate in local emergency response exercises and training.
   d. Coordinate and maintain liaison with support agencies and county, state and federal law enforcement agencies.

2. Support Agencies

   a. Develop and maintain operational guidance for the effective use of its resources.
   b. Ensure that all personnel within the city, including regulars and reserves, are trained in emergency management procedures, particularly those involving traffic control and evacuations.
   c. Participate in local emergency response exercises and training.

F. Response Activities

1. Primary Agencies and Support Agencies

   a. Ensure that warnings are disseminated, utilizing PENCOM and all available emergency communication capabilities.
   b. Conduct search and rescue operations.
   c. Requested law enforcement personnel provide emergency personnel assistance. They will maintain their own autonomy, with their actions coordinated by the ranking officer of the Sequim Police Department.
   d. Document expenditures for disaster /emergency related obligations. This is for reimbursement and auditing purposes.
   e. Designate a staff member to specifically plan for and assist families of on-duty officers.
   f. Alert staff by use of dispatch center callout capabilities and brief them of the situation.
   g. Review plans and standard operating procedures and assure that all law enforcement personnel are informed of existing or revised procedures.
   h. Provide senior level representation at the EOC or mobile Command Post in multi-agency operations.
   i Coordinate needs for augmentation of forces with Clallam County Emergency Management.

G. Recovery Activities

Primary and Support Agencies

Follow the concepts in the Recovery and Restoration ESF (ESF 21).

RESPONSIBILITIES

Primary and Support Agencies

Provide for the law enforcement service as outlined in departmental guidance documents.

RESOURCE REQUIREMENTS

Resources requirements for this ESF are those that are needed to accomplish the task of Law Enforcement.

EMERGENCY SUPPORT FUNCTION - TWENTY-THREE
DAMAGE ASSESSMENT

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: City Council
Fire Service
City of Sequim Public Works
Department of Community Development
Clallam/Jefferson Chapter of the American Red Cross
All other department/agencies, as appropriate

INTRODUCTION

A. Purpose
To establish uniform policies for timely assessment of damages resulting from a natural or technological disaster.

B. Scope
Disasters cause injuries to individuals and damage to property, the environment, businesses, non-profit entities, and to government-owned assets. Damage to all of these must be assessed to determine the priority of response efforts and to determine eligibility for various forms of disaster aid.

POLICIES

When the effect of an incident is so profound as to be readily apparent that the state and affected jurisdictions will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed. Emergency Management leads the PDA effort, usually accompanied by state and federal inspectors. If the PDA ultimately leads to a Presidential Declaration of a disaster authorizing "Public Assistance", then detailed Damage Survey Reports (DSRs) of public sector damages will be completed jointly by local, county, state and federal staff.

Other inspectors survey damages suffered by individuals and businesses if "Individual Assistance" is authorized. These activities are coordinated through a Disaster Field Office (DFO), if activated. Other damage assessment activities include "windshield surveys" of affected areas. This assessment is a quick, cursory evaluation, usually accomplished by driving through the damaged areas. Trained personnel of the American Red Cross can often carry out these surveys.

In rare instances, the effects of the disaster are so dramatic that the need for a PDA is eliminated for those jurisdictions that are especially hard hit. In those cases, inspectors begin verifying claims for Public and Individual Assistance as quickly as possible, pursuant to the administrative procedures of the specific program.

Whenever there is a need for damage assessment, whether for potential state/federal assistance or just for local information, Emergency Management shall coordinate this effort. All appropriate agencies shall cooperate with Emergency Management in any way requested.

SITUATION

A. Emergency/Disaster Conditions and Hazards

See Hazard Vulnerability Analysis

B. Planning Assumptions

1. An emergency or disaster has occurred.

2. The emergency or disaster has caused significant damage requiring thorough assessment.

3. City departments and local agencies will assist in the damage assessment.

CONCEPT OF OPERATIONS

A. General

Preliminary Damage Assessments (PDAs) are tools used to determine a jurisdiction's eligibility for disaster assistance. Emergency Management will lead state and federal inspectors through damaged areas. From these assessments the state can recommend that the Governor seek federal disaster assistance.

