

City of Duvall, Washington Comprehensive Emergency Management Plan

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City of Duvall Emergency Management



City of Duvall

Small Town. Real Life.

July 2024

Promulgation

It is with great pleasure that I announce the publication of the 2024 Comprehensive Emergency Management Plan (CEMP) for the City of Duvall. This document is a crucial part of a comprehensive suite of emergency management strategies developed for our city. The CEMP serves as the foundation for our efforts in mitigation, preparedness, response, and recovery, ensuring uniform emergency management protocols throughout our city. This uniformity facilitates seamless coordination and interoperability between local, state, and federal entities.


The City of Duvall staff has meticulously aligned the CEMP with the King County Regional Disaster Plan, the State of Washington Comprehensive Emergency Management Plan, the National Response Framework, and the Revised Code of Washington, Chapter 38.52. This alignment ensures compatibility with other emergency management plans, enhancing our collaborative efforts with various agencies during disasters.

The CEMP outlines the authorities, functions, and responsibilities necessary for cooperative action plans among city departments and local, state, federal, volunteer, public, nonprofit, and private sector organizations. By integrating all phases of emergency management, the CEMP aims to minimize the impact of emergencies on our community. It is an essential tool for saving lives, protecting property, preserving the environment, and sustaining our local economy.

The CEMP also serves as a crucial guide to department directors, agencies, commissions, and councils regarding their primary objectives in emergency management: to support the City of Duvall through the Emergency Operations Center (EOC); to develop and maintain comprehensive internal processes for conducting daily operations before, during, and after an emergency or disaster; and to conduct the training, exercises, and plan maintenance necessary to enhance Duvall's disaster readiness.

Together, the elements of the CEMP clearly define the roles and responsibilities of city staff and governmental and nongovernmental partners during an emergency. This plan equips the City of Duvall to respond effectively to disasters, minimizing loss of life, property damage, and disruption to vital services.

Thank you for your dedication and participation in this critical endeavor.


Amy Ockerlander (Jul 18, 2024 14:44 PDT)

Amy Ockerlander, Mayor

City of Duvall

Approval and Implementation

The City of Duvall sincerely appreciates the cooperation and support from all City departments contributing to the publication of the 2024 City of Duvall Comprehensive Emergency Management Plan (CEMP). The CEMP, also referred to as “the Plan” in this document, is a comprehensive emergency management framework for citywide mitigation, preparedness, response, and recovery activities. The CEMP was revised through the efforts of all city departments to identify, develop, maintain, and enhance the City’s emergency management capabilities. This CEMP supersedes all previous plans. This plan has been presented to the City Council for approval. The CEMP is one of the many efforts to prepare all people in the City of Duvall for emergencies or disasters. The CEMP is formatted to be consistent with the State of Washington CEMP, National Response Framework, complete with Emergency Support Functions (ESFs or single functional activities). This is to standardize plans throughout the State and to provide interoperability between local, state, and federal levels of government. The Plan stresses the four phases of emergency management: mitigation, preparedness, response, and recovery activities. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, the economy, and the environment of the City of Duvall. Our sincere thanks and congratulations to all who have made this Plan possible.

City of Duvall Comprehensive Emergency Management Plan (CEMP)

Record of Changes

Change Number: YR-XXX	Date of Change: MM/YYYY	Change Summary/Sections Affected	Position Name/Initials

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1. Introduction

The Comprehensive Emergency Management Plan (CEMP) (hereafter the Plan) is one of a family of emergency plans created by the City of Duvall. This plan provides the policy framework by which other emergency plans are guided. This plan provides the City of Duvall structure in preparing for, responding to, and recovering from an incident. It outlines how City departments organize, direct, control, and coordinate their actions to continue essential functions during incidents. The Plan provides guidance and assistance in decision-making. The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident and is compliant with FEMA's Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework.

The City's CEMP has been developed under the following local, state, and federal statutes and regulations.

- Revised Code of Washington chapters 38.52, 39.34, and 42.14; and sections 35A.33.080 and 35A.33.100
- Washington Administrative Code Title 118
- 42 U.S.C. 5121 et. seq;
- King County Code Chapters 2.56 and 12.52
- Duvall Municipal Ordinance Nos. 1319, 1320, and 1321.

1.1. Purpose

- 1.1.1. The City of Duvall is dedicated to protecting lives, property, and the environment of its residents through preparedness, response, recovery, and mitigation activities.
- 1.1.2. The basic plan provides an overview of the jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns tasks. The elements listed in this section provide a solid foundation for the development of supporting annexes.
- 1.1.3. The Plan establishes the framework for effective emergency response methods for the City of Duvall. The Plan designates responsibility during an incident and for the sustainment of essential functions. The Plan also contains policies, guidelines, and tasks as they relate to Emergency Support Functions (ESFs).
- 1.1.4. The City of Duvall employees should have a thorough understanding of the Plan and their roles and responsibilities in the preparedness, response, and recovery process. The Plan will be reviewed and implemented by every City department.

1.2. Scope

- 1.2.1. The Plan, including its supporting documents, gives guidance for the coordination of operations during incidents, and the proper utilization of resources available for use within the City of Duvall and those that may come available from other jurisdictions.
- 1.2.2. The Plan supports and is compatible with the State of Washington, King County, and surrounding jurisdictional plans, as well as the National Response Framework.
- 1.2.3. This plan is considered continuously activated from Propagation as the processes, such as plan development and training, are ongoing emergency management processes.

1.3. Situation Overview

- 1.3.1. The City of Duvall is located near the Snoqualmie River on SR-203, approximately 25 miles northeast of Seattle, halfway between the cities of Monroe and Carnation. The City encompasses approximately 2.5 square miles on the east slope of the Snoqualmie Valley. Based on data tracked by the United States Census Bureau and the Office of Financial Management, Duvall has experienced a high rate of growth. The overall population increased 45% (percent) from 2000 to 2010 with an annual increase of 5% from 2020 to 2022. The 2020 census population for the City of Duvall was 8,035 and the current (April 2022) population estimate is 8,434.

The City owns and operates its own water, storm, and sewer utility departments. The City's potable water is supplied via the Tolt pipeline which is operated by Seattle Public Utilities. The City has its own Police department providing law enforcement services within the city limits. The City was annexed into King County Fire District 45 (KCFD 45) in the 1980s. As a result, Fire and EMS is provided by KCFD 45, independent from, but in collaboration with, the City government. Riverview School District also has its Administrative Office within the City limits and is responsible for transportation and operation of the Elementary and High School located within Duvall and the surrounding areas.

- 1.3.2. Hazard Assessment Summary
 - 1.3.2.1. Summary: The City is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. These potential hazards that may occur in or around the City are: flooding, severe weather, civil disorder, earthquakes, dam failure, hazardous materials (HAZMAT) incidents, power failure, rural or urban fires, and acts of terrorism. Table 1 below lists local hazards probability and risk identified during development of King County's Regional Hazard Mitigation Plan.

Hazard Type	Probability*	Risk
Earthquake	Medium	Medium
Flood	High	High
Weather	High	High
Wildfire	Medium	Medium
Landslide	Low	Low
Volcano	Low	Low
Tsunami	Low	Low
Avalanche	Low	Low

*for natural hazards, the relative probability of occurrence is within 25-50 years

Note: Technological and human-caused hazards must be considered in addition to natural hazards. See the KCRHMP for more information about the following.

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity
- Terrorism (including mass shootings); see also the Terrorism topic elsewhere in this plan

1.4. Planning Assumptions

- 1.4.1. Planning Assumptions: Disasters may create significant property damage, injury, loss of life, and disruption of essential services, both inside and outside the City of Duvall. These situations may also create significant financial, psychological, and sociological impacts on the City of Duvall and its residents and visitors.

It is assumed that some incidents will occur with sufficient warning that appropriate notification may be issued which may ensure some level of preparation. Other incidents will occur with no advanced warning. The initial event may trigger further cascading events.

It can be assumed that a major, widespread incident may isolate the City of Duvall, and any significant assistance from nearby communities, counties, state, or federal agencies would not occur for many days. The City of Duvall will need to rely on available City resources and those of the whole community (private organizations, businesses, and individuals) within the City for the initial response to an incident that is widespread in the region.

- 1.4.2. Planning Considerations: While we do not, in many instances, have the advantage of knowing when and where incidents will occur, nor how much destruction they may cause, we can take prudent steps prior to an incident to mitigate some harmful effects and outcomes. It is critical that the City, as a matter of public trust, ensure a reasonable process is in place to maintain the capability to sustain and

perform essential functions. These functions can only be accomplished when a solid framework of meaningful mitigation and preparedness measures are established, reviewed, tested, and implemented.

- 1.4.3. Access and Functional Needs: From the beginning, the planning effort must account for those who may be particularly vulnerable in a disaster. Age can be a factor - children and older adults may be especially vulnerable. Populations with limited English proficiency, limited access to transportation, and/or limited access to financial resources to prepare for, respond to, and recover from an emergency are also at risk.

Individuals may need assistance, accommodation, or modification for mobility, effective communication, transportation, safety, health maintenance, or other help due to any situation (temporary or permanent) that limits their ability to take action in an emergency.

Situations involving notification, evacuation, and/or sheltering are examples which may require additional pre-planning to assist individuals.

Note: Federal civil rights law and policy require nondiscrimination for certain populations, including on the basis of race, color, national origin, religion, sex, age, disability, English proficiency, and economic status.

- 1.4.4. Pets must also be included in planning efforts because history has shown that people often won't take refuge if their pets must be left behind.

- 1.4.5. By effective stewardship for the whole community in hazards planning, the City's emergency preparedness activities can reduce casualties; infrastructure, property, and environmental damage; and loss of essential services.

