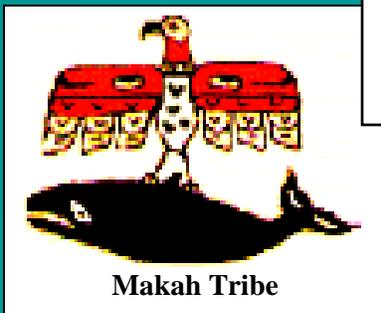
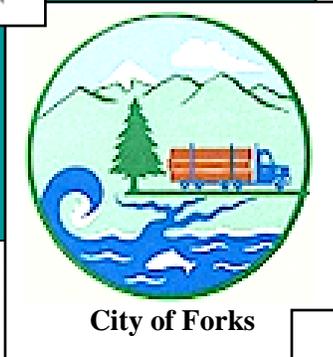
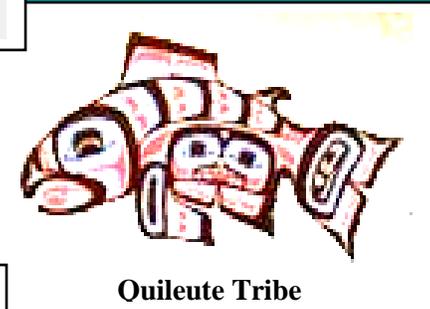
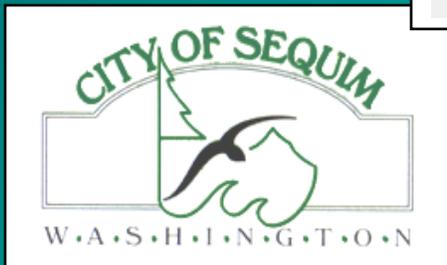
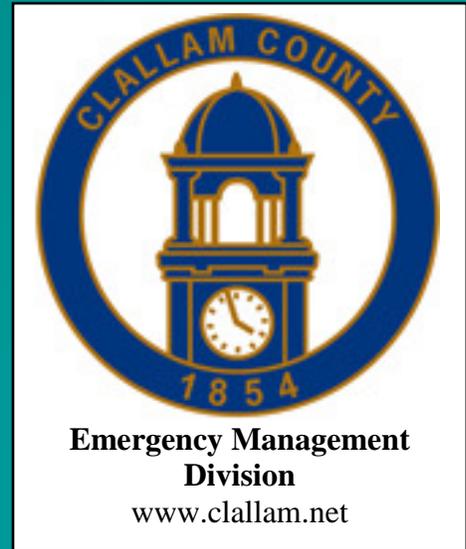


# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Sequim, Washington





# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Volume II – Hazard Specific Annexes

City of Sequim  
Comprehensive Emergency Management Plan

**HAZARD SPECIFIC ANNEXES**

This volume of the Comprehensive Emergency Management Plan (CEMP) provides those special procedures for hazard-specific incidents to deal with the unique requirements of various events. These annexes are arranged to provide general checklists that consider the 3 phases of an incident:

**WARNING**

**RESPONSE**

**RECOVERY**

Table of Contents

<b>SECTION 1</b>	<b>EARTHQUAKE</b>
<b>SECTION 2</b>	<b>FLOOD</b>
<b>SECTION 3</b>	<b>HAZARDOUS MATERIALS</b>
<b>SECTION 4</b>	<b>MARINE SPILL</b>
<b>SECTION 5</b>	<b>TERRORISM</b>
<b>SECTION 6</b>	<b>TSUNAMI</b>
<b>SECTION 7</b>	<b>SEVERE WEATHER</b>
<b>SECTION 8</b>	<b>TECHNICAL RESCUE</b>
<b>SECTION 9</b>	<b>POWER OUTAGE</b>
<b>SECTION 10</b>	<b>MASS CASUALTY</b>
<b>SECTION 11</b>	<b>FIRE</b>
<b>SECTION 12</b>	<b>CIVIL UNREST</b>
<b>SECTION 13</b>	<b>AIRCRAFT EMERGENCY</b>

City of Sequim  
Comprehensive Emergency Management Plan

**HAZARD SPECIFIC ANNEXES**

This volume of the Comprehensive Emergency Management Plan (CEMP) provides those special procedures for hazard-specific incidents to deal with the unique requirements of various events. These annexes are arranged to provide general checklists that consider the 3 phases of an incident:

**WARNING**

**RESPONSE**

**RECOVERY**

Table of Contents

<b>SECTION 1</b>	<b>EARTHQUAKE</b>
<b>SECTION 2</b>	<b>FLOOD</b>
<b>SECTION 3</b>	<b>HAZARDOUS MATERIALS</b>
<b>SECTION 4</b>	<b>MARINE SPILL</b>
<b>SECTION 5</b>	<b>TERRORISM</b>
<b>SECTION 6</b>	<b>TSUNAMI</b>
<b>SECTION 7</b>	<b>SEVERE WEATHER</b>
<b>SECTION 8</b>	<b>TECHNICAL RESCUE</b>
<b>SECTION 9</b>	<b>POWER OUTAGE</b>
<b>SECTION 10</b>	<b>MASS CASUALTY</b>
<b>SECTION 11</b>	<b>FIRE</b>
<b>SECTION 12</b>	<b>CIVIL UNREST</b>
<b>SECTION 13</b>	<b>AIRCRAFT EMERGENCY</b>

# AIRCRAFT EMERGENCY

An accident or emergency involving aircraft that could potentially result in damage, injury or death.

If an aircraft emergency **HAS** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- FAA Federal Aviation Administration
- NTSB National Transportation Safety Board
- OSHA Occupational Safety and Health Administration

The following are tasks that may need to be accomplished in preparation for, response to, and recovery from aircraft incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## **AIRCRAFT EMERGENCY**

### **RESPONSE PHASE CHECKLIST**

- Establish an Emergency Operations Center (EOC) with additional command posts as necessary and notify the City Council of the extent of the emergency as soon as possible.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Notify the NTSB, OSHA, FAA, and Medical Examiner, as appropriate. Establish the Multicasualty Incident Plan within the Incident Command System.
  - Refer to Multicasualty Incident Plan
- If hazardous or toxic materials are present, warn citizens in the danger area
  - Refer to Volume III Hazmat Response Procedures
  - Refer to Volume I, ESF Ten – Hazardous Materials  
Fire Department and Washington State Patrol are Primary Agencies
- Initiate evacuation procedures as necessary.
  - Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency
- Initiate response of volunteer organizations such as the American Red Cross.
- Establish reconnaissance and rescue teams as needed and grid out the area to be searched.
  - Refer to Volume I, ESF Nine – Search and Rescue  
Police Department is Primary Agency
- If conditions warrant, declare the existence of a local disaster emergency and submit requests for County and state declaration of disaster emergency if appropriate.

- Control fires and the escape and/or spread of hazardous or toxic substances.
  - Refer to Volume I, ESF Four – Fire Protection  
Fire Department is Primary Agency
- Maintain the public order. Control traffic and crowds.
- Restore essential services such as utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and police departments.
  - Refer to Volume I, ESF 21 – Recovery and Restoration  
Emergency Management is Primary Agency
- Where airport, airfield, OSHA, NTSB or FAA officials are present, the Incident Commander will work with their advice and assistance (unified command).
- Establish emergency shelters and congregate care stations, as necessary.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are Primary Agencies
- Publicize emergency public information to include:
  - Description of the situation and location of the accident.
  - Evacuation routes and reception areas.
  - Location and/or phone numbers where victim information may be obtained.
- Assist Medical Examiner in establishing emergency morgues, as necessary.

## **AIRCRAFT EMERGENCY**

### **RECOVERY PHASE CHECKLIST**

- Arrange for the security of the area from visitors and souvenir hunters until the FAA, NTSB, OSHA, and/or military officials have completed their inspections of the crash or accident site.
- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Arrange for initial debris clearance and restoration of essential public facilities and utilities.
- Arrange for handling and identification of fatalities.