B. Organization

The responsibilities for the accomplishment of damage assessment are with Sequim Emergency Management.

C. Procedures

1. Early Assessment Activity

Initial damage assessment information will come into the EOC where it is analyzed. If it appears that Sequim may meet the threshold for state/federal

assistance, Emergency Management will coordinate with the county and/or state. This coordination will include a local proclamation of Emergency from the City Council and then a request for a PDA from the state. Based on the results of the PDA, the state will make recommendations to the Governor for further action.

2. Damage Verification

Once the President declares Sequim to be a major disaster area, teams of federal and state inspectors will inspect damaged public facilities with a county representative and determine what aid, if any, may be due. Other inspectors will verify damages suffered by individuals and businesses that have registered with FEMA.

D. Mitigation Activities

Primary and Support Agencies

None

E. Preparedness Activities

1. Primary Agency - Emergency Management

Prepare detailed administrative procedures to implement damage assessment programs.

2. Support Agency - Department of Community Development (Building)

a. Develop and maintain procedures to evaluate damage to real property.
b. Develop and maintain administrative procedures to conduct damage assessments and public information procedures for informing the public as to damage assessment information.

3. All other Support Agencies

Develop and maintain administrative procedures to conduct damage assessments and coordinate information with Emergency Management.

F. Response Activities

1. Primary Agency - Emergency Management

Collect and assemble preliminary damage assessment information and provide it to the county and/or state.

2. Support Agencies

Provide damage assessment information to Emergency Management.

G. Recovery Activities

1. Primary Agency - Emergency Management

a. Continue to collect damage assessment information.
b. Provide a method of public information to collect damage assessment information and to advise the public what information is being sent out from the state and federal governments.
c. Work with state and federal assessment teams while collecting information in Clallam County.

2. Support Agencies

Continue to conduct damage assessments and provide information to Emergency Management.

RESPONSIBILITIES

A. Primary Agency - Emergency Management

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

B. Support Agencies

Perform damage assessment tasks in support of this ESF.

RESOURCE REQUIREMENTS

A. Primary Agency - Emergency Management

1. Trained personnel
2. Computer system
3. Vehicles
4. Appropriate forms

B. Support Agencies

1. Trained personnel
2. Vehicles
3. Appropriate forms

EMERGENCY SUPPORT FUNCTION - TWENTY-FOUR
EVACUATION AND MOVEMENT

PRIMARY AGENCIES: Sequim Police Department
City Council

SUPPORT AGENCIES: Sequim Emergency Management
American Red Cross / Disaster Assistance Council
Sequim Public Works Department
Clallam County Fire District #3
Clallam Transit
School Transportation Services
Other area law enforcement agencies

INTRODUCTION

A. Purpose

To coordinate efforts to safely evacuate the public from a threat to life and/or health.

B. Scope

Evacuation and movement involves the coordination of varying department/agencies and good communications with the public. Evacuation and movement is the responsibility of public safety and the legislative authorities of a jurisdiction. This ESF applies to those agencies and others that are necessary for an evacuation.

C. Limitations

An emergency or disaster situation involving Sequim could require the evacuation of a large number of people in or near a threatened or stricken area. The coordination of a major evacuation may be extremely difficult due to several conditions including the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and transportation. This is especially true for those individuals who are at risk medically, the elderly, and the handicapped.

In addition, although an evacuation can be ordered by government, people cannot be forced by government to leave. Government has only the responsibility to warn and advise the public to evacuate.

POLICIES

The Incident Commander (IC) of a particular situation has the authority to call for an evacuation to protect the life and health of those immediately in harm's way.

The Sequim Police Department is operationally in charge of evacuations within their area of responsibility.