See also: King County Regional Hazard Mitigation Plan (KCRHMP) 2020 Update for more information, on the 14 areas of resilience. Regional Hazard Mitigation Plan - King County

2. Concept of Operations

2.1. General

The Concept of Operations (CONOPS) section explains in broad terms the process and strategy involved in preparing, responding, recovering, and mitigating against the impacts of hazards that threaten the City. The City's CEMP embraces an "all-hazards" principle and assumes that most emergency response functions are similar, regardless of the hazard. The CONOPS will describe in very general terms the City's emergency management strategy and how it is maintained and applied during the activation, preparedness, response, recovery, and mitigation phases of emergency management.

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- 2.1.1. Plan Activation: At the onset of an incident, City employees will activate their response processes per their department's Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

Each City department leader will communicate and coordinate with the City Emergency Operations Center (EOC) to support the City's response structure and activities and provide reports to include department operating status and capabilities; injuries; damage to the city's transportation and utility infrastructure, facilities, and equipment; transportation route availability; and critical needs. The EOC leadership will communicate with the Mayor or Mayor's successor for a Proclamation of Emergency if appropriate.

Each department shall develop operational plans and provide training and practice exercises with department employees to ensure that their essential functions can be performed. The City will also develop and implement an emergency communications plan to support efficient and effective communication between departments, with the EOC, and with the whole community.

- 2.1.2. Overall coordination of Incident Management Activities: City ordinances No. 1319 and 1320 establish the City's emergency management function and appoints a Director of Emergency Management and Assistant Director of Emergency Management, respectively, who are responsible for the organization, administration, and operation of emergency services within the City. The Director and their Assistant will implement emergency statutes and Ordinances, coordinate CEMP updates, mobilize and commit City resources to respond and mitigate the effects of a disaster or emergency.

The City EOC is the hub for incident coordination and communication activities. Coordination activities take place between the EOC and Incident Command field locations, Department Operations Centers (DOCs), King County Emergency Operations Center, the State Emergency Operations Center, Non-Governmental Organizations (NGOs), and private industries.

- 2.1.3. Concurrent Implementation of Other Plans: When significant incidents occur, other plans may be activated. These plans may include Facilities Plans, Standard Operating Guidelines (SOG), Standard Operating Procedures (SOP), and other hazard specific plans. Each department Director is responsible for the management of staff and resources available to support and/or respond to an incident. Department directors are responsible for having relevant plans completed and tested to ensure the department is prepared.
- 2.1.4. Organizational Structure: The Director of Emergency Management is responsible for ensuring emergency preparedness, response, and recovery activities for an incident are effectively carried out within the City. Day-to-day organizational structure of City departments is maintained as much as practical as essential functions are executed.

2.1.5. Emergency Response Teams (Field Level, DOCs, EOC, and EPC): When responding to an incident, the City's departments and personnel activate and respond by pre-defined alerting processes and/or when requested as the incident progresses. EOC activation procedures will be initiated, which include appropriate notification within the City. Each City department self-activates their incident plans(s) when appropriate and executes their respective incident activities.

2.1.5.1. INCIDENT RESPONSE ACTIVITIES

The City's department responses are per individual department plans and Standard Operation Procedures (SOPs). Department Operations Centers (DOCs) become operational in an incident per department plans. Each department is responsible for responding to the incident, continuing essential functions, and staffing the EOC and other emergency support activities throughout the duration of the incident as staffing and other resources permit.

2.1.5.2. MAINTNENCE OF ESSENTIAL FUNTIONS

Planning for the maintenance of essential functions should occur through Department Continuity of Operations Plans (COOPs). These plans should identify essential functions and the emergency procedures to be implemented to ensure these functions are carried out during an incident.

2.1.5.3. DEPARTMENT OPERATIONS CENTERS (DOCS)

City departments' incident response activities are organized using the Incident Command System (ICS). Using their appropriate plans, City departments activate their DOCs to coordinate their response activities. Coordination and communication should be established and maintained with the City EOC, when activated. Each department activates all applicable plans to handle the department's internal and external response, recovery, and reconstitution (return to normal operations) activities, to continue essential functions and to support the EOC assignments as required or when requested.

2.1.5.4. EMERGENCY OPERATIONS CENTER (EOC)

The City EOC is used for citywide communication and coordination duties in response to an incident. The EOC may activate if an incident warrants. Selected City department members, responsible for activities in the EOC, immediately deploy when notified, or self-deploy depending on operating guidelines. Department representatives may be summoned to the EOC to create situational awareness and develop a common operating picture, provide centralized coordination and communication regarding the incident, and to assist the City Departments in responding to an incident. An alternate or virtual EOC may activate if the primary location is damaged or inadequate. The city EOC has 4 levels of activation. See below for each level of activation and their description.

Activation Level	Level	Color	Description
Level 4	Daily Operations	Blue	Activities are within the scope of normal City operations. EOC is not activated.
Level 3	Monitoring Condition	Green	A notification, prediction, or forecast has been issued for an incident. Appropriate departments are notified to monitor the situation and take precautionary actions.
Level 2	Limited Activation	Yellow	This may involve a smaller incident that a limited number of responders can handle, or it may involve the early stages of what later becomes a larger problem. During limited activation, many positions may not be needed and, depending on the incident requirements, some may be authorized to operate remotely from their regular workplace rather than the EOC.
Level 1	Full Activation	Red	The EOC is activated, and all or most of the positions needed are filled. This involves an incident requiring a full-scale City (or regional) response effort.

2.2. Whole Community Involvement

2.2.1. The Whole Community is defined by the Federal government as:

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

2.2.2. Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes

businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

- 2.2.2.1. The city of Duvall strives to maintain a relationship with the whole community and include local community members, organizations, and groups in the development of its plans. This may include Memorandums of Understanding with specific groups to share communications with each other during plan development.
- 2.2.2.2. State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW chapter 49.60, "Discrimination - Human Rights Commission," as well as the federal Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008.
- 2.2.2.3. Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.
 - 2.2.2.3.1. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.
- 2.2.3. The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical

care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (DHS National Preparedness Goal, September 2015).

- 2.2.4. The federal Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

2.3. Operational Objectives

- 2.3.1. Incident Management. The leadership intent is that these efforts of preparedness planning will help save lives, alleviate human suffering, ensure the continuity of critical government functions, maintain and/or restore services, and ensure that essential infrastructure is stabilized and repaired. The outcome of these efforts will protect lives, property, the economy, and the environment of Duvall.
- 2.3.1.1. Operational objectives are based on the following priorities:
- Life Safety
 - Incident Stabilization
 - Protection of Property
 - Protection of the Environment
- 2.3.1.2. NIMS Components to Achieve Priorities
- 2.3.1.3. Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.
- 2.3.1.3.1. *Flexibility* - allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- 2.3.1.3.2. *Standardization* - defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.

- 2.3.1.3.3. *Unity of Effort* - coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.
- 2.3.1.3.4. *Integration* - The National Incident Management System (NIMS) is part of the National Response Framework (NRF) that establishes a standardized incident response. NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

2.4. Request for a Proclamation of Emergency

- 2.4.1. A Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with responding to an incident. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council is advised of the Proclamation as soon as practical.
- 2.4.2. The Mayor, or Mayor Pro-Tem, or Councilmember in the absence of the Mayor, is responsible for issuing a Declaration of Emergency and providing executive authority during a declared emergency. The Director of Emergency Management (Director) as appointed by the Mayor, will direct, control and coordinate City emergency services. The Assistant Director of Emergency Management, as appointed by the Mayor, will assist the Director and serve in their absence.
- 2.4.3. The Proclamation authorizes the City to take necessary measures to respond to an incident, protect lives, property and the environment and exercise the powers vested in RCW 38.52.070.
- 2.4.4. The Director of Emergency Management, Assistant Director of Emergency Management, or the Emergency Management Coordinator is responsible for the preparation of the Emergency Proclamation, and once signed, is responsible for the notification of appropriate county, state, and federal agencies following the Proclamation.
- 2.4.5. Requests to the Governor to declare a State of Emergency are made by the Mayor directly to the Governor or through the King County Emergency Operations Center (KCEOC). Declaration by the Governor is necessary to pursue a Presidential Declaration and federal disaster relief funds.

3. Direction, Control, and Coordination

3.1. Multi-Jurisdictional Coordination

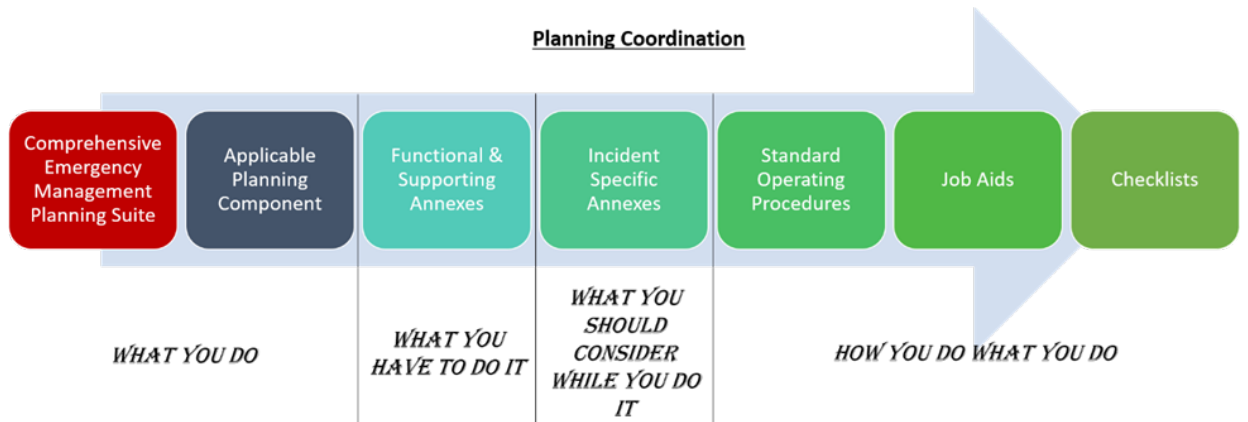
- 3.1.1. Key concepts of the Plan include Incident Command System (ICS), Emergency Support Functions (ESFs), reliable and redundant communication systems and processes, Department Operations Centers (DOCs), Emergency Operations Center (EOC) responsibilities, resource management, mutual aid agreements, and memoranda of agreement or understanding.