- Arrange for emergency housing as necessary.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.
- Consider notification of Critical Incident Stress Debriefing team.
- Consider notification of Support Officers.
- Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate.

# CIVIL UNREST

Civil unrest is defined as a riot, violent protest, demonstration, or illegal assembly.

If there is a **THREAT** of civil unrest

Use **WARNING PHASE CHECKLIST**

If civil unrest **HAS** occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- Area State and Federal Law Enforcement Agencies
- Military Department, National Guard

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from incidents of civil unrest. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## CIVIL UNREST

### WARNING PHASE CHECKLIST

- Receive and evaluate forecasts and reports that indicate a potential for civil unrest. Confirm as necessary, and pursue further information and guidance from local law enforcement agencies, the Washington State Patrol, federal law enforcement agencies, Washington Division of Emergency Services, or other qualified agencies.
- In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
  - When a problem is anticipated and its duration;
  - What areas will be impacted and to what extent;
  - How much warning time will elapse;
  - What are possible consequences; and
  - What measures can be taken to mitigate the possible effects.
- Estimate the nature and scope of outside assistance that may be required.
- Inventory communications capabilities between essential facilities and the EOC. Augment as necessary/feasible. Design an incident communications plan.
- Receive reports of problems and confirm as soon as possible.
- Establish liaison with appropriate State and Federal agencies.
- As the situation develops, publicize emergency public information to include:
  - Description of the situation and identification of areas at risk;
  - Guidelines on the protection of real and personal property;
  - Closures of schools, offices, and other facilities; and
  - Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated.
- Alert staff personnel of impending location assignments.
- Maintain an alert or standby of personnel as necessary.
- Inventory, protect, and distribute fire fighting & emergency medical equipment.
- Contact/activate volunteer organizations such as the Red Cross.
- Review the **RESPONSE PHASE CHECKLIST** for preparatory action.

# CIVIL UNREST

## RESPONSE PHASE CHECKLIST

- If not already done, complete those actions listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities.
- Activate the Emergency Operations Center (EOC), and notify the City Council of the situation.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Within capabilities, the law enforcement agency with jurisdiction will maintain public order — control crowds and protect property.
- Keep the EOC informed of the situation and submit requests for assistance when local resources are inadequate to cope with the emergency. If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.
- Request National Guard assistance, if necessary.
- Establish curfews and meeting size limitations as necessary.
- Disseminate public information as necessary to attempt to control the situation.
- Issue evacuation orders as appropriate.
  - Refer to Volume I, ESF One – Transportation  
Public Works is Primary Agency
- Establish crowd control, reconnaissance, rescue and medical strike teams and/or task forces with appropriate communications (to communicate with EOC) according to the incident communications plan.
- Control fires and the escape and/or spread of hazardous or toxic substances.
  - Refer to Volume I, ESF Four – Fire Protection  
Fire Department is Primary Agency

- Notify local EMS agencies and medical facilities of any injuries as soon as possible. Consider establishing the Multicasualty Organization within the Incident Command System and a medical communications net on the State EMS frequency if multiple patients are injured.
- Maintain public order — control crowds and protect property.
- Publicize emergency public information to include
  - Description of the situation and location of damaged areas
  - Evacuation routes and reception areas.
  - Location and/or phone number where information concerning the victims may be obtained.
  - Other information and instructions concerning the public welfare.
- If needed, establish emergency shelters and congregate care facilities. Coordinate with the American Red Cross, the Salvation Army and/or other volunteer organizations.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are Primary Agencies
- Establish traffic control and roadblocks in heavily damaged areas.
- Provide patrols for the security of evacuated areas.
- Maintain surveillance of current conditions.
- Keep in communication with highway, law enforcement, fire, rescue and others with emergency services responsibilities. Obtain official information on what and how roadways are to be kept open, particularly those required by emergency service personnel in case of serious fires, accidents and other emergencies. Obtain estimates of requirements for additional personnel resources, equipment and supplies.
- Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
- Take other emergency actions as necessary to resolve the immediate and root causes of the riots or disturbances.
- Establish emergency morgues, as necessary. Activate mental health support services as necessary. Coordinate with the American Red Cross, the Salvation Army and other relief organizations as appropriate.

# CIVIL UNREST

## RECOVERY PHASE CHECKLIST

- Restore and maintain essential services such as disrupted utilities, transportation arteries, communications systems, public property, and equipment. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and police departments.
- Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.
- Ask for National Guard Assistance (through EOC), if necessary.
- Establish curfews and meeting size limitations as necessary.
- Disseminate emergency public information as necessary to attempt to control the situation.
- Arrange for emergency housing as necessary.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Arrange for initial debris clearance and restoration of essential public utilities and facilities.
- Arrange for a health and sanitation survey and initiation of disease prevention measures.
- Arrange for handling and identification of fatalities and mental health support services.
- Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
- Initiate individual rehabilitation program.
- Arrange for public distribution of instructions on how to clean and restore real estate and personal property.
- Initiate immediate and long range rehabilitation measures and programs.

- Take other emergency actions as necessary to resolve the immediate and root causes of the riots or disturbances.
- Perform post-incident cleanup and utilities restoration.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.

# EARTHQUAKE

A sudden motion of the ground that may cause surface faulting (ground faulting), ground shaking, and ground failure.

## WARNING

Strong earthquakes occur before warnings can be issued. Although scientists are working on effective earthquake prediction devices, this technology has not yet been perfected. The best warning is a clear understanding of the fact that Clallam County is situated in an area that has experienced devastating earthquakes in the past. Clearly, the question as to whether the area will experience another major earthquake is not “if” but “when.”

If an earthquake **HAS** occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**In addition to the information which follows, see the Hazard Checklist for Tsunamis, also in this volume.**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- Washington State Emergency Management
- Washington State Department of Transportation
- FEMA

The following are checklists of tasks that may need to be accomplished in response to and recovery from incidents of earthquake, since earthquakes occur without sufficient warning to undertake incident-specific preparations. The checklists should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## **EARTHQUAKE**

### **RESPONSE PHASE CHECKLIST**

- Warn citizens of the danger of the collapse of structures weakened or damaged by the earthquake.
- Issue evacuation orders as appropriate.
  - Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency
- Activate Incident Management Team and establish an Emergency Operations Center (EOC ) and additional Command Posts as necessary. Notify the City Council of the extent of the disaster as soon as possible.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Survey existing communications. Establish short and long range communications nets as available, with assistance from amateur and citizen’s band radio operators.
  - Fire Department and PENCOR have access to satellite telephones
  - See Volume IV for RACES contact list
- Activate reconnaissance, rescue and medical strike teams and/or task forces with accompanying communications according to the incident communications plan.
- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Organization within the Incident Command System and a medical communications net on the State EMS frequency (155.160 MHz) if multiple patients are injured
  - Refer to Multicasualty Incident Plan

- Control fires and the escape and/or spread of hazardous or toxic substances. An early check should be made of the industrial areas, hazardous materials storage areas and propane and bulk fuel plants to determine if any dangerous or toxic substances are leaking from damaged tanks.
  - Refer to Volume I, ESF Four – Fire Protection  
Fire Department is Primary Agency
  
- Maintain public order — control crowds and protect property. Special emphasis should be given to food stores and bulk food sales firms to prevent looting.
  
- Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems as soon as it is safe and possible to do so. Priority will be given to services for hospitals, emergency operations centers, nursing homes, and housing for the elderly and fire and police departments.
  - Refer to Volume I, ESF 21 – Recovery and Restoration  
Emergency Management is Primary Agency
  
- Establish emergency shelters and congregate care stations. Coordinate with the American Red Cross and The Salvation Army as appropriate.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are Primary Agencies
  
- In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase conditions. **Provide for the security of the areas evacuated.**
  
- Notify the City Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.
  
- Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
  - Refer to Volume I, ESF 23 – Damage Assessment  
Emergency Management is Primary Agency
  
- Disseminate emergency public information to include:
  - Description of the situation and location of damaged areas
  - Evacuation routes and reception areas.
  - Location and/or phone number where information concerning the victims may be obtained.
  - Other information and instructions concerning the public welfare.

- Establish traffic control and roadblocks in heavily damaged areas.
- Establish, as necessary, field surgical and medical care teams where hospital buildings or other medical facilities are destroyed or damaged beyond use, or where essential utilities are inoperative in these buildings.
  - Refer to Volume I, ESF 8 – Health and Medical Services  
Clallam County health and Human Services, Clallam County Health Officer,  
Clallam County Coroner and Clallam County Emergency Medical Program  
Director are Primary Agencies
- Prepare to assist, within available resources, other areas with repair of damage.
- Coordinate response/sheltering/rescue efforts with U.S. Coast Guard.
- Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and other relief organizations as appropriate.

## **EARTHQUAKE**

### **RECOVERY PHASE CHECKLIST**

- Arrange for the security of the area from visitors and looters.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Arrange for initial debris clearance and restoration of essential public utilities and facilities.
- Arrange for a health and sanitation survey and initiation of disease prevention measures.
- Arrange for handling and identification of fatalities.
- Arrange for emergency housing as necessary.

- Arrange for partial return of evacuees, particularly heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
- Initiate individual rehabilitation program.
- Arrange for public distribution of instructions on how to clean and restore real and personal property.
- Initiate immediate and long range rehabilitation measures and programs.
- Perform post-earthquake cleanup and utilities restoration.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.

## EARTHQUAKE STABILIZATION/RESTORATION SEQUENCE

	Priority 1	Priority 2	Priority 3
<b>Communication</b>	Emergency response EOC communications PENCOM Dispatch	Phones on Essential circuits EAS Radio Stations	Data and other commercial Non-EAS stations
<b>Facilities</b>	EOC Dispatch Center Fire Stations Hospital Shelters Police Dept. WA State Patrol	Grocery Stores Public Works Sewer Treatment Plant City/County offices State/Federal offices	Schools (non-shelters) Library Businesses
<b>Energy</b>	Power to fuel pumps Power to EOC Power to Shelters Power to Hospital	Power to Sewer Treatment Heating/Cooking Power to Public Facilities	Dwellings Businesses
<b>Transportation</b>	Primary Routes Evacuation Routes Airport	Secondary Routes Port Facilities	Harbor Facilities
<b>Equipment</b>	Emergency Generators Emergency Response Vehicles	Heavy Equipment	Buses
<b>Personnel</b>	EOC staff Emergency Response Personnel	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
<b>Water</b>	Fire Suppression Potable Water Sanitation	Industrial Processes	

**The priorities reflected in this matrix are general guidelines for returning Sequim to operational and economic normalcy following an earthquake. Coordinate all stabilization/restoration activities with Clallam County and share resources as appropriate.**

# **FIRE**

## **FIRE - WILDLAND**

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

## **FIRE - STRUCTURAL**

The uncontrolled burning in residential, commercial, industrial, or other properties in developed areas. All urban areas are at risk to personal injury or property damage due to fire.

If a Fire Threatens

Use **WARNING PHASE CHECKLIST**

If a Fire **Has** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from incidents of fire. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## **FIRE**

### **WARNING PHASE CHECKLIST**

- Assess staffing. Increase personnel during periods of increased risk as necessary. Put personnel and equipment on alert, and keep in communication with all crews.
- Review status and location of equipment, fuel, and other essential supplies.
  - Refer to Volume I, ESF Four – Fire Protection  
Fire Department is Primary Agency
- Consider repositioning equipment if current location could become cut off, or if staging equipment closer to high risk areas would be more effective.
- Check auxiliary generators and other power, lighting and communications equipment.
- Determine readiness of vehicles and equipment. Provide wildland equipment, hose, Nomex, etc.
- Conduct wildland suppression training for personnel.
- Provide daily fire weather briefings during periods of extreme fire danger.
- Coordinate with County Fire Marshal to restrict outdoor burning as necessary.
- Assess the fire situation, including a determination of affected areas. Obtain information such as current and predicted winds, resources committed and available, etc.
- Consider activation of the EOC.
- Establish and maintain contact with mutual aid agencies. For wildland fire, consider requesting a representative of the Washington State Department of Natural Resources to provide liaison with federal/state wildfire resources such as firefighting aircraft.
  - See Volume IV for contact information.
- Establish and maintain contact with the National Weather Service to ensure forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.
- Provide public information and direction.

- Establish contact with assisting social service agencies such as the American Red Cross.
- Undertake those actions listed in the **RESPONSE PHASE CHECKLIST** which can be accomplished according to the priorities of the situation.

## **FIRE**

### **RESPONSE PHASE CHECKLIST**

- If not already completed, complete those actions items listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities of the current situation.
- Assess the fire situation including determination of affected areas. Obtain information such as current and predicted speed and direction of wind, resources committed and available, etc.
- Warn citizens in possible danger from the fire or from toxic fumes or materials.
- Issue evacuation orders as appropriate.
  - Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency
- Establish an Emergency Operations Center (EOC) and additional field command posts as necessary and notify the City Council of the extent of the disaster as soon as possible.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Maintain communications with operating units and fire personnel. Survey existing communications and augment as necessary.
- Keep information on access routes up to date. Request the assistance of Law Enforcement in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments informed of changes in the use of such routes.
- Establish reconnaissance and rescue strike team(s) and/or task force(s) with accompanying communications as necessary.

- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Organization within the Incident Command System.
  - Refer to Multicasualty Incident Plan
- Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.
- Assist in controlling fires and the escapement and/or spread of hazardous materials.
- Coordinate scene control with Law Enforcement. Allow no one in the fire area except authorized emergency personnel and properly escorted press.
- Maintain public order — control crowds and protect property and keep the access routes to the fire(s) open.
- If needed, restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority must be given to services for hospitals, emergency operations centers, nursing homes and public safety facilities.
  - Refer to Volume I, ESF 21 – Recovery and Restoration  
Emergency Management is Primary Agency
- Establish emergency shelters and communal care facilities as necessary. Coordinate with volunteer agencies such as the American Red Cross and The Salvation Army as appropriate.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are Primary Agencies
- In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the fire conditions.  
**Provide for the security of the areas evacuated.**
- Establish strike teams and/or task forces to assess and document damage to public and private property as necessary. Record this information.
- Publicize emergency public information to include:
  - Description of the situation and location of damaged or threatened areas.
  - Evacuation routes and reception areas.
  - If applicable, location or phone number where information concerning victims may be obtained.
  - Other information and instructions concerning the public welfare.

- Establish other traffic control and road blocks as necessary.
- Notify the Emergency Services Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for County and state declaration of disaster emergency if appropriate.
- Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate.

## **FIRE**

### **RECOVERY PHASE CHECKLIST**

- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Arrange for initial debris clearance and restoration of essential public facilities and utilities.
- Arrange for emergency housing as necessary.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Arrange for handling and identification of fatalities.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Consider notification of Critical Incident Stress Debriefing team.
- Consider notification of Support Officers.

# FLOOD

## WARNING

Initiate actions listed in the Warning Phase Checklist as time allows. **IF WARNING TIME IS EXTREMELY LIMITED**, use the procedures in the **Alert and Warning Section** to notify the public to evacuate and the location of emergency evacuation reception stations. Evacuate the low-lying areas and worry about other things later. Form a dragnet beginning with those homes and other buildings nearest the approaching water and work back toward a safe area. Use uniformed personnel or otherwise recognizable officials to give authenticity to the urgency of the evacuation. Use the evacuees to help move out the others as they go along.