The City Council has the ultimate responsibility for any and all evacuations. This is especially true for any evacuation that will be extended in nature or is not immediately threatening health and safety.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Any disaster situation could cause the need for evacuation. Of particular concern to Sequim is earthquake, tsunami, or a wildfire, any of which could cause the need for an immediate evacuation, with very little time to plan for the specific evacuation.

B. Planning Assumptions

1. Individuals and families may be displaced from their homes and may be provided shelter by one or more volunteer organizations.

2. Approximately 10% of the population may seek shelter in organized shelters. The rest usually will find their own shelter with friends, family, or commercial sources.

3. Displaced persons may require transportation to shelter facilities. This should be provided for by private transportation.

4. Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of available products.

CONCEPTS OF OPERATIONS

A. General

1. Unless an evacuation is of an emergency nature, the City Council will coordinate with the Sequim Police Department and Emergency Management regarding the decision to evacuate.

2. Sequim Emergency Management will coordinate with the county and/or State Emergency Management for additional state or federal assistance, if required.

3. Operational priorities will be established by the senior police officer working with IC.

4. Levels have been established as follows:

   a. **Precautionary -** Public is advised by local media and other available means of a potential for an evacuation.
   b. **Level 1 -** Public is advised by media and door-to-door method that an area has the potential of being evacuated and that all citizens within that area should be ready to evacuate immediately.
   c. **Level 2 -** An area is being evacuated and the public is requested to leave that area immediately and that there will be no further warnings.

5. Warning will be accomplished by all means available.

6. It is assumed that private vehicles may provide the means of evacuation for the majority of people in the evacuation zone. Public transportation resources will be utilized, if possible, to evacuate those without other means of transportation.

B. Organization

The responsibility for carrying out this ESF falls with Law Enforcement. In the event a disaster affects more than Sequim, the concepts of Unified Command will be followed and the Peninsula Regional Emergency Plan (PREP) will be implemented.

C. Procedures

Existing agency procedures for the operations of shelters, feeding and movement of the population will be followed.

D. Mitigation Activities

1. Primary Agencies

   None

2. Support Agency – American Red Cross

   Ensure that shelters are capable of handling influx of evacuees.

E. Preparedness Activities

1. Primary Agencies

a. Develop and maintain evacuation procedures and ensure that personnel are trained in the implementation of these procedures.
b. Work with Clallam County Emergency Management in developing and maintaining procedures to coordinate with human services organizations through the CCDAC, dealing with the opening of shelters and reception areas.

2. Support Agency – American Red Cross

a. Develop and maintain procedures for handling of displaced persons from an evacuation.
b. Develop a volunteer family preparedness program.
c. Develop and maintain a 24-hour contact / call-out procedures so that public safety can contact a representative.

3. Other Support Agencies

a. Develop and maintain procedures for their roles and responsibilities during an evacuation.
b. Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.

F. Response Activities

1. Primary Agencies – Sequim Police Department

a. Responsible for implementing and coordinating emergency evacuation. This is done in the event of a situation that immediately threatens an area and there is no time to obtain a proclamation from elected officials.
b. Responsible for determining when and how the public can re-enter the evacuated area.
c. Provide security for evacuated areas.
d. Document evacuation status and disseminate status to appropriate personnel, agencies and the public on a continual and timely basis.

2. Support Agency - Incident Commander

a. In the event an incident requires an emergency evacuation, such as a HazMat incident, fire, or any other localized incident, the IC has authority to call for an emergency evacuation of a potentially affected area.
b. Alerts the American Red Cross as soon as possible for the opening of shelters.
c. Must document justification for calling for an evacuation.
d. Must advise the City Manager as soon as practical.

3. Support Agency – City Council

Directly responsible for the decision, proclamation, and issuance of evacuation orders to evacuate areas within its jurisdiction. Justification or reasons for the threat to life or property of local citizen must be well documented.

4. Support Agency - Emergency Management

a. Provide support to law enforcement, as appropriate.
b. Coordinate public information / instructions with local public safety agencies and the media.
c. Act as the point of contact with the Red Cross for shelter opening, tracking of displaced persons and other activities as appropriate.