3.2. Horizontal Integration

This plan is one of a family of emergency plans created by the City of Duvall to provide the policy framework by which other emergency plans are guided. This plan provides the City of Duvall guidance in preparing for, responding to, and recovering from an incident. It discusses guidelines on how City departments organize, direct,

control, and coordinate their actions to continue essential functions during incidents. The Plan supports each department, providing guidance and assistance in decision-making.



3.3. Vertical Integration

The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident. The Plan is compliant with FEMA’s Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework.

3.4. Unity of Effort Through Core Capabilities

The core capabilities contained in the Goal are the distinct critical elements necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training, and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.

COMMON CORE CAPABILITIES
Planning
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Public Information and Warning
Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination

COMMON CORE CAPABILITIES
Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

3.5. Common Prevention and Protection

SHARED PREVENTION & PROTECTION CORE CAPABILITIES
Intelligence and Information Sharing
Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction and Disruption
Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Screening, Search, and Detection
Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

3.6. Prevention Mission

- 3.6.1. Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks, or stopping imminent follow-on attacks.

City and Department plans should address human-caused hazards and acts of violence such as active shooter and other potential terrorist activity. The Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS) warns of credible threats. The public should be encouraged to help by reporting suspicious activity to local law enforcement. The “If You See Something, Say Something” national campaign encourages vigilance by individuals and communities and suggests following NTAS alerts.

PREVENTION CORE CAPABILITIES
Forensics and Attribution

PREVENTION CORE CAPABILITIES
Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, to prevent initial or follow-on acts and/or swiftly develop counter-options.

3.7. Protection Mission

- 3.7.1. Protection includes the capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.

PROTECTION CORE CAPABILITIES
Access Control and Identity Verification
Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity
Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Physical Protective Measures
Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Risk Management for Protection Programs and Activities
Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
Supply Chain Integrity and Security
Strengthen the security and resilience of the supply chain.

3.8. Preparedness Mission

- 3.8.1. Individual Preparedness

Individuals are the foundation of preparedness for an organization, whether the organization is a City, a business, or the community as a whole. An organization’s ability to respond depends on the personal readiness of its employees. Employees who prepare themselves and their families in advance improve their ability to report to work to help restore vital services and operations. By discussing expectations in advance, encouraging employees to prepare, and training them how to do so, employers foster a partnership that increases the resilience of the whole community. A culture of preparedness will help recovery efforts and restoration to a new normal.

All employees should develop:

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- A family support plan that ensures family members will be safe and secure during an emergency.
- An out of area contact person that family members can use to relay messages if regular methods of communication fail.
- A personal “go kit” that includes the items needed if they must evacuate or shelter in place.

3.8.2. Reducing the hazards and risks from an incident can be accomplished by practicing preparedness in the workplace. Directors are responsible for maintaining these measures. To ensure adequate preparedness, the activities listed below should be considered:

Preparedness Measures
1. Develop and maintain a capacity for at least seven days of sustainability among employees and within facilities.
2. Stock adequate emergency supplies to support employees and visitors.
3. Periodically conduct / participate in drills to test employee readiness. These drills should be all-hazards based and include evacuation, shelter-in-place, and lockdown drills.
4. Provide employees with individual and family preparedness training.
5. Implement non-structural mitigation measures to protect employees, clients, and visitors, including preventing damage to equipment and other property. This may include fastening down file cabinets, electronic equipment, and items that can cause injury or damage.
6. Provide lift and carrier devices for the injured or people with disabilities.
7. Periodically review hazard specific Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

3.8.3. Department Continuity of Operations Plans

When an incident occurs, essential functions must be carried out in every department through the processes established in department Continuity of Operations Plans (COOPs).

Ten Critical Elements of Continuity of Operations Plans
1. Essential Functions
2. Delegations of Authority
3. Orders of Succession

4. Alternate facilities
5. Interoperable Communications
6. Vital Records, Systems, and Equipment
7. Human Capital Management
8. Tests, Training, and Exercises
9. Devolution of Control and Direction (capability to transfer statutory authority and responsibility from an agency's primary operating staff and facilities to other employees and facilities)
10. Reconstitution (return to normal operations)

3.8.4. Facility Management

City Buildings and facilities should be adequately maintained so they can support incident response activities and maintenance of essential services.

Facility Management
1. Identify safety hazards. For those that can't be eliminated immediately, find ways to isolate or lessen risks pending permanent resolution.
2. Verify structural and non-structural hazard analysis of city buildings to identify and mitigate hazardous conditions. This should be in coordination with facility management.
3. Establish procedures to quickly determine threats to City facilities, and to alert occupants.
4. Review each Facility Emergency Plan for City buildings and train personnel in regard to building emergency standard operating guidelines including evacuation, shelter-in -place, and lockdown.
5. Conduct post-incident preliminary inspections.
6. Maintain emergency backup power for all essential systems and facilities. Critical electronic data communication systems should have uninterruptible power supplies (UPSs), and surge protection.
7. Periodically test building warning systems and procedures to assure they remain functional.
8. Limit access to areas that do not require public accommodation.
9. Regularly verify that security cameras and monitors are working properly.
10. Regularly check all entry and exit doors, especially those that provide access to sensitive or secure areas, to be sure they are working properly, are adequately

controlled, and locked to prevent unauthorized access when no one is present or after close of business.
11. Conduct random security checks around the exterior of buildings and outer boundary perimeters (such as fence-lines); note and report any suspicious circumstances to higher authority or call 911.

3.8.5. Records and Information Services

Records and Information Services
1. Store City records and information in a secure location that prevents damage and loss from an incident.
2. Ensure resiliency in City record keeping, tracking, and receiving consistent with State guidelines.
3. Records and information should be stored in a manner that they are accessible during an incident
4. Plan for records protection during the COOP process

3.8.6. Financial Considerations

Financial Considerations
1. Develop, update, and maintain guidelines and procedures to document and report incident-related expenditures for insurance, state, or federal reimbursement.
2. Inform the Office of Emergency Management (OEM) of all emergency management issues that would require approval in the budget process.

3.8.7. Essential Employees

To ensure essential operations can function during and after an incident, maintain and establish a staff trained in emergency actions.

Essential Employees
1. Identify emergency duties, essential positions, and staff assignments including two alternates for every designated primary.

2. Ensure essential primary and backup personnel are identified and that contact information is kept current and available during an incident.
3. Provide essential employees clear explanations as to when they will be needed for duty and what their position will be.
4. Disperse and assign critical equipment to key personnel.
5. Train personnel assigned to an essential position and conduct necessary monitoring, testing, and refresher training to ensure adequate levels of readiness.
6. Anticipate who should replace persons vacating essential positions and assign replacements early enough to allow time for training before the replacement assumes the essential position.
7. Ensure upon Plan activation that essential employees are informed of their roles and are not released from the City despite closure.

3.9. Mitigation Mission

- 3.9.1. Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.
- 3.9.2. Mitigation Activities: Mitigation activities in the City of Duvall are designed to decrease the impact of an incident. Factors considered when determining mitigation activities include: life safety, protection of property and the environment, the importance of parks and public facilities (including City utility infrastructure), and resilient transportation options.
- 3.9.3. Mitigation Strategies: The following strategies from the Duvall Hazard Mitigation Plan are intended to simultaneously increase the self-sufficiency of Duvall's residents and strengthen the City's resilience.
- Increase the resiliency of City utilities and other utilities serving the City to all hazards to promote reduced damaged and rapid recovery after a disaster.
 - Improve the City's stormwater system to reduce flooding in areas that have repetitive flooding problems and reduce landslide hazards. Maintain compliance with the National Flood Insurance Program.

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- Increase the capacity and capabilities of the City’s emergency response services to prepare for, respond to, and recover from a disaster.
- Increase the resiliency of city facilities and the capacity of city staff to respond to and recover from a disaster, and ensure the continuity of government operations during a disruption.

MITIGATION CORE CAPABILITIES
Community Resilience
Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Long-term Vulnerability Reduction
Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. When applicable, plans must address impacts of climate change and favor environmental sustainability.
Risk and Disaster Resilience Assessment
Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity’s risk and increase its resilience.
Threats and Hazards Identification
Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes to clearly understand the needs of a community or entity.

3.10. Common Response and Recovery

SHARED RESPONSE & RECOVERY CORE CAPABILITY
Infrastructure Systems
Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

3.11. Response Mission

- 3.11.1. Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring the jurisdiction can effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality,

providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

3.11.2. Activation of the Emergency Operations Center (EOC): Any City employee may request activation of the EOC by consulting with the on-duty or on-call supervisor from Fire (Chief Officer, or Delegate), Police (Chief or Patrol Lt.), Public Works, or the Office of Emergency Management (OEM). Activation does not entail command of the EOC. Additional information is included in Section 4.3.5 Activation.

3.11.3. Notification/Personnel Reporting to Work

3.11.4. The Administration Department or designee is lead for notification of all City employees and works with the Communications team to ensure employees are informed of incidents and equipped with talking points for the public. For department-specific activities, each City department is responsible for notifying their own personnel. The Department will determine when and how to contact each employee. Software can facilitate notifications. Key departments will be notified whenever the EOC is activated.

3.11.5. Response Procedures

The Incident Command System (ICS) will help ensure that teams respond and use resources in a coordinated and organized manner. ICS formulates a logical flow of steps and helps responding staff carry out their assignments in a controlled environment. It also expands and contracts the quantity of personnel at will without degrading the response teams and without losing command and control.