If a Flood Threatens

Use **WARNING PHASE CHECKLIST**

If a Flood **Has** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from flood incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

Army Corps of Engineers

# FLOOD

## WARNING PHASE CHECKLIST

- Receive and evaluate forecasts and predictions which indicates a potential for flooding. Make whatever confirmations are necessary, and pursue further information and guidance from the National Weather Service, the Army Corps of Engineers, or other qualified agencies.
  - Contact information is in Volume IV, Resources Guide
- In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
  - The level above flood stage that is anticipated, when flooding will start and how long it will take to crest
  - What areas are expected to be subject to flooding and to what extent;
  - On the basis of available physical indications, how much warning time will be available from the time that flooding is definitely imminent until the time that it actually occurs; and
  - What measures can be taken to eliminate obstructions or otherwise aid the runoff of water in stream channels.
- Initiate inspections of existing flood control works and undertake repairs and strengthening as necessary (in coordination with the Army Corps of Engineers and other agencies as required).
  - Public Works is Primary Agency
- Identify available stocks of sandbags and other available stocks of dike-building material and arrange for their availability and distribution.
- Identify high ground and select areas safe and suitable for the sheltering of evacuees and for the storage of evacuated equipment and emergency supplies. Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
- If availability of evacuation routes is limited, and some flooding may occur but not render the route impassable, arrange for markers to identify the alignment, or arrange for pilot vehicles to guide evacuees.
- Estimate the number of evacuees and, in consultation with volunteer relief organizations and select suitable shelters and arrange for their operation.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are Primary Agencies

- In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the rise of the water. **Provide for the security of the areas evacuated.**
  - Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency
- Establish an Emergency Operation Center (EOC) and additional command posts as necessary and notify the City Council of the extent of the disaster as soon as possible.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Arrange for the direct broadcast of emergency public information and evacuation instructions. The National Weather Service may issue flood watches and warnings directly through the EAS, but should also keep local officials briefed on their actions.
- Survey essential facilities such as hospitals, communications centers, broadcast stations, power and heat generating facilities, distribution systems and other utilities. Undertake feasible flood proofing measures.
- On the basis of anticipated flood levels, arrange for public equipment and supplies to be elevated or moved to an upper floor to avoid water damage. Insure that essential public records are protected.
- Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan.
- Arrange for petroleum distributors to meet the additional demand for fuels in preparation for the emergency and establish, if possible, the amounts of various fuels and oils on hand and arrange for the establishment of operable means of distribution during the emergency.
  - See Volume IV, Resources Guide, for contact information
- Inventory high clearance vehicles and register owners and operators. Include school buses. Organize and establish a ready emergency motor pool and a reserve. Arrange for central dispatch and recording of missions assigned and accomplished. Assign to missions and areas in advance as much as possible.
  - Refer to Volume 1, ESF One – Transportation  
Public Works is Primary Agency

- Inventory bulldozers, graders, dump trucks, front-end loaders and other heavy equipment. Organize and establish a ready emergency motor pool and reserve.
  - Refer to Volume 1, ESF One – Transportation  
Public Works is Primary Agency
- Inventory motorboats. Test run motors and have a supply of fuel safely stored. Assure adequate equipping with running lights, life jackets, rubber boots, rope and flashlights with spare batteries. Organize and establish a ready emergency motor pool and reserve.
- Inventory auxiliary power plants, pumps, pipe and hose. Organize personnel and equipment into teams that will respond to dispatch.
- Inventory operators of portable and mobile communications equipment. Make those assignments that can be made in advance.
- Arrange for the protection and distribution of fire fighting equipment away from probable flooded areas.
- Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, rubber boots, flotation gear, flashlights and batteries, flares, maintenance tools, rescue tools and rations.
- Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified and what record of the transaction is necessary for subsequent reimbursement.
- Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.
- In phase with the situation as it develops, publicize emergency public information to include:
  - Description of the situation and identification of areas that are expected to flood at various stages of river level;
  - Guidelines on flood proofing measures and the protection of real and personal property;
  - Evacuation routes and reception areas; and
  - How warning and evacuation instructions will be disseminated.
- Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses that might be necessary for later reimbursement.
- Sound alert and warning sirens as appropriate.

- Request activation of Search and Rescue through PENCOM. Initiate response of volunteer organizations such as the American Red Cross, U.S. Coast Guard Auxiliary, The Salvation Army, and other similar organizations.
  - Refer to Volume IV, Resource Guide, for contact information.
- Review the **RESPONSE PHASE CHECKLIST** on the following pages for preparatory action that may be required.

## **FLOOD**

### **RESPONSE PHASE CHECKLIST**

- If not already completed, complete those actions items listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities of the current situation.
- Establish a watch and observation of water conditions. The National Weather Service Anchorage Forecast Office should be contacted for river gauge readings as required.
- Disseminate public warnings, emergency instructions and initiate evacuation operations in phase with the rise of the water.
- Intensify last minute strengthening of flood control works and flood proofing to protect essential facilities. Implement emergency shutoff procedures as necessary.
- Conduct reconnaissance of areas becoming inundated and dispatch rescue units to stranded individuals.
- Provide patrols for the security of evacuated areas.

- Maintain surveillance of water flow conditions. On streams watch for obstructions upstream which may cause temporary restriction, and then cause a sudden release of water. Watch for obstructions downstream that may cause a backup of water and raise the flood level. Watch for local jamming of ice, logs or uprooted trees at sharp bends in the river or at bridges. Again, this should be coordinated with the National Weather Service.
- Initiate a rough estimate of the extent of public and private damage.
- Request assistance as necessary and available under the conditions, and continue flood disaster operations.
- Begin damage assessments on public facilities.
- Notify the City Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for County and state declaration of disaster emergency if appropriate.
- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Organization within the Incident Command System if multiple patients are injured

## **FLOOD**

### **RECOVERY PHASE CHECKLIST**

- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Perform damage assessments.
- Arrange for initial debris clearance and restoration of essential public facilities and utilities.
- Arrange for the clearing of culverts and drainage of water pockets.
- Arrange for a health and sanitation survey and initiation of disease prevention measures.
- Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
- Initiate individual rehabilitation program.
- Arrange for public distribution of instructions on how to clean and restore real and personal property.

- Undertake general debris clearance.
- Arrange for emergency housing as may be necessary.
- Initiate immediate and long range rehabilitation measures and programs.
- Provide monetary figures necessary to support a request for disaster declaration.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.

# HAZARDOUS MATERIALS RELEASE

The uncontrolled release of hazardous materials from a fixed site such as hazardous materials fabrication, processing, or storage sites or the uncontrolled release of hazardous materials during transport such as at a highway, pipeline, or waterway.

If a hazardous materials release **Has** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- Washington State Patrol
- WA Department of Transportation
- WA Department of Ecology
- US Environmental Protection Agency (EPA)

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from hazmat incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## HAZARDOUS MATERIALS

### HAZARDOUS MATERIALS RESPONSE PHASE CHECKLIST

- Notify the Fire Department if not already on scene, Emergency Management and the Department of Ecology.
- Establish Incident Command Post. If needed establish an Emergency Operations Center (EOC).
  - Refer to EOC activation checklist in Volume III
- Take whatever steps are necessary to isolate the area where the release has occurred. Safety of all personnel is the number one priority. Heed the following general safety precautions:
  - Approach cautiously from upwind.
  - Secure the scene without entering immediate hazard area.
  - Provide safe area for movement of response personnel and equipment.
  - Identify the hazards if possible. Look for labels, placards, shipping documents, etc.
- Assign Safety Officer.
- Assess the situation. Focus on the following:
  - Type of release (spill, fire, leak, etc.)
  - Weather conditions. Obtain wind direction forecast from the weather bureau, if one has not already been obtained
  - Evaluate people, property and environment at risk.
  - Evaluate need for evacuation, diking and other response actions.
  - Use the National Oceanographic and Atmospheric Administration's CAMEO program, if available, to plot the predicted plume size and direction.
- Contact the 24-hour response phone number listed on the shipping papers.