5. Support Agency – American Red Cross

Responsible for the sheltering and tracking of displaced citizens (Disaster Welfare Inquiry) due to an evacuation.

6. Support Agency – Public Works Department

a. Assist with request for additional personnel.
b. Provide traffic control signs, barricades, etc.
c. Assist in the determination of safe evacuations routes.

7. Support Agency – Clallam Transit

a. Provide transportation (buses) for:

1. Temporary shelters.
2. Movement of citizens out of an affected area, as needed.

b. Provide liaison at the County EOC, as appropriate.

G. Recovery Activities

1. Primary Agencies

a. Evaluate the safety of an evacuated area prior to allowing citizens back in.
b. Provide a detailed summary of actions taken and cost relating to the evacuation.

2. Support Agencies

Perform recovery as outlined in departmental procedures.

RESPONSIBILITIES

A. Primary Agencies

Performing evacuations for the protection of the public and coordinating the provisions of this ESF.

B. Support Agencies

Support the Primary Agencies with the accomplishment of evacuation and movement.

RESOURCE REQUIREMENTS

A. Trained personnel

B. Reception areas and tracking of displaced persons procedures.

C. Equipment to facilitate moving the population, such as:

1. Vehicles
2. Barricades
3. Communication equipment

EMERGENCY SUPPORT FUNCTION - TWENTY-FOUR EVACUATION AND MOVEMENT

SUPPLEMENTARY PROCEDURE - CITY FACILITY EVACUATION

PRIMARY AGENCIES: Sequim Police Department
Sequim Fire Department
Sequim Public Works

SUPPORT AGENCIES: Sequim Emergency Management
All City Departments

INTRODUCTION

A. Purpose

The purpose of this Supplementary Procedure to ESF 24 is the coordination of efforts to safely evacuate personnel from buildings and facilities owned by the City of Sequim.

B. Scope

City owned buildings/facilities may need to be evacuated due to fires, bomb threats, hazardous materials incidents or other emergency situations such as an earthquake. These procedures are written to provide for the rapid and safe evacuation of city facilities. This includes ensuring that all persons have exited the building and that, until return is authorized, members of the public and unauthorized employees remain at a safe distance and do not return to the facilities.

C. Limitations

Upon activation of an emergency alarm, everyone must evacuate the facility. Effective planning and pre-determined assignments will better prepare everyone for such an emergency or disaster situation. The coordination of a major evacuation may be extremely difficult due to constant flux of employees and citizens entering the buildings and by proximity to other at-risk facilities. There is also concern for those individuals who are at risk medically, the elderly, and the handicapped.

POLICIES

Continuation of Sequim City government is dependent upon adequate preparedness for emergency situations.

Any employee who discovers a hazard which immediately threatens the health and safety of employees and/or the public, is authorized to activate the emergency alarm. The emergency alarm may be activated by utilizing any fire alarm pull station.

It is imperative that the employee who activates the alarm, calls 9-1-1 personally or directs someone to place the call, explaining why the alarm has been activated.

All employees and visitors shall evacuate the building upon activation of the alarm. Evacuation routes are posted.

Employees shall leave the building, assemble at a designated evacuation site, gather in departmental groups for accountability purposes, and wait there for additional evacuation instruction. Employees shall not move their vehicles, leave the evacuation site, or return to the building unless authorized to do so by the Incident Commander.

Employees should advise visitors to evacuate and should assist when necessary.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Any disaster situation could cause the need for evacuation, and there is no intercom system to notify building occupants of the type of threat received. There may be very little time to plan for the specific evacuation. It is important that each employee is continually aware of anything suspicious and the possibility of threats in their workplace.

B. Planning Assumptions

There could be various causes for an evacuation of a city facility. This plan is a general tool for evacuation. The needs of the situation may alter a part or all of the procedures described herein; they are general evacuation procedures. Changes may be made as directed by the Incident Commander.