3.11.5.1. Departmental Initial Response Activities

- When an imminent hazard warning is received, follow pre-planned precautionary measures to reduce negative impacts.
- If appropriate, be capable of fulfilling all responsibilities required of the City of Duvall, including responding to the incident, establishing the Department Operations Centers (DOCs), maintaining essential functions, and sending staff to support EOC activation.
- Recognize situations and requirements that need to be coordinated with, or referred to, the EOC.
- As appropriate and whenever requested, be capable of supporting a multi-agency response.

3.11.5.2. Common Response Activities

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- Ensure assigned personnel remain ready and able to self-report for emergency duty in an incident should they be notified.
- Regularly create situation reports (SitReps) and send them to the City EOC.
- Respond to requests from the City, County, or State when asked.

RESPONSE CORE CAPABILITIES
Critical Transportation
Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response/Health & Safety
Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services
Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage, or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression
Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.
Logistics & Supply Chain Management
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care Services
Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Mass Search & Rescue Operations
Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
On-scene Security, Protection, & Law Enforcement

RESPONSE CORE CAPABILITIES
Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and for response personnel engaged in lifesaving and life-sustaining operations.
Operational Communications
Ensure the capacity for timely communications in support of security, situational awareness, and operations using various communications tools to reach all affected communities in the impact area and all response forces.
Public Health, Healthcare, & Emergency Medical Services
Provide lifesaving medical treatment via Emergency Medical Services and related operations, and avoid additional disease and injury, by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

3.12. Recovery Mission

3.12.1. Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, and resiliency, with focus on those who experience financial, emotional, and physical hardships. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric. To best inform the public, redundant communication systems need to be in place, as there may be loss of cell phone or Internet capacities. These efforts must address the needs of those with Access and Functional Needs, as outlined in Inclusive Emergency Communication Plans of the City and County.

3.12.2. Salvage and restoration of incident affected areas may overlap with the initial emergency response. Recovery of the City's essential functions are not part of this plan and should be addressed in Continuity of Operations Plans (COOPs).

3.12.2.1. Short-Term Recovery

Efforts include support activities to essential functions and extended incident operations.

The Department Operations Centers (DOCs) oversee the recovery activities of the Department. Top priorities are restoration of essential functions and community critical infrastructure.

3.12.2.2. Long-Term Recovery

Recovery and restoration actions begin upon the initiation of response actions and will be determined by the specific event. For most incidents, recovery activities will begin in the EOC as staff work to assemble data on the extent of damages.

3.12.3. Demobilization

3.12.3.1. Reconstruction Activities

Demobilization should be a planned and coordinated effort with the Department Operations Centers (DOC), EOC, and all other involved departments and agencies. Demobilization planning should begin when an incident begins.

3.12.3.2. Resumption Activities (Close of Activation)

Mitigation planning continues after response to an incident concludes and normal operations resume.

- All impacted City departments will complete an After Action Report (AAR), including Lessons Learned and areas for improvement (IP - Improvement Plan), and submit them to the Office of Emergency Management (OEM) as soon as possible for review after an incident.
- After Action Report / Improvement Plan (AAR/IP) recommendations will likely be the primary source for mitigation activities.
- This Plan and other relevant plans should be reviewed for helpful revision points or clarification needed based on lessons learned.
- Budgets should be submitted to cover the cost of replacement, updating, or filling depleted reserves.

RECOVERY CORE CAPABILITIES
Economic Recovery
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health & Social Services
Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing
Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural & Cultural Resources

RECOVERY CORE CAPABILITIES

Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

4. Organization

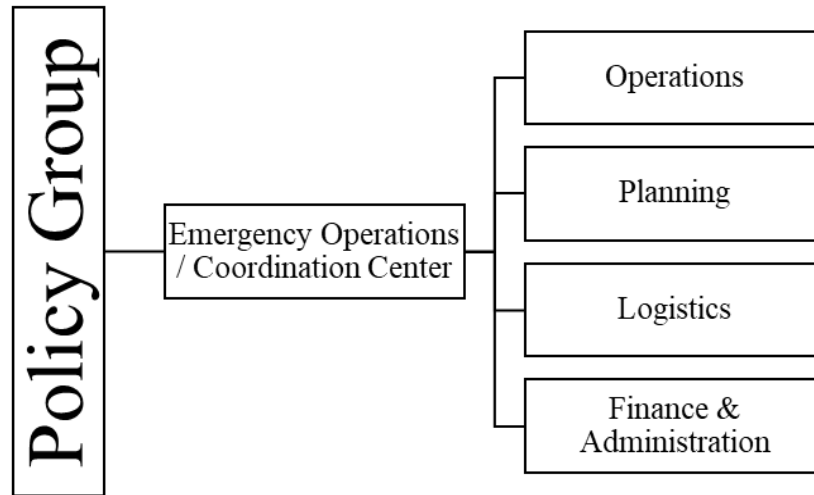
4.1. Authority

The Director of Emergency Management and Assistant Director of Emergency Management coordinates incident management activities through the authority given by the City Council as defined in City ordinances 1319 and 1320.

Policy direction is given by the City Council.

4.2. Emergency Organizational Structure

- 4.2.1. ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.
- 4.2.2. Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different from this.
- 4.2.3. Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and provide support. The composition of EOC teams may vary depending on the nature and complexity of the incident or situation.



4.3. Emergency Operations Center

- 4.3.1. ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.
- 4.3.2. Primary functions of staff in EOCs, whether virtual or physical, include:
- Collecting, analyzing, and sharing information.
 - Supporting resource needs and requests, including allocation and tracking.
 - Coordinating plans and determining current and future needs.
 - Providing coordination and policy direction.
- 4.3.3. Agencies and departments also have operations centers. However, these organization-specific operations centers differ from multidisciplinary EOCs. Departmental Operations Center (DOC) staff coordinate their agency or department's activities. While they communicate with other organizations, EOCs, and may exchange liaisons with other agencies, DOC staff are primarily inward looking, focusing on directing their own assets and operations.
- 4.3.4. Primary/Alternate Location

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4.3.4.1. The primary EOC is located in KCFD45's station 66 located at 15600 1st Ave NE, Duvall, WA 98019. An alternate or virtual EOC may be activated if the primary EOC is damaged or unavailable.

4.3.4.2. The alternate EOC is located in the Public Works Office at the Wastewater Treatment Plant Property at 14525 Main Street NE, Duvall, WA 98019.

4.3.5. Activation Process

4.3.5.1. EOCs are activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies.
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.
- A similar incident in the past led to EOC activation.
- Any City employee may request activation of the EOC by consulting with the on-duty or on-call supervisor from KCDF45 (chief officer or delegate), Police (Chief or Patrol Lt.), Public Works, and the Office of Emergency Management (OEM). Activation does not entail command of the EOC.
- An incident is imminent.
- Threshold events described in the emergency operations plan occur; and/or significant impacts to the population are anticipated.

4.3.5.2. Activation Authority

Activation of the EOC is authorized by the Director of Emergency Management, Assistant Director of Emergency Management, the City Administrator (CA), Police Chief, Fire Chief, Mayor, or any of designees of those named. The Director of Emergency Management, Assistant Director of Emergency management, KCFD45, or Police Department facilitates the activation of the EOC.

4.3.6. Deactivation Process

4.3.6.1. The EOC director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions

provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

4.4. Emergency Roles

4.4.1. This Plan, with the ESF annexes that follow, assigns response and preparedness roles and responsibilities for City departments. Each department's role is identified with the understanding that roles may change depending on the situation.

4.4.2. Coordinating

4.4.2.1. Coordinators oversee the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:

- Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.
- Monitoring the progress in meeting the core capabilities it supports.
- Coordinating efforts with corresponding private sector, NGO, and Federal partners.
- Ensuring engagement in appropriate planning and preparedness activities.

4.4.3. Primary Department Leads

4.4.3.1. Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

- Orchestrating support within their functional area for the appropriate response core capabilities and other missions. The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources;
- Notifying and requesting assistance from support agencies.
- Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.
- Coordinating resources resulting from mission assignments.

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- Working with all types of organizations to maximize the use of all available resources.
- Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.
- Planning for incident management, short-term recovery operations, and long-term recovery.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.
- Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

4.4.4. Support

4.4.4.1. Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:

- Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Coordinating resources resulting from response mission assignments.

5. Responsibilities

The responsibilities for Emergency Support Functions (ESFs) are listed as Annexes to this Plan. Responsibilities for each ESF are led by a primary department or jointly with multiple departments. Additionally, each ESF has supporting departments and agencies that assist the primary department(s).

5.1. City Departments - Common Roles and Responsibilities

The following common responsibilities apply to each department. This is not a comprehensive list, but it includes critical responsibilities that are necessary for mitigation, protection, preparedness, response, and recovery from an incident.

For complete roles and responsibilities for City departments, refer to the Emergency Support Function (ESF) annexes to this plan. The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

City Departments Common Roles and Responsibilities
1. Support the Mayor and City Council.
2. Continue essential functions as appropriate during an incident.
3. Establish a departmental line of succession to activate and carry out incident responsibilities.
4. Establish and maintain a Continuity of Operations Plan (COOP) that establishes policy and guidelines regarding essential functions, staff, and operational plans to ensure performance during an incident.
5. Support and participate in the City's emergency management mission, including participation in training and exercises.
6. Develop and implement policies that reduce the effects of an incident.
7. Ensure the department Director participates actively in the Safety Committee.
8. Provide for command and control for department disaster operations through established Standard Operating Guidelines (SOGs) as appropriate.