Initiate evacuation procedures of local and downwind areas as appropriate according to the evacuation section.

Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency

Decide on site entry. Consider whether efforts to rescue victims, protect property or the environment would jeopardize entry personnel. Enter the site only with appropriate protective gear.

**The initial Incident Commander will be the first responder on scene – police, fire, ambulance, DOT, etc. Command will be transferred when a representative of the agency with jurisdiction (usually, the fire chief or ranking Washington State Trooper) arrives on-scene.**

Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Incident Plan within the Incident Command System

Refer to Multicasualty Incident Plan

Call for additional personnel.

Where a radiological accident involves injuries, request a Radiological Response Team to local medical care facilities treating the injured.

Obtain the bill of lading, if a shipment is involved, and notify the shipper and the addressee. If radiological materials are involved, Emergency Management will notify the National Response Center (NRC). The NRC will notify the Nuclear Regulatory Commission.

If needed, establish emergency shelters and congregate care facilities for evacuees.

Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are  
Primary Agencies

Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.

- Restore and maintain essential services such as disrupted utilities, transportation arteries and communications systems. Priority will be given to services for hospitals, emergency operations center, nursing homes, housing for the elderly and fire and police departments.
  - Refer to Volume I, ESF 21 – Recovery and Restoration  
Emergency Management is Primary Agency
- Maintain isolation of the area until personnel have removed or neutralized the hazard.
- Publicize emergency public information to include:
  - Description of the situation and location of the incident;
  - Evacuation routes and reception areas, as necessary;
  - Location and/or phone number where information concerning the victims may be
- Notify the City Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for County and state declaration of disaster emergency if appropriate.
  - City Council contact numbers are in Volume IV

## **HAZARDOUS MATERIALS**

### **HAZARDOUS MATERIALS RECOVERY PHASE CHECKLIST**

- Assure that all hazardous materials have been disposed of or neutralized.
- Survey for the identification of hazards and undertake necessary corrective measures.
- Perform other actions as necessary to recovery from the situation.
- Perform post-incident cleanup and utilities restoration.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.

# **MARINE SPILL**

The uncontrolled release of hazardous materials from a marine site or a vessel.

If a marine spill **Has** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- United States Coast Guard
- Washington State Department of Ecology
- Washington State Department of Emergency Management
- Washington State Maritime Commission

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from marine spill incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## MARINE SPILL

### MARINE SPILL RESPONSE PHASE CHECKLIST

- Notify the Fire Department if not already on scene, Emergency Management, the Department of Ecology and the Coast Guard.
- Establish Incident Command Post. If needed establish an Emergency Operations Center (EOC). Consider activation of the Regional EOC.
  - Refer to EOC activation checklist in Volume III
- Take whatever steps are necessary to isolate the area where the release has occurred. Safety of all personnel is the number one priority. Heed the following general safety precautions:
  - Secure the scene without entering immediate hazard area.
  - Provide safe area for movement of response personnel and equipment.
  - Identify the hazards if possible. Look for labels, placards, shipping documents, etc.
- Assign Safety Officer.
- Assess the situation. Focus on the following:
  - Type of material released
  - Weather conditions. Obtain wind direction forecast from the weather bureau, if one has not already been obtained
  - Status of the tides
  - Evaluate people, property and environment at risk.
  - Evaluate need for evacuation, booming and other response actions.
  - Use the National Oceanographic and Atmospheric Administration's CAMEO program, if available, to plot the predicted spill size and direction.
- Coast Guard has final decision concerning recovery and incident mitigation actions.
- Consider whether efforts to protect property or the environment would jeopardize response personnel. Work at the site only with appropriate protective gear.

**The initial Incident Commander will be the first responder on scene – police, fire, etc. A Unified Command Structure will be established as representatives of the agencies with jurisdiction arrive on-scene.**

- Develop a communications plan.
- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Incident Plan within the Incident Command System
  - Refer to Multicasualty Incident Plan
- Call for additional personnel.
- If necessary, maintain isolation of the area and set up a perimeter until expert personnel have removed or neutralized the hazard.
- Publicize emergency public information to include:
  - Description of the situation and location of the incident;
  - Description of shoreline areas that have restricted access
- Notify the City Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for County and state declaration of disaster emergency if appropriate.
  - City Council contact numbers are in Volume IV

## **MARINE SPILL**

### **MARINE SPILL RECOVERY PHASE CHECKLIST**

- Assure that all hazardous materials have been disposed of or neutralized.
- Initiate surveys for the identification of safety hazards and undertake necessary corrective measures.
- Perform other actions as necessary to recover from the situation.
- Perform post-incident cleanup.

- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of shoreline property, vessels etc., that have been affected by the spill.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.

# **MASS CASUALTY**

An accident or emergency involving a number of patients that exceeds the manpower or resources of the responding agency.

If a mass casualty emergency **HAS** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- Clallam County Health Department
- American Red Cross

The following are tasks that may need to be accomplished in preparation for, response to, and recovery from mass casualty incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## MASS CASUALTY

### RESPONSE PHASE CHECKLIST

- Establish a command post. Initiate the MCI Plan. (Located at the end of this annex and also in CEMP Volume III, Mass Casualty Tab)
- Establish an Emergency Operations Center (EOC) with additional command posts as necessary and notify the City Council of the extent of the emergency as soon as possible.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- If hazardous or toxic materials are present, warn citizens in the danger area
  - Refer to Volume III Hazmat Response Procedures
  - Refer to Volume I, ESF Ten – Hazardous Materials  
Fire Department and Washington State Patrol are Primary Agencies
- Initiate evacuation procedures as necessary.
  - Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency
- Initiate response of volunteer organizations such as the American Red Cross.
- If conditions warrant, declare the existence of a local disaster emergency and submit requests for County and state declaration of disaster emergency if appropriate.
- Control fires and the escape and/or spread of hazardous or toxic substances.
  - Refer to Volume I, ESF Four – Fire Protection  
Fire Department is Primary Agency
- Maintain the public order. Control traffic and crowds.
- Where airport, airfield, OSHA, NTSB or FAA officials are present, the Incident Commander will work with their advice and assistance (unified command).

- Establish emergency shelters and congregate care stations, as necessary.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are  
Primary Agencies
- Publicize emergency public information to include:
  - Description of the situation and location of the accident.
  - Evacuation routes and reception areas.
  - Location and/or phone numbers where victim information may be obtained.
- Assist Medical Examiner in establishing emergency morgues, as necessary.

## **MASS CASUALTY**

### **RECOVERY PHASE CHECKLIST**

- Arrange for the security of the area.
- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Arrange for initial debris clearance.
- Arrange for handling and identification of fatalities.
- Arrange for emergency housing as necessary.
- Perform damage assessments.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.
- Consider notification of Critical Incident Stress Debriefing team.
- Consider notification of Support Officers.
- Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate.

# **POWER OUTAGE**

A shortage of electricity, vehicle fuel, heating oil or propane, or an interruption of their delivery systems or the disruption of electrical power production or distribution.

If a Power Outage Threatens

**Use WARNING PHASE CHECKLIST**

If a Power Outage **Has** Occurred

**Use RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION: See Volume IV, Resource Guide, for contact information**

- Port Angeles City Light
- Clallam County Public Utility District
- Bonneville Power Administration

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from energy shortage or interruption of power incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## **POWER OUTAGE**

### **WARNING PHASE CHECKLIST**

- Receive report and confirm as soon as possible.
- Estimate possible consequences.
- Establish liaison with the City Council and other appropriate state and federal agencies.
  - City Council contact numbers are in Volume IV
- Alert public utilities which may be threatened and review emergency shutdown procedures.
- Estimate the nature and scope of assistance that may be required by threatened utilities.
- Alert Emergency Management personnel of impending location assignments.
- Maintain an alert or standby of personnel as necessary.
- Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army and other organizations.
- Review the **RESPONSE PHASE CHECKLIST** on the following pages for preparatory action that may be required.