The most likely scenarios that could generate the need for a building evacuation are:

<u>Bomb or Terrorism Threat</u>
City-owned buildings/facilities are potential terrorist targets because they represent the government. Bomb threats to city buildings have been received in the past. Vulnerability to acts of terrorism has become an increased concern to federal, state, and local governments.

Fire

Any structure is vulnerable to the threat of fire. Fire prevention is a responsibility of all employees at all times. Potential fire hazards should be reported and/or corrected immediately. In the event of a fire, the fire alarm should be activated immediately and the building should be evacuated.

Hazardous Materials Release

The release of hazardous materials in proximity to a city building could require shelter-in-place procedures. The decision to evacuate or shelter-in-place will be made by the Incident Commander.

Earthquake

The State of Washington is vulnerable to major earthquakes and has experienced many minor earthquakes in the past. Appropriate response is critical.

CONCEPTS OF OPERATIONS

A. General

If the event causing the need for evacuation is very obvious, such as an earthquake, an evacuation will proceed without the use of an emergency alarm. If information is received by an employee determining the need for immediate evacuation of a city building/facility, a call shall be immediately placed to 9-1-1 to notify them of the hazard/threat. Immediately thereafter, the emergency alarm should be activated. When the alarm is activated, EVACUATION SHALL COMMENCE IMMEDIATELY without waiting for any further notice to evacuate. Employees shall follow evacuation procedures given below and everyone in the building shall evacuate. The person(s) activating the alarm shall contact the Incident Commander to advise of the nature of the threat and remain available for further investigation.

If the threat is not immediate, information regarding the threat shall be conveyed to the Sequim Police Department. The Police Department will make the decision to evacuate.

B. Organization

A Command Post will be set up. Supervisory personnel will report to the Command Post to assist with emergency response as needed. Incident Command may be transferred to fire or law enforcement agencies as needed. The concepts of ICS Unified Command will be followed.

C. Evacuation Procedure

Departments are responsible for preparation and update of procedures for meeting the evacuation responsibilities of their personnel, as well as maintaining awareness and training of those procedures. Actions shall be taken as described in this procedure and as directed by the Incident Commander.

Person receiving or obtaining knowledge of a threat requiring evacuation:
Employees should determine steps to be taken and whether an evacuation is required. If the threat is called in by telephone, the person receiving the threat should immediately direct/signal for someone to call 9-1-1 to notify them of the threat, while obtaining the necessary information from the caller. If this is not possible, the person receiving the threat should call 9-1-1 as soon as the caller hangs up, and then activate the emergency alarm, or direct someone else to do so.

It is important to document all information received; but if the situation is time-sensitive, relevant information may be added later. This information should be taken to the Incident Commander immediately.

PENCOM:
PENCOM will activate a telephone pyramid alert to emergency response personnel including law enforcement, fire and city management. A designated command staff member will maintain radio/phone communications with PENCOM for further resource allocation.

All employees and visitors in city facilities:
All personnel, including visitors, will evacuate the building when the alarm is activated and follow all instructions given by department heads and emergency response personnel. Evacuation should be conducted in an orderly manner.

Visitors shall be advised to leave the building immediately and asked to wait at the evacuation site until otherwise notified. Employees will assist others from the building as necessary and report to the Incident Commander those who may require additional assistance. If a visitor refuses to go to the evacuation site, employees are requested to document the name. This is of particular concern in the event of a hazardous materials release where contact and treatment of personnel may be required.

While exiting, each employee should look around their personal workspace for anything suspicious or hazardous, and eliminate potential hazards, such as turning off coffee pots, clearing escape route walkways of any obstructions, and storing monies, locking safes, etc. Do not touch or examine any containers or devices, but report any suspicious looking items to the Incident Commander. ***NOTE: The principal criterion is the preservation of human life. These hazard elimination steps should be completed on a time-available basis; the evacuation procedure should not be delayed.***

Employees should quickly grab their personal necessities such as coat, keys, purse, and umbrella if there is time. Department access doors should be locked to prevent further access.