City Departments Common Roles and Responsibilities
9. Develop departmental Standard Operating Guidelines (SOGs) that include identification and preservation of essential records.
10. Develop the capability to continue operations during an incident and to carry out the responsibilities outlined in this Plan.
11. Identify location(s) for managing departmental operations to support essential functions during an incident.
12. Identify departmental responsibilities, capabilities, and resources including personnel, facilities, and equipment.
13. Identify information needed to manage the department during an incident and means of obtaining that information.
14. Support the Emergency Operations Center (EOC) when necessary.
15. Activate a Department Operating Center (DOC) or alternate work site when necessary.
16. Assign and send personnel to the City EOC when activated.
17. Communicate and coordinate with the City EOC when activated.
18. Activate response procedures during an incident or when requested.
19. Provide various reports to the City EOC, including but not limited to: requests for assistance, situation reports, damage assessment reports, and operational capability.
20. Train departmental staff in the Incident Command System (ICS) and National Incident Management System (NIMS), in accordance with the national NIMS Training Program.
21. Ensure department staff read this Plan and are aware of departmental Standard Operating Guidelines (SOGs) and the responsibilities during an incident.
22. Provide basic supplies for incident preparedness within their department, such as emergency supply kits, safety helmets, flashlights, and food and water to continue essential operations for at least seven days. Foster a culture of preparedness. Encourage employees to maintain a personal emergency supply kit in their office, car, and at home to help meet the needs of themselves and their families in a disaster.

<p>City Departments</p> <p>Common Roles and Responsibilities</p>
<p>23. Provide initial damage assessment for department facilities to the City EOC.</p>
<p>24. Document incident activities and costs.</p>
<p>25. Work actively with City Administration to identify and designate essential status on appropriate City staff.</p>
<p>26. Conduct resource needs and assessments of availability for all hazards mentioned in the City's Hazard Mitigation Plan (HMP). Consideration should be given to both essential and non-essential personnel, equipment, facilities, essential functions, critical operations, and materials for life safety.</p>
<p>27. Ensure Department and City Plans are maintained, exercised, and implemented.</p>
<p>28. Ensure department Directors give adequate emphasis and attention to risk management including security and prevention, and that established procedures and practices are updated whenever necessary and are strictly enforced.</p>
<p>29. Proactively seek grant opportunities for mitigation projects, programs and support.</p>

5.1.1. City Council Roles and Responsibilities

<p>City Council</p> <p>Roles</p>
<p>Their essential functions are Policy Development and Council Contingency.</p>
<p>Responsibilities</p>
<p>1. Continue essential functions as appropriate.</p>
<p>2. Appropriate resources for special requests and unanticipated expenses.</p>
<p>3. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.</p>
<p>4. Give advice and consent to the Mayor regarding appointments made.</p>

5. Consider adoption of emergency preparedness mutual aid plans and agreements and other such ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.
6. Promptly approve, after their issuance, rules and regulations that are reasonably related to the protection of life and property, which is affected by an incident. Such rules and regulations having been made and issued by the Director of Emergency Management, the Assistant Director of Emergency Management, or other designees.
7. Approve mutual aid agreements.
8. Provide visible leadership to the community.
9. If necessary, Mayor or designee will declare an emergency and waive competitive bidding and award all necessary contracts for purchases and public works construction pursuant to RCW 39.04.280 and. Should competitive bidding be waived under this section, the Council or its designee must make a written finding of emergency within two weeks after the contract is awarded.

5.1.2. Administration Department Roles and Responsibilities

<p style="text-align: center;">Administration Department</p> <p style="text-align: center;">Roles</p>
1. Assess public needs; propose policies and develop strategies to address those needs
2. Coordinate and support City incident response
3. Act as spokesperson in communicating incident related information to the public.
<p style="text-align: center;">Responsibilities</p>
1. Provide leadership to the community and make announcements to the media.
2. Sign Proclamation of Emergency, and Delegation of Authority.
3. Proclaim special emergency orders as prepared by the Director of Emergency Management or Assistant Director of Emergency Management, i.e. curfews, street use, etc.
4. Provide for the accompaniment of visiting officials from other jurisdictions and levels of government.

5. Sign, on behalf of the City, mutual aid agreements with other municipalities, the County and other governmental subdivisions, which have been approved by the City Council.

5.1.3. Director and Assistant Director of Emergency Management Roles and Responsibilities

<p>Director and Assistant Director of Emergency Management</p> <p>Roles</p>
<p>The essential functions of the Director and Assistant are the management of citywide emergency preparedness, response, recovery, and mitigation activities. Other City Directors (Police Chief, Director of Public Works, etc.) may also serve as the Director in the absence of the primary Director/Assistant, or in a supporting role in unified command.</p>
<p>Responsibilities</p>
<ol style="list-style-type: none"> 1. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by natural or human-caused incidents; provided, however, such rules and regulations must be approved by the City Council.
<ol style="list-style-type: none"> 2. Obtain vital supplies, equipment and such other properties found lacking and immediately needed for the protection of the life and property of the people, and bind the City for the fair value thereof, and, if required immediately, to commandeer the same for public use.
<ol style="list-style-type: none"> 3. Require emergency services of any City officer or employee, and to command the aid of as many residents of this community as s/he thinks necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency worker volunteers.
<ol style="list-style-type: none"> 4. Requisition necessary personnel or material of any City department or agency.
<ol style="list-style-type: none"> 5. Execute all the special powers conferred by City Municipal Code or by resolution adopted pursuant thereto, all powers conferred by statute, agreement approved by the City Council, or by any other lawful authority.

5.1.4. Emergency Management Coordinator Roles and Responsibilities

<p>Emergency Management Coordinator</p> <p>Roles</p>
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The essential function is Administration of the City's Emergency Management Functions
Responsibilities
1. Develop appropriate mitigation, preparation, response, and recovery mechanisms and include in the appropriate emergency plans. Coordinate the review, update, and development of the CEMP across city departments; publish the CEMP.
2. Manage and maintain the Emergency Operations Center (EOC).
3. Along with the Director, act as a spokesperson for Emergency Preparedness and management.
4. Preside over and guide interdepartmental emergency management planning.
5. Coordinate with local volunteer groups such as Citizen Corps Council, Amateur Radio Emergency Services (ARES), Community Emergency Response Team (CERT), Neighborhood Watch, Volunteers in Police Service (VIPS), and Medical Reserve Corps (MRC).
6. Coordinate City emergency preparation activities with various City, county, state, and federal agencies.
7. Conduct and evaluate testing of emergency plans.
8. Manage disaster preparedness, public education and outreach for the whole community.
9. Educate City staff about ICS/NIMS training requirements. Share training opportunities on a regular basis. Offer or host classes based on demand.
10. Distribute the functions and duties of the City emergency preparedness organization among the divisions, services, and special staff.

5.1.5. Legal Service Roles and Responsibilities

Legal Services
Roles
Provide high quality legal advice to the Mayor, City Council, boards and commissions, and City staff.
Responsibilities
1. Provide and coordinate legal advice to the Executive Department and to City departments as it pertains to hazard planning, mitigation, response, and recovery.
2. Review agreements, contracts, and other incident-related documents for form and content.

3. Review Proclamation signatures in conjunction with the Mayor.
4. Prepare other necessary incident-related ordinances and resolutions.
5. Provide legal review of incident plans and supporting documents to ensure compliance with local, state, and federal agencies.
6. Provide applicable laws to any City employee during preparedness, response, and recovery activities.
7. Provide liability releases for volunteers.

5.1.6. Finance Department Roles and Responsibilities

<p>Finance Department</p> <p>Roles</p>
<p>Manage the identification of outside resources; provide guidance and funding for emergency resource procurement, and track incident-related expenses.</p>
<p>Responsibilities</p>
1. Track the status of incident related expenses.
2. Coordinate with other departments to identify resource shortfalls.
3. Provide a budget for supplies and equipment for incident related spending.
4. Document and submit incident related spending for State and federal reimbursement.
5. Keep up to date with the FEMA process for reimbursement of disaster-related expenses. Coordinate the reimbursement process with other departments; this role may be delegated if one department incurs the bulk of expenses, as Public Works normally does with storm response like plowing snow and applying anti-icing agents.
6. Develop and disseminate procedures to other departments regarding expense tracking in emergency situations.

5.1.7. Technology and Information Services Roles and Responsibilities

Technology and Information Services
Roles
Provide service for managing telecommunications and information systems infrastructure.
Responsibilities
1. Conduct damage assessments of City computers and electronic related equipment.
2. Advise the EOC on status and capability of emergency communications systems.
3. Assure that communication systems can be utilized from or to the EOC and mobile facilities.
4. Coordinate repair/restoration of information technology and phone services.
5. Develop redundant infrastructure (network, communications, data backup, etc.) in advance to help ensure functionality in a disaster.
6. Develop processes for system recovery and data restoration in case of failure.

5.1.8. Fire District (KCFD45) Roles and Responsibilities

Fire District (KCFD45)
Roles
Manage and coordinate firefighting, Emergency Medical Service (EMS), hazardous materials response, and rescue activities.
Responsibilities
1. Conduct situation and damage assessments of Fire Dept. facilities; assist Community Development and Public Works in assessments if available.
2. Establish incident command; coordinate with City departments whether Unified Command is needed.
3. Determine resource needs.
4. Assume full responsibility for suppression of fires.

5. Provide Urban Search and Rescue (USAR) capability, which involves the location, extrication, and initial medical stabilization of individuals trapped in confined spaces. Coordinate with Police on ESF-9 Search and Rescue.
6. Respond to hazardous materials occurrences.
7. Provide basic and advanced life support.
8. Coordinate the transport of ill or injured persons.
9. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments.

5.1.9. City Administration Department Roles and Responsibilities

<p>City Administration</p> <p>Roles</p>
1. Effective use of City staff during an incident
2. Coordinate use of emergency workers and volunteers during an incident
<p>Responsibilities</p>
1. Develop plans for employee notification and support during disaster activities.
2. Manage use of non-essential employees during an incident, in coordination with the EOC.
3. Coordinate City employee family locator information. Encourage employees to establish an out-of-area contact in advance, to help them communicate with family members when usual communication methods fail.
4. Coordinate the registration of emergency workers and volunteers.