# POWER OUTAGE

## RESPONSE PHASE CHECKLIST

- If not already completed, complete those actions items listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities of the current situation.
- Determine the extent of damage to the affected utilities by inquiry or reconnaissance.
- Locate staff personnel of key affected utilities within the EOC or at other locations as required to coordinate emergency restoration of affected utilities.
- Pursue those measures necessary to minimize any hazard to the general public and to limit additional utility damage.

### Respond to fast-developing **health and safety hazards**:

- Arrange for emergency power where needed, for hospitals, nursing homes and residential users of critical life-sustaining equipment.
- Identify and plan emergency assistance to local governmental, commercial and industrial facilities (such as computers, food freezers, etc.) that do not have emergency power generation and whose equipment or stocks could be damaged.
- Keep gasoline filling station operators and fuel distributors advised of emergency methods of pumping gasoline and fuel.
- Develop personnel and material readiness to augment fire and law enforcement forces to cope with problems such as inactivated traffic signals, street lights, burglar and fire alarms, and lowered water pressure.
- Be ready to advise householders what to do when home freezers stop in warm weather.

### Respond to **heating problems**:

- Be prepared to handle and document claims of hardship from residences and apartment buildings.
- Prepare to host evacuees in cases where a lack of fuel forces householders or apartment dwellers to evacuate their homes in cold weather.

- To safely delay evacuation as long as possible, arrange with all available local media to urge people to turn down their thermostats to the lowest possible levels consistent with safety and the health condition of the residents.
- Be ready to advise all evacuees how to shut down their homes and buildings to avoid property damage, and ensure security of deserted homes and buildings.
- Alert the best sources of “back-up” alternate fuels in case the normally used heating fuels are in short supply, for example, emergency sources of wood (when necessary, publicize government regulations and instructions on how needy citizens may cut wood on government lands; also publicize lists of wood-using industrial plants, lumber yards and building supply stores where citizens may obtain scraps for fuel).
- Arrange for stockpiling emergency supplies of local government-owned fuels: ensure compliance with local fire and building codes, also insurance coverage (*NOTE: stocks of heating oil and gasoline should be “turned over” periodically: they do not keep indefinitely*).

Respond to **Electrical Power Interruptions/Emergencies:**

- Identify and plan emergency assistance to the local governmental, commercial and industrial facilities (such as computers, food freezers, etc.) whose equipment and stocks could be damaged by voltage reduction, and who do not have their own emergency power generating equipment.
- Review county and city legal powers to impose restrictions and curtailments; initiate required new measures, authorities, etc.
- Impose shift schedules and curfews for governmental departments when shortages prevent simultaneous operation of all equipment units.
- Review the locations and kW ratings of emergency generating equipment and plan for possible emergency hookups. Arrange for emergency power where needed, for hospitals, nursing homes and residential users of critical life-sustaining equipment.
- Where “ready-to-use” standby generating equipment may be inadequate, plan to improvise by use of induction motors run as generators. (*NOTE: this should only be done by qualified electricians*).
- Arrange with utilities to receive advance confidential notices of areas that will be affected by load-shedding or rolling-blackout sequences. Identify all public and private essential facilities that would be affected and develop appropriate counter-measures. Let the power company do all the actual notifying of customers.

- Maintain a ready selection of draft statements which, when adapted to a specific emergency, can be handed to representatives of the media. These statements should cover the emergency situation and government measures in effect.
- Fully coordinate with the utility companies before issuing statements.
- Try to interest local building materials dealers in offering discounts on insulating materials to householders and others who have electrically heated buildings, to encourage reduction of heat loss.

Respond to **Propane Gas Emergencies**

- Assist local users who have “interruptible” gas supply contracts, to prepare to obtain and use substitute fuels, such as fuel oil, where it will suffice.
- Review city/county powers to impose restrictions and curtailments on gas users; initiate required new measures; such as enactment of ordinances, etc.
- Be prepared to deal with the news media, as outlined for electrical power, in full and careful coordination with gas suppliers.
- Promote improved insulation in gas-heated buildings, as outlined for electrical power.

Respond to **Gasoline Shortages:**

- Find oil company terminal operators who will cooperate in delivering less than a full load a trip.
- Promote conservation by all users, government, business and private citizens.
- Ensure adequate supplies exist for emergency response vehicles.

# POWER OUTAGE

## RECOVERY PHASE CHECKLIST

- Prepare maps identifying points or areas of damage for damage assessment teams.
- Provide representation at regional meetings to effectively portray the situation, requirements, and problems of the public utilities in the affected areas.
- In coordination with the City Council, evaluate damage assessment data and establish priorities for utilities restoration.
- As restoration progresses, phase out temporary emergency assistance as rapidly as possible. Ensure that borrowed equipment is returned or accounted for.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- In coordination with the City Council, assist individual utilities in the administration of federal and state assistance as may be necessary.
- Perform post-incident cleanup and utilities restoration.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Make arrangements for the collection and disposal of spoiled foods.
- Perform an incident critique.

# TECHNICAL RESCUE

Technical rescue incidents can necessitate the obligation of large numbers of specialized response personnel and equipment. Examples of technical rescue incidents are confined space rescue, rope rescue and trench rescue.

## WARNING

Typically, there is little or no warning of the need for a technical rescue. Clearly, it can be anticipated that there may be the need for technical rescue services in the aftermath of other events such as floods, earthquakes or severe weather.

If a technical rescue need **Has** occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- Clallam County Fire District #3
- Sequim Public Works

The following are checklists of tasks that may need to be accomplished in response to and recovery from technical rescue incidents. Since technical rescue incidents occur without sufficient warning to undertake incident-specific preparations, only response and recovery checklists are provided. The checklists should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## TECHNICAL RESCUE

### RESPONSE PHASE CHECKLIST

- Conduct a size-up and establish a command post.
- Contact PENCOM and advise of the situation, begin call-up of special teams from Region.
- Warn nearby citizens and onlookers of the dangers associated with the incident.
- Establish an Emergency Operations Center (EOC ) and additional Command Posts as necessary. Notify the City Council of the extent of the disaster as soon as possible.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Incident Plan if multiple patients are injured
  - Refer to Multicasualty Incident Plan
- Control fires and the escape and/or spread of hazardous or toxic substances that may impact the rescue scene.
- Maintain public order — control crowds.
- If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.
- Disseminate emergency public information to include:
  - Description of the situation
  - Location and/or phone number where information concerning the victims may be obtained.
  - Other information and instructions concerning the public welfare.
- Establish traffic control and roadblocks.

# TECHNICAL RESCUE

## RECOVERY PHASE CHECKLIST

- Arrange for the security of the area from visitors and looters.
- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- If necessary, arrange for initial debris clearance.
- Arrange for handling and identification of fatalities.
- If necessary, arrange for return of evacuees.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for reimbursement.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.
- Consider notification of Critical Incident Stress Debriefing Team.
- Consider notification of Support Officers.

# TERRORISM

If there is a **THREAT** of terrorism

Use **WARNING PHASE CHECKLIST**

If a terrorist act **HAS** occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

- Washington State Emergency Management Department
- FEMA Federal Emergency Management Administration
- Local, State and Federal law Enforcement Agencies
- FBI Federal Bureau of Investigation

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from terrorist acts. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks not listed.