Following the posted escape routes, everyone shall evacuate. Employees will report to their Department Head at evacuation site and will advise of any possibly suspicious item or situation encountered. With the exception of Department Heads, everyone must wait at the evacuation site for further instruction from the Incident Commander. The Incident

Commander will give out further information on the threat and instructions on when return to the building is determined to be safe.

The Police Department will activate the alarm system, if not already activated, and set up a Command Post at the designated site. This will be the only Command Post. Instruction and resource allocations will come only from the Command Post. Emergency personnel will report to the Command Post to assist the Incident Commander in the response. The Incident Commander will advise Department Heads when return to the building is safe.

Police personnel are responsible for securing the building during and after the evacuation and controlling traffic to and from the facility.

D. Mitigation Activities

Only by creating and maintaining an environment in which the causes of hazards are at their lowest potential can hazards be avoided. Mitigation activities include building hazard awareness, on-going improvements, and maintenance of fire extinguishers, smoke detectors, fire sprinklers, generators, and utilities. First Aid and CPR training is available for employees. Escape routes and evacuation instructions are posted in each office.

Primary agencies:

1. Public Works
   - Ensure appropriate maintenance schedules and inspections, to continually decrease vulnerability to hazards in city facilities.
   - Personnel and Risk Management to ensure that plans and procedures are written and put into action.
2. Personnel and Risk Management
   - Ensure that all employees are appropriately trained in evacuation and safety procedures.

E. Preparedness Activities

1. Department Heads (various departments)
   - Meet as needed to improve evacuation procedures.

2. Emergency Management/Safety Committee
   - Work with Personnel and Risk Management to ensure that training and planning are appropriate to adequately prepare for evacuation.
   - Ensure Incident Command procedures are in place and staffed; assume Incident Commander role until otherwise appropriate.

3. Personnel and Risk Management
   - Prepare and maintain safety guidelines.
   - Ensure initial and continual training of city employees, as specified.

4. All Departments/Agencies

- Develop and maintain evacuation procedures consistent with these procedures and ensure that personnel are trained in the implementation of these procedures.
- Develop and maintain procedures to coordinate with emergency response agencies and key city emergency personnel.
- Develop and maintain procedures on their roles and responsibilities during an evacuation.
- Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.
- Post evacuation routes and instructions at all department access doors.
- Ensure that all employees are aware of any department-specific procedures.

F. Response Activities

1. Department Heads (various departments)
   - Implement and coordinate emergency evacuation.

2. Police Department
   - Responsible for determining when and how the public can re-enter the evacuated area(s).
   - Provide security for evacuated areas.
   - Document evacuation status and disseminate status to appropriate personnel, agencies and the public on a continual and timely basis.

3. Public Works
   - Assist with request for additional personnel.
   - Assist in provision of traffic control signs, barricades, etc.
   - Assist in the determination of safe evacuations routes.
   - Initial securing of doors and buildings.

5. City Manager
   - Work with Department Heads to determine steps to be taken for care of employees evacuated, so that appropriate instructions are given to the employees. Communicate instructions through Incident Commander.
   - Remain available for communications with Command Post.
   - Work to appropriately inform media on evacuation public information, coordinate public information with the Public Information Officer appointed by the Incident Commander.

G. Recovery Activities

1. Primary Agencies
   - Evaluate the safety of an evacuated area prior to allowing citizens and employees back in.

- Provide a detailed summary of actions taken and cost relating to the evacuation.
- Review procedures for necessary improvements/changes.
- Assess need for post-incident debriefing (stress/information sharing).
- Retrain as necessary.

RESPONSIBILITIES

A. Primary Agencies
Coordinating evacuations for the protection of the public/employees and coordinating the response, recovery, and mitigation activities of city employees.

B. Others
In order to accomplish the many tasks required before, during, and after an evacuation, key emergency personnel and their roles have been pre-determined and are shown on the Emergency Assignments for each site.

RESOURCE REQUIREMENTS

1. Trained personnel.
2. Pre-determined evacuation sites.
3. Current List of personnel in facility with Department Head