5.1.10. Public Works (Maintenance Department) Roles and Responsibilities

<p>Public Works (Maintenance Department)</p> <p>Roles</p>

Coordinate the provision of sheltering, feeding, and mass care of persons and animals affected by an incident.
Responsibilities
1. Meet urgent mass care needs of those affected by an incident.
2. Coordinate mass care activities with support agencies and volunteer organizations such as Red Cross, Medical Reserve Corps (MRC), and Community Emergency Response Team (CERT).
3. Operate or coordinate operation of emergency shelters.
4. Coordinate the provision of meals, potable water, and ice at fixed feeding locations and provide mobile feeding as required.
5. Coordinate emergency first aid in designated mass care locations
6. Coordinate issues related to large and small animal evacuation and sheltering during an incident.
7. Coordinate response to animal and plant disease and pest response.
8. Provide debris removal, emergency protective measures, and emergency disposal procedures; temporary repair and/or construction of City facilities in support of other departments.
9. Provide equipment and personnel to other City departments for assisting in emergency response.

5.1.11. Community Development Roles and Responsibilities

Community Development Department
Roles
1. Conduct initial and subsequent damage assessments to both public and private properties
2. Coordinate City recovery efforts.
Responsibilities

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1. Provide initial preliminary damage assessment (PDA) for both residential and business structures, including City-owned buildings, within the community.
2. Provide assistance in ongoing damage assessments of City infrastructure and emergency restoration of department facilities.
3. Ensure emergency preparedness planning is included in building administration.
4. Develop plans to address land use, environmental impact, and related mitigation issues before and following disasters.
5. Anticipate human service needs. Coordinate with the Public Works Department when mass care activities such as shelter, and feeding are required due to a disaster.
6. Provide expertise and recommendations for construction, demolition, and mitigation before and after a disaster.
7. Determine building safety within the City and recommend evacuation as appropriate (coordinate with Police/Fire).
8. Streamline the Building Department permit process for disaster recovery efforts.
9. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts.
10. Plan for recovery of City facilities and infrastructure.

5.1.12. Police Department Roles and Responsibilities

Police Department
Roles
Keep and preserve the public peace and safety.
Responsibilities
1. Coordinate emergency traffic control.
2. Establish incident command; coordinate with other departments whether Unified Command is needed.
3. Initiate, coordinate, and direct land and/or water search and rescue (SAR).

4. Assist Public Works Transportation Division to plan for, coordinate, and lead the evacuation of portions of population if necessary.
5. Provide law enforcement to public and private facilities, including evacuated facilities or shelters as necessary.
6. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments. Develop a communications Plan.

5.1.13. Public Works Department Roles and Responsibilities

<p style="text-align: center;">Public Works Department</p> <p style="text-align: center;">Roles</p>
1. Manage and assess transportation, drinking water, storm water, and wastewater infrastructure and operations
2. Establish incident command; coordinate with other departments whether Unified Command is needed.
3. Provide debris removal, emergency protective measures; temporary repair and/or construction of City-wide transportation and City utilities and provide engineering assistance to meet the City of Duvall’s needs.
4. Provide equipment and personnel to other City departments for assisting in emergency response
<p style="text-align: center;">Responsibilities</p>
1. Provide initial preliminary damage assessment (PDA) for City infrastructure within the community.
2. Provide assistance in ongoing damage assessments of City infrastructure and emergency restoration of department facilities.
3. Provide expertise and recommendations for construction, demolition, and mitigation before and after an incident.
4. Lead the effort in major recovery work for City facilities, including roads, bridges, signal and lighting systems, public utilities, and buildings.

5. Coordinate and control incident-related traffic in conjunction with the City Police Department.
6. Identify emergency routes in and out of the City and provide recommendations on traffic routes during an incident.
7. Notify all appropriate departments, agencies, and affected individuals as soon as possible to provide roadway conditions.
8. Monitor for contamination of water systems and disruption of storm water and wastewater systems. Provide mitigation measures when needed for short term restoration of utility services.
9. Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures.

5.2. Responsibilities by Emergency Management Phase

All City departments share common responsibilities aligned with emergency management phases as part of the implementation of NIMS and incident management. These phases create a continuous holistic cycle of emergency management. Management is organized into four phases to facilitate an overall incident management capability. The phases include:

- Mitigation: Mitigate risk by reducing or eliminating hazards, damage, or disruption.
- Preparedness: Prepare for hazards that cannot be prevented or mitigated.
- Response: Respond to incidents.
- Recovery: Recover from incidents to establish a new normal.

5.2.1. Mitigation Phase

Mitigation activities are proactive steps taken to reduce the impact of incidents. City-wide mitigation activities include:

- Considering resiliency, redundancy, and risk reduction strategies in all projects and operations.
- Establishing a line of succession for key department positions.
- Cross-training staff to fill identified critical COOP positions.

- Maintaining a surplus of basic operational and emergency supplies at City facilities.

5.2.2. Preparedness Phase

Preparedness activities are steps taken to increase the ability to respond when an incident occurs. City-wide preparedness activities include:

- Training staff in their incident-specific roles, including participating in EOC training and exercises.
- Developing Standard Operating Procedures (SOPs) and COOP plans intended to reestablish or maintain department operations during an incident, including notification of critical personnel, assessment of damage and resources, and the identification of critical department functions.
- Educating staff on incident procedures and preparedness, including NIMS-mandated training for all benefitted employees.
- Participating in training, drills, and exercises to test department and City emergency plans and procedures.
- Assisting and coordinating in the development of plans, operating procedures, and other guidance to be utilized during an incident.
- Training the department line of succession on their role during incidents.
- Maintaining an updated inventory of key department personnel, facilities, and equipment resources.
- Maintaining current contact information for employees.

5.2.3. Response Phase

Response activities are actions taken to achieve incident stabilization. City-wide response activities include:

- Facilitating incident management and communications across City departments and with partner agencies.
- Staffing the EOC.
- Conducting operational impact assessments and monitoring departmental operational capability for changes.
- Maintaining detailed documentation of response activities including personnel and resource costs.

- Utilizing COOP plans to prioritize the restoration of essential City functions.

5.2.4. Recovery Phase

Recovery activities assist the City and/or community in moving to the “new normal” and regaining the desired level of societal, governmental, and/or commercial activity and stability. The recovery phase may last weeks to years depending on incident impacts. City-wide recovery activities include:

- Establishing City post-incident operational levels.
- Preparing damage assessment information.

****Others to consider: Volunteer organizations (CERT, Auxiliary Police/Fire, etc.), Community Organizations (NGOs, Red Cross, VOAD/COAD, etc.), Community members (general public)**

6. Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security. Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

6.1. Interoperable Communications Plan

6.1.1. Federal

6.1.1.1. National Emergency Communications Plan (NECP)

The NECP is the Nation’s strategic plan for emergency communications that promotes communication and sharing of information across all levels of

government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

6.1.2. State

6.1.2.1. The Alert and Warning Center (AWC)

The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

6.1.2.2. Information Management Systems

Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety information sharing. The system provides the SEOC and local jurisdictions with a platform to receive, process and manage information. The system is used as a gateway to share information and provide communications among county/city/EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

6.1.2.3. State Radio Amateur Civil Emergency Services (RACES) Plan

6.1.2.4. State Telecommunications Service Priority (TSP) Planning Guidance

6.1.2.5. Statewide Communications Interoperability Plan (SCIP)

6.1.2.6. Washington Statewide AMBER Alert Plan

6.1.2.7. Appendix: Communicating with Limited English Proficient Populations; Washington State

6.2. Community Communications Plans

6.2.1. The City has a family of communications plans designed to prevent or lessen the damage a crisis can inflict on an organization and its stakeholders. These plans are built on a system of redundancy to reach as many residents and visitors as quickly as possible, even if some modes of communication are limited or lost as a result of the disaster. These plans include such methods as ALERT King County and Wireless Emergency Alerts, social and traditional media outreach,, and Amateur Radio Emergency Service (ARES) teams.

- 6.2.2. The King County Inclusive Emergency Communications Plan (IECP) outlines the actions to safeguard all residents by making emergency communications accessible to all including residents with limited English proficiency (LEP), and those with other access and functional needs. In collaboration and coordination with other jurisdictions, public agencies, and community partners, the City of Duvall will convey critical life-safety messages to all of Duvall's residents pursuant to RCW 38.52.070 inclusive emergency communication requirements.
- 6.2.3. The City uses Census Bureau (2022). 2016-2020 ACS 5-Year Estimates. Table DP05, Demographic and Housing Estimates.to determine which LEP communities meet the statutory threshold of five percent of the City's population. Based on this data, Duvall prioritizes Spanish language accommodations.
- 6.2.4. The City supports regional coordination of life-safety messaging by maintaining contact information for Public Information Officers (PIOs) of neighboring jurisdictions, media contacts, translation services, and regional partners who can assist in disseminating critical information to Duvall's residents, including LEP communities and those with other access and functional needs.
- 6.2.5. It is understood that providing properly translated alerts and emergency information is crucial to life-safety to LEP communities, and every effort will be made to provide such information in a timely manner. Requests for emergency alerts in languages other than English are uncommon in the City of Duvall, but the City will strive to accommodate LEP communications.
- 6.2.6. The City uses King County's list of approved contractors for translation and interpretation.

6.3. After Action Reports (AARs)

After Action Reports (AARs) capture observations and identified gaps during exercises and incidents and assist the City in identifying issues for correction prior to future incidents. The use of AARs should be utilized to improve communications during all phases of emergency management. The Director of Emergency Management or Assistant Director of Emergency Management will conduct an After-Action review process following incidents and exercises by inviting representatives from City departments and involved partner organizations to provide feedback regarding the exercise or incident. The information provided related to what went well and areas for improvement will be incorporated into the AAR and guide the development of recommended improvement actions. Improvements will be integrated into the City's CEMP planning and review process as appropriate

6.4. Technological Challenges Limiting Communication Efforts

Modern communication methods rely heavily on technology functioning properly. Due to the need for technology in most modern communications methods, it leaves

them vulnerable to disasters and alternative methods for communications should be considered. Some technological challenges which could limit communication efforts include:

- Power Outages
- Limited availability of Communication Devices
- Cellular Network overload
- Lack of internet services
- Radio dead zones

Addressing the potential issues of technological communication shortfalls is addressed more in-depth in ESF # 2 Communications.