## TERRORISM

### WARNING PHASE CHECKLIST

- Receive and evaluate forecasts and reports that indicate a potential for terrorist acts. Confirm as necessary, and pursue further information and guidance from local law enforcement agencies, the Washington State Patrol, federal law enforcement agencies, Washington Division of Emergency Services, or other qualified agencies.
- In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
  - When a problem is anticipated and its duration;
  - What areas will be impacted and to what extent;
  - How much warning time will elapse;
  - What are possible consequences; and
  - What measures can be taken to mitigate the possible effects.
- Estimate the nature and scope of outside assistance that may be required.
- Inventory communications capabilities between essential facilities and the EOC. Augment as necessary/feasible. Design an Incident Communications Plan.
- Receive reports of problems and confirm as soon as possible.
- Establish liaison with appropriate State and Federal agencies.
- As the situation develops, publicize emergency public information to include:
  - Description of the situation and identification of areas at risk;
  - Guidelines on the protection of real and personal property;
  - Closures of schools, offices, and other facilities; and
  - Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated.
- Maintain an alert or standby of personnel as necessary.
- Inventory, protect, and distribute fire fighting & emergency medical equipment.
- Contact/activate volunteer organizations such as the Red Cross.
- Review the **RESPONSE PHASE CHECKLIST** for preparatory action.

# TERRORISM

## RESPONSE PHASE CHECKLIST

- If not already done, complete those actions listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities.
- Activate the Emergency Operations Center (EOC), and advise the City Council of the situation.
  - Refer to EOC activation checklist in Volume III
  - City Council contact numbers are in Volume IV
- Within capabilities, the law enforcement agency will maintain public order — control crowds and protect property.
- Keep the EOC informed of the situation and submit requests for assistance when local resources are inadequate to cope with the emergency. If conditions warrant, declare the existence of a local disaster emergency and submit requests for state declaration of disaster emergency if appropriate.
- Request National Guard assistance, if necessary.
- Establish curfews and meeting size limitations as necessary.
- Disseminate public information as necessary to attempt to control the situation.
- Issue evacuation orders as appropriate.
  - Refer to Volume I, ESF Twenty Four – Evacuation and Movement  
Police Department is Primary Agency
- Establish crowd control, reconnaissance, rescue and medical strike teams and/or task forces with appropriate communications (to communicate with EOC) according to the incident communications plan.
- Control fires and the escape and/or spread of hazardous or toxic substances.
- Notify local EMS agencies and medical facilities of any injuries as soon as possible. Consider establishing the Multicasualty Incident Plan within the Incident Command System.
  - Refer to Multicasualty Incident Plan

- Publicize emergency public information to include
  - Description of the situation and location of damaged areas
  - Evacuation routes and reception areas.
  - Location and/or phone number where information concerning any victims may be obtained.
  
- If needed, establish emergency shelters and congregate care facilities. Coordinate with the American Red Cross, the Salvation Army and/or other volunteer organizations.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance Council are  
Primary Agencies
  
- Establish traffic control and roadblocks in heavily damaged areas.
- Provide patrols for the security of evacuated areas.
- Maintain surveillance of current conditions.
- Keep in communication with highway, law enforcement, fire, rescue and others with emergency services responsibilities. Obtain official information on what and how roadways are to be kept open, particularly those required by emergency service personnel in case of serious fires, accidents and other emergencies. Obtain estimates of requirements for additional personnel resources, equipment and supplies.
- Establish strike teams and/or task forces to assess and document damage to public and private property. Record this information for future reimbursement purposes.
- Take other emergency actions as necessary to resolve the immediate and root causes of the riots or disturbances.
- Establish emergency morgues, as necessary. Activate mental health support services as necessary. Coordinate with the American Red Cross, the Salvation Army and the relief organizations as appropriate.

# TERRORISM

## RECOVERY PHASE CHECKLIST

- Restore and maintain essential services such as disrupted utilities, transportation arteries, communications systems, public property, and equipment. Priority will be given to services for hospitals, emergency operations centers, nursing homes and housing for the elderly and fire and police departments.
- Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.
- Ask for National Guard Assistance (through EOC), if necessary.
- Establish curfews and meeting size limitations as necessary.
- Disseminate emergency public information as necessary to attempt to control the situation.
- Arrange for emergency housing as necessary.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Arrange for initial debris clearance and restoration of essential public utilities and facilities.
- Arrange for a health and sanitation survey and initiation of disease prevention measures.
- Arrange for handling and identification of fatalities and mental health support services.
- Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
- Initiate individual rehabilitation program.
- Arrange for public distribution of instructions on how to clean and restore real estate and personal property.
- Initiate immediate and long range rehabilitation measures and programs.
- Perform post-incident cleanup and utilities restoration.

- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.
- Consider notification of Critical Incident Stress Debriefing team.
- Consider notification of Support Officers.

# TSUNAMI

A series of traveling ocean waves of great length and long period usually generated by a submarine geophysical displacement. Tsunamis may or may not be preceded by an earthquake.

## WARNING

**IF WARNING TIME IS EXTREMELY LIMITED**, activate the tsunami notification system locally to notify to evacuate and the location of emergency evacuation routes and reception areas. Then evacuate the low-lying areas and worry about other things later. Form a dragnet beginning with those areas, homes, and buildings nearest the approaching water and work back toward a safe area. Use uniformed personnel or otherwise recognizable officials to give authenticity to the urgency of the evacuation. Use the evacuees to help move out the others as they go along.

If a Tsunami Threatens

Use **WARNING PHASE CHECKLIST**

If a Tsunami **Has** Occurred

Use **RESPONSE PHASE CHECKLIST**

Then use

**RECOVERY PHASE CHECKLIST**

**See the Alert and Warning Section in this volume.**

NOTIFICATION:           **See Volume IV, Resource Guide, for contact information**

- Washington State Emergency Management
- US Coast Guard
- Washington State Department of Transportation

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from tsunami incidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## TSUNAMI

### WARNING PHASE CHECKLIST

- Receive and evaluate forecasts and predictions which indicate a potential for a Tsunami. Make whatever confirmations are necessary, and pursue further information and guidance from the Tsunami Warning Center, Washington Division of Emergency Services, National Weather Service, FEMA, or other qualified agencies.
- In coordination with these agencies, develop the following estimates on the basis of past experience or other available data:
  - The size of the waves that are anticipated and estimated time of arrival in your location;
  - What areas are expected to be subject to flooding and to what extent;
  - On the basis of available physical indications, how much warning time will be available from the time that tsunami flooding is definitely imminent until the time that it actually occurs.
- Sound alert and warning sirens as appropriate.
- Identify high ground and select areas safe and suitable for the sheltering of evacuees and for the storage of evacuated equipment and emergency supplies (at least above the 100 ft. elevation contour and/or one mile inland). Assure that evacuation routes to the areas selected will not become impassable before they can be reached.
- If availability of evacuation routes is limited, and some flooding may occur but not render the route impassable, arrange for markers to identify the alignment, or arrange for pilot vehicles to guide evacuees.
- Estimate the number of evacuees and, in consultation with volunteer relief organizations select suitable shelters and arrange for their operation.
- Initiate response of volunteer organizations such as the American Red Cross, The Salvation Army, and other similar organizations.
- In consultation with the various sections, make preparations for the orderly evacuation and reception of the evacuees, which will progress in phase with the arrival of the tsunami. **Provide for the security of the areas evacuated.**
- Establish an Emergency Operations Center (EOC) and additional command posts as necessary and notify the City Council of the extent of the disaster as soon as possible.