7. Administration

7.1. Reporting

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

- Situation Reports.
- Requests for Proclamations of Emergency.
- Requests for Assistance.
- Costs/Expenditures Reports.
- Damage Assessment Reports.
- After Action Reports.

7.2. Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local

jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports. Physical and electronic records retention will comply with Washington State's Local Government Common Records Schedule as a minimum for compliance. Please see WA Records Retention Schedule for more information

7.3. Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010. It is the responsibility of each department to establish policies for the identification, preservation, and retention of essential records.

7.4. Retention

All departments may coordinate with the Director of Emergency management, Assistant Director of Emergency Management, or the City Clerk's Office to establish, maintain, and protect files of all disaster-related directives, forms, reports, requests for assistance, expenditures, and correspondence, in accordance with the record retention program as defined in RCW 40.10.010.

Reports may be requested from departments to provide regional, state, and federal officials with information concerning the nature, magnitude, and impact of the disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

The City may be requested by the King County Office of Emergency Management or Washington State Emergency Management Division to provide specific reports and the City may, in turn, request the information from its individual departments. These reports include, but are not limited to:

- Damage Assessment Reports
- Requests for Assistance
- Situation Reports

The State Emergency Operations Center may issue mission numbers (disaster incident or search and rescue number series) to local jurisdictions for actions taken with the intent of protecting life, property, and/or the environment during the incident period of any given event.

8. Finance

8.1. Local

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

- 8.1.1. Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.

8.2. For the General Public

Incident-related expenditures may be reimbursed through local, county, state, and/or federal programs. Depending on the nature and scope of an incident, the City may qualify for federal disaster relief. There most common FEMA relief grant programs are Public and Individual assistance. Eligibility for these programs is contingent upon having a Presidential Declared Disaster:

- 8.2.1. Public Assistance: Provides funds to aid communities who are responding to and recovering from an incident that has resulted in a Presidential Disaster Declaration. The program provides temporary emergency assistance to help save lives and protect property, as well as to help restore community infrastructure that may have been damaged or otherwise disrupted by the federally declared incident.
- 8.2.2. Individual Assistance: Federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants' needs, which may include disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs assistance including medical, funeral, clean-up, moving, and other expenses.

8.3. Federal

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach (discussed in the Concept of Operations section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

- 8.3.1. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable

and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

- 8.3.2. The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering are in FEMA's Public Assistance Program and Policy Guide (PAPPG).

8.4. Incurred Costs Tracking

- 8.4.1. The Finance Department will follow guidelines for the FEMA process for reimbursement of disaster-related expenses and coordinate the reimbursement process with other departments, as needed.

8.5. Cost Recovery

- 8.5.1. Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- 8.5.2. Federal Assistance Programs
 - 8.5.2.1. Public Assistance (PA) Program
 - 8.5.2.1.1. FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective

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measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by aiding for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

8.5.2.2. Individual Assistance (IA) Program

8.5.2.2.1. FEMA aids individuals and households through the Individual Assistance Program, which includes all of the following:

- Mass Care and Emergency Assistance (MC/EA)
- Crisis Counseling Assistance and Training Program (CCP)
- Disaster Unemployment Assistance (DUA)
- Disaster Legal Services (DLS)
- Disaster Case Management (DCM)
- Individuals and Households Program (IHP)
- IHP is comprised of two categories of assistance: Housing Assistance (HA) and Other Needs Assistance (ONA).
- The U.S. Small Business Administration (SBA) offers disaster assistance in the form of low-interest loans to businesses, nonprofit organizations, homeowners, and renters located in regions affected by declared disasters. SBA also provides eligible small businesses and nonprofit organizations with working capital to help overcome the economic injury of a declared disaster.

8.5.3. State Assistance Programs

8.5.3.1. Public Assistance (PA) Programs

8.5.3.1.1. The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

8.5.3.2. Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

8.5.3.2.1. The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State after a major disaster declaration by the President.

9. Logistics and Resource Management

City departments facilitate resource management at the department level, until such a point that the operational need may exceed the department's capability and/or supply. This situation initiates contact by the department to Emergency Management and/or EOC if activated, to request additional resource support. Emergency Management may work directly with the department to provide support or (if the EOC is activated) the EOC Resourcing Section will provide resource management, including logistics support, following established resource requesting procedures to the department. Every effort will be made to source necessary resources from City departments, through City mutual aid agreements and contracts, and from City-based commercial providers before seeking support from other sources. Additional information can be found in ESF 7: Logistics Management and Resource Support for additional information.

If the City is unable to meet the resource needs of an incident, the City may request resources and/or support through the KCOEM. Assistance may be requested of neighboring cities according to the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County and/or the Washington State Intrastate Mutual Aid System (WAMAS). If KCOEM is unable to support the City's resource request or if out-of-state resources are needed, KCOEM may forward the City's request to WAEMD for assistance and/or the implementation of the Emergency Management Assistance Compact (EMAC).

Incident volunteers will be registered in accordance with Washington Administrative Code (WAC) 118-04 "Emergency Workers Program" and City volunteer guidelines.

10. Development and Maintenance

10.1. Core Planning and Development Team

10.1.1. Planning Process

10.1.1.1. Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts,

and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan.

10.1.1.2. The Plan must be updated with new planning and policy goals and objectives to remain current. Updates to the Plan will occur at a minimum of every five years.

10.1.2. Review Process

10.1.2.1. Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs.

10.1.2.1.1. *Adequacy* - a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

10.1.2.1.2. *Feasibility* - a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.

10.1.2.1.3. *Acceptability* - a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

10.1.2.1.4. *Completeness* - a plan is complete if it:

City of Duvall Comprehensive Emergency Management Plan (CEMP)

- Incorporates all tasks to be accomplished.
- Includes all required capabilities.
- Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations.
- Provides a complete picture of the sequence and scope of the planned response operation.
- Makes time estimates for achieving objectives; and Identifies success criteria and a desired end-state.

10.1.2.1.5. *Compliance* - the plan should comply with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution.

10.1.3. Revision Process

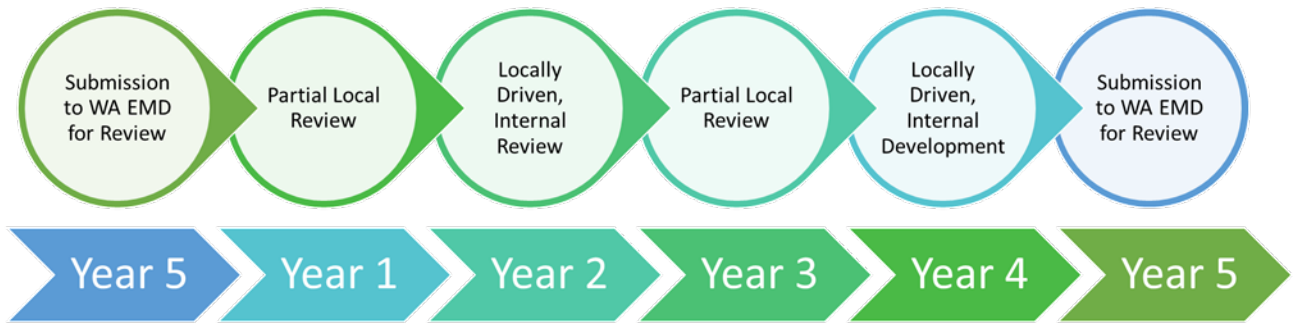
10.1.3.1. Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated. Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. Planning teams should establish a process for reviewing and revising the plan. Reviews should be a recurring activity. In no case should any part of the plan go for more than five years without being reviewed and the plan should be reviewed after any major event causing the CEMP to be utilized.

10.1.3.2. The City coordinates with King County, The WAEMD, and the City Attorney to monitor any changes in law that would impact the Emergency Management practices within the City of Duvall and the legal requirements for Emergency Plans developed by the City. Should a law impacting a plan adopted by the city it will be reviewed promptly to remain in compliance.

10.1.4. Availability to the Public

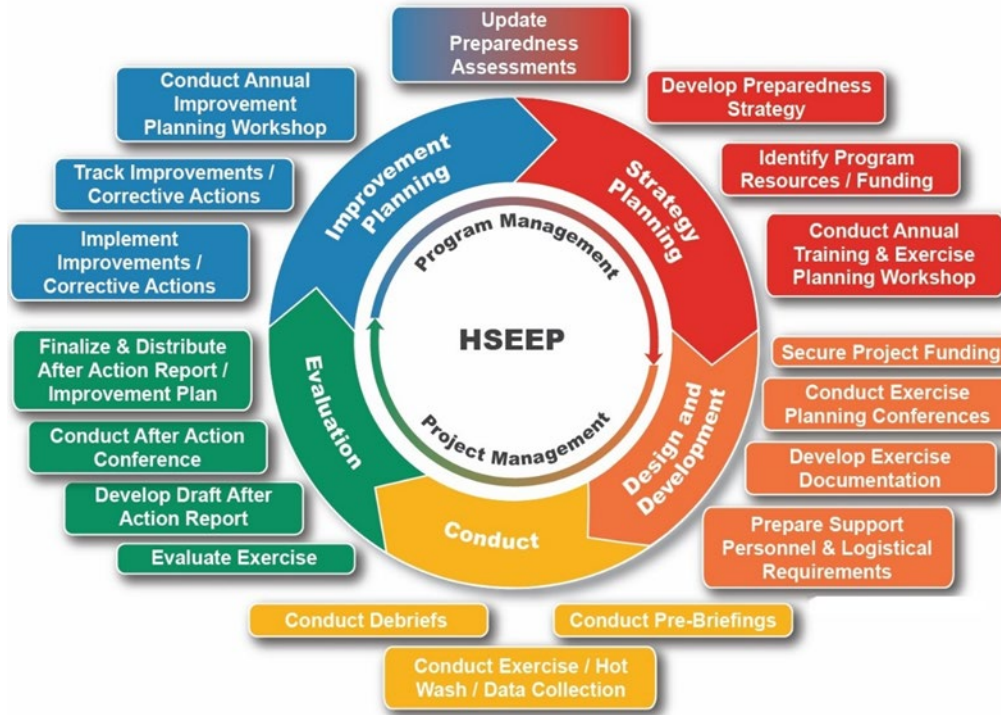
Community input to the CEMP is encouraged and typically occurs through public discussions and engagement events. During the review process, the ongoing COVID-19 pandemic limited many community engagement opportunities. Portions of the document were provided to specific stakeholders for input through video conferencing, however. The intent for the next planning process is to be able to host public engagement sessions to facilitate a whole community approach

more fully to planning. The CEMP is available on the City’s website for public review.