- Arrange for the direct broadcast of emergency public information and evacuation instructions.
- On the basis of anticipated flood levels, arrange for equipment and supplies to be moved to avoid damage.
- Inventory communications capabilities between essential facilities and the emergency operations center. Augment as necessary with auxiliary equipment and operators for emergency requirements. Design an Incident Communications Plan.
- Establish, if possible, the amounts of various fuels and oils on hand and arrange for the establishment of operable means of distribution during the emergency.
- Inventory high clearance vehicles and register owners and operators. Include school buses. Organize and establish a ready emergency motor pool and a reserve.
- Inventory bulldozers, graders, dump trucks, front end loaders and other heavy equipment. Organize and establish a ready emergency motor pool and a reserve.
- Inventory motor boats. Test run motors and have a supply of fuel safely stored. Assure adequate equipping with running lights, life jackets, rubber boots, rope and flashlights with spare batteries. Organize and establish a ready emergency motor pool and a reserve.
- Inventory auxiliary power plants, pumps, pipe and hose. Organize personnel and equipment into strike team(s) and/or task force(s) that will respond to dispatch.
- Inventory operators of portable and mobile communications equipment. Make those assignments that can be made in advance.
- Arrange for the protection and distribution of fire fighting equipment away from probable flooded areas.
- Inventory available stocks and sources of supply of equipment and supplies common to the needs of disaster workers. Include special clothing, hard hats, rubber boots, flotation gear, flashlights and batteries, flares, maintenance tools, rescue tools and rations.
- Advise prospective suppliers as to which personnel are authorized to make emergency purchases in the name of the various local jurisdictions, how they are identified and what record of the transaction is necessary for subsequent reimbursement.
- Arrange for the control of incoming air, marine, and surface traffic to facilitate receipt and delivery of needed supplies and to divert unessential visitors and supplies.

- In phase with the situation as it develops, publicize emergency public information to include:
  - Description of the situation and identification of areas that are expected to flood
  - Evacuation routes and reception areas; and
  - How warning and evacuation instructions will be disseminated.
  
- Prepare for documenting equipment and supplies used, personnel hours spent, including overtime, and other documentation on expenses that might be necessary for later reimbursement.
  
- Review the **RESPONSE PHASE CHECKLIST** on the following pages for preparatory action that may be required.

# TSUNAMI

## RESPONSE PHASE CHECKLIST

- If not already completed, complete those actions items listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities of the current situation.
- Establish a watch and observation of sea conditions. The Tsunami Warning Center should be contacted for reported events in other locations.
- Disseminate public warnings, emergency instructions and initiate evacuation operations based on the anticipated severity of the Tsunami.
- Implement emergency utility shutoff procedures as necessary.
- Conduct reconnaissance of areas inundated and dispatch rescue units as needed.
- Provide patrols for the security of evacuated areas.
- Initiate a rough estimate of the extent of public and private damage.
- Request assistance as necessary and available under the conditions, and continue tsunami disaster operations.
- Begin damage assessment on public and vital services, and facilities.
- Where injuries are involved, notify local EMS agencies and medical facilities as soon as possible. Consider establishing the Multicasualty Incident Plan Organization within the Incident Command System.
- Notify the City Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for county and state declaration of disaster emergency if appropriate.
- Establish emergency morgues, as necessary. Coordinate with the American Red Cross, The Salvation Army and the relief organizations as appropriate.

# TSUNAMI

## RECOVERY PHASE CHECKLIST

- Initiate surveys for the identification of safety hazards and undertake corrective measures.
- Perform damage assessments.
- Arrange for initial debris clearance and restoration of essential public facilities, services, and utilities.
- Arrange for the drainage of water pockets.
- Arrange for a health and sanitation survey and initiation of disease prevention measures.
- Arrange for handling and identification of fatalities.
- Arrange for partial return of evacuees, particularly the heads of households, for individual damage assessment and cleanup. Phase the return of the remaining evacuees in pace with the rehabilitation progress.
- Initiate individual rehabilitation program.
- Arrange for public distribution of instructions on how to clean and restore real and personal property.
- Undertake general debris clearance.
- Arrange for emergency housing as may be necessary.
- Initiate immediate and long range rehabilitation measures and programs.
- Provide monetary figures necessary to support a request for disaster declaration.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.
- Consider notification of Critical Incident Stress Debriefing team.
- Consider notification of Support Officers.

# **WEATHER**

Severe weather includes thunderstorms, torrential rain, ice storms, blizzards, extreme cold, extreme heat and high winds.

If Severe Weather Threatens

**Use WARNING PHASE CHECKLIST**

If Severe Weather **Has** Occurred

**Use RESPONSE PHASE CHECKLIST**

Then Use

**RECOVERY PHASE CHECKLIST**

**NOTIFICATION:** See Volume IV, Resource Guide, for contact information

Washington State Emergency Management

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from incidents of weather extremes. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed.

## WEATHER

### WARNING PHASE CHECKLIST

- Make contact with RACES and other emergency services teams in the area.
- Contact the National Weather Service for information about “Heavy Snow Warnings,” and “Cold Wave Warning,” “High Wind Warning,” and Ice Storms.” This information should then be disseminated to other agencies, media, etc.
- Provide the local news media with winter storm safety rules, winter vehicle travel considerations, advice on actions if trapped in a vehicle by a blizzard, and other appropriate information pertaining to the area. NOAA Weather Radio broadcasts this information as needed, but further releases are desirable.
- Determine the location and amounts of sand and gravel, salt, fuel supplies, or other materials needed and fill these as required.
- Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report to work. Unless specific instructions are given to the contrary, all city personnel are expected to report for work.
- Prepare “school closing” or “employee stay home” announcements.
- Develop newspaper articles and radio and television announcements for release when appropriate (e.g., requesting home owners to remove snow from fire hydrants or other places that might impede emergency actions).
- Check generators, other power, lighting and communications equipment.
- Alert field personnel of impending situation.
- Put personnel and equipment on stand-by, and maintain communication with operating and stand-by crews.
- Alert volunteer organizations such as the American Red Cross.
- Review the **RESPONSE PHASE CHECKLIST** on the following pages for preparatory action that may be required.

# WEATHER

## RESPONSE PHASE CHECKLIST

- If not already completed, complete those actions items listed in the **WARNING PHASE CHECKLIST** which can be completed, based on the incident priorities of the current situation.
- Establish an Emergency Operations Center (EOC) and additional command posts as necessary and notify the City Council of the extent of the disaster.
  - Refer to EOC activation checklist in Volume III
- Assess the storm situation, including a determination of the potential storm risk area, and obtain information such as speed and direction of wind, precipitation, barometric readings, fall of snow, sleet, etc. Initiate reporting from public and private agencies and utilities that have facilities in the risk area.
- Keep in communication with highway, law enforcement, fire, rescue and others with emergency services responsibilities. Obtain official information on what and how highways and streets are to be kept open, particularly those required by emergency service personnel in case of serious fires, accidents and other emergencies. Obtain estimates of requirements for additional personnel resources, equipment and supplies.
- If conditions warrant, initiate or increase efforts to obtain specific information for broadcasts over radio and television to inform the public of the storm situation and what actions should be taken.
- Preposition equipment, fuel and the essential supplies for use after the storm.
- Check auxiliary generators and other power and lighting equipment.
- Review preparations for congregate care and emergency shelter if the situation appears to be worsening. Consider what specific operations may have to be performed and under what conditions.
  - Refer to Volume I, ESF Six – Mass Care  
American Red Cross and Clallam County Disaster Assistance  
Council are Primary Agencies
- Limit travel as required.

- Notify the City Council of the situation and any required assistance. If conditions warrant, declare the existence of a local disaster emergency and submit requests for county and state declaration of disaster emergency if appropriate.

- City Council contact numbers are in Volume IV

## **WEATHER**

### **RECOVERY PHASE CHECKLIST**

- Perform post-storm cleanup and utilities restoration.
- Perform damage assessments.
- Provide monetary figures necessary to support a request for disaster declaration.
- Provide facilities for and publicize the location of disaster aid centers for processing applications for the rehabilitation of individuals and families.
- Release excess personnel and equipment.
- Complete and submit necessary reports and paperwork to appropriate agencies.
- Perform an incident critique.
- Consider notification of Critical Incident Stress Debriefing team.
- Consider notification of Support Officers.