10.2. Training and Exercise Program

- 10.2.1. Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), organizations can use training and exercises to improve current and required Core Capability levels, identify gaps, and overcome shortfalls. A Capabilities Assessment provides gap analysis by Core Capability, for each desired outcome and capability target; each of the Homeland Security Regions is required to complete an assessment. After the Capabilities Assessment is completed, it is referenced to determine the priority capabilities for training and exercise planned activities and should be coordinated with the Training and Exercise Plan (TEP) of the state.



10.2.2. Training Program

All City employees are considered emergency services workers and may be called to assist in an appropriately skilled position other than their primary role during a response. To understand this obligation, all staff at a minimum must take IS 200 and 700. Leadership Personnel should have IS 100, 200, 700, and 800. While these trainings are a baseline expectation, city employees may be asked to take additional training.

Additional trainings are available through the KCOEM, State, and regional partners. Should no emergency occur throughout the city in a year, the city will conduct trainings and exercises to keep the city practiced at implementing an emergency activation.

10.2.3. Exercise Program

10.2.3.1. Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:

10.2.3.1.1. *Capability-based, Objective Driven* - through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.

- 10.2.3.1.2. *Progressive Planning Approach* - a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.
- 10.2.3.1.3. *Whole Community Integration* - encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.
- 10.2.3.1.4. *Informed by Risk* - identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.
- 10.2.3.1.5. *Common Methodology* - enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.
- 10.2.4. After Action Reporting Process
 - 10.2.4.1. The After-Action Report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. Upon completion, the exercise evaluation team provides the draft AAR to the exercise sponsor, who distributes it to participating organizations prior to drafting a formal AAR. Elected and appointed officials, or their designees, review and confirm observations identified in the formal AAR and determine which areas for improvement require further action. Areas for improvement that require action are those that will continue to seriously impede capability performance if left unresolved.
 - 10.2.4.2. All impacted City departments will complete an After-Action Report (AAR), including Lessons Learned and areas for improvement (IP - Improvement Plan), and submit them to the Director of Emergency Management as soon as possible for review after an incident.
- 10.2.5. Corrective Action Program
 - 10.2.5.1. Corrective actions are concrete, actionable steps that are intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, elected and appointed officials and/or their designees should first review and revise the draft AAR, as needed, to confirm that the issues identified by evaluators are valid and require resolution. The reviewer

then identifies which issues fall within their organization's authority and assumes responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

11. ANNEXES

	Emergency Support Function	Lead Department or Division
ESF 1	Transportation	<ul style="list-style-type: none"> Public Works Department
ESF 2	Communications and Warning	<ul style="list-style-type: none"> Police Department - Duvall Police Dispatch Center Technology and Information Services (TIS)
ESF 3	Public Works and Engineering	<ul style="list-style-type: none"> Public Works Department
ESF 4	Firefighting	<ul style="list-style-type: none"> KCFD45
ESF 5	Information and Planning	<ul style="list-style-type: none"> Public Works
ESF 6	Mass Care, Housing, and Human Services	<ul style="list-style-type: none"> Public Works
ESF 7	Logistical and Resource Support	<ul style="list-style-type: none"> Finance Department
ESF 8	Public Health and Medical Services	<ul style="list-style-type: none"> KCFD45
ESF 9	Search and Rescue	<ul style="list-style-type: none"> Police Department KCFD45
ESF 10	Hazardous Materials Response	<ul style="list-style-type: none"> KCFD45
ESF 11	Agriculture and Natural Resources	<ul style="list-style-type: none"> Public Works
ESF 12	Energy	<ul style="list-style-type: none"> Public Works Department
ESF 13	Public Safety, Law Enforcement, and Security	<ul style="list-style-type: none"> Police Department
ESF 14	Long-Term Community Recovery	<ul style="list-style-type: none"> Community Development Department
ESF 15	Public Affairs	<ul style="list-style-type: none"> Communications Department

Each Emergency Support Function is represented as an annex to the CEMP. Secondary roles for the ESFs are listed in the respective ESF in the CEMP annexes.

12. Acronyms and Definitions

AAR	After Action Report, documents strengths and weaknesses of response efforts and recommends areas for improvement.
AFN	Access and Functional Needs: Individuals who may need additional support due to vulnerabilities due to age, limited English proficiency, limited access to transportation, or limited financial resources.
APHIS	USDA Animal and Plant Health Inspection Services
ARC	American Red Cross
ARES	Amateur Radio Emergency Service, a volunteer group
ATC	Applied Technology Council
CCP	Crisis Counseling and Training Program
CEMP	Comprehensive Emergency Operations Plan
CERT	Community Emergency Response Team
COOP	Continuity of Operations Plans
CPOD	Community Points of Distribution, for emergency relief items
DCM	Disaster Case Management
DLS	Disaster Legal Services
DOC	Department Operations Center
DOE	Department of Ecology
DUA	Disaster Unemployment Assistance
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center, a physical or virtual location to coordinate response support and maintain situational awareness.
EPA	U.S. Environmental Protection Agency
EPC	Emergency Preparedness Council
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
GETS	Government Emergency Telecommunications Service
HA	Housing Assistance
Hazard	Events that pose a significant threat.
HR	Human Resources Department
HSEEP	Homeland Security Exercise and Evaluation Program
IA	Individual Assistance Program
ICS	Incident Command System
IEPC	Inclusive Emergency Communications Plan
IFC	International Fire Code
IHP	Individuals and Household Program
IMT	Incident Management Team
IP	Improvement Plan, in conjunction with an After Action Plan, outlines areas for

	improvement following a response or exercise.
JIC	Joint Information Center
JIS	Joint Information System
KCRHMP	King County Regional Hazard Mitigation Plan
KCSO	King County Sheriff's Office
LEP	Limited English Proficiency
LEPC	King County Local Emergency Planning Committee
MC/EA	Mass Care and Emergency Assistance
Mitigation	Capabilities necessary to reduce loss of life or property by lessening the impact of disasters.
MOC	Maintenance and Operations Center
MRC	Medical Reserve Corps
NCH	Natural, Cultural, and Historic
NDMS	National Disaster Medical System
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NPG	National Preparedness Goal
NRF	National Response Framework
NWACP	Northwest Area Contingency Plan
NWS	National Weather Service
OEM	Office of Emergency Management
ONA	Other Needs Assistance
PA	Public Assistance Grant Program
PETS	Pets Evacuation and Transportation Standards
PHSKC	Public Health Seattle King County
PIO	Public Information Officer
Preparedness	Measures completed in readiness for a disaster
Prevention	Capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.
Protection	Capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters.
PSAP	Public Safety Answering Point
RACES	State Radio Amateur Civil Emergency Services
Recovery	Includes capabilities to assist communities to recover from an incident, often creating a new normal.
Response	Capabilities to save lives, protect property and the environment, and meet basic human needs after an incident occurs.
RFA	Requests for Assistance
RTL	Resource Typing Library Tool
SAP	State Administrative Plan
SAR	Search and Rescue
SBA	U.S. Small Business Administration
SCIP	Statewide Communications Interoperability Plan
SEPA	State Environmental Policy Act

City of Duvall Comprehensive Emergency Management Plan (CEMP)

SitRep	Situation Reports
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
TEP	Training and Exercise Program
TIS	Technology and Information Services
TOSE	Traffic Operations Safety and Engineering Division
TSP	State Telecommunications Service Priority
UASI	King County Urban Area Security Initiative
UPS	Uninterrupted Power Supply
USAR	Urban Search and Rescue
VIPS	Volunteers in Police Service
WAMAS	Washington Intrastate Mutual Aid System
WASART	Washington State Animal Response Team
WATrac	Washington Tracking Resources, Alerts and Communication
WISHA	Washington Industrial Safety and Health Administration
WSDOT	Washington Department of Transportation
WSP	Washington State Patrol

13. Authorities

The City of Duvall's Comprehensive Emergency Management Plan is developed under the authority of the following local, state, and federal statutes, regulations, and authorities:

1. City of Duvall Ordinance Nos. 1319, 1320 and 1321
2. Public Safety Contracts with King County Fire District 45
3. King County Regional Disaster Plan
4. Chapter 38.52 RCW, Emergency Management
5. Chapter 38.56 RCW, Intrastate Mutual Aid System
6. RCW 43.06.210 through .270, Governor's Emergency Powers
7. Title 118, WAC, Military Department, Emergency Management
8. Chapter 118-30, WAC, Local Emergency Management
9. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
10. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
11. Post Katrina Emergency Management Reform Act (PKRA) of 2006
12. American Disabilities Act of 1990 as amended
13. Executive Order 13166 & Executive Order 13347
14. Pets Evacuation & Transportation Standards Act of 2006
15. National Preparedness Goal (NPG)
16. National Incident Management System (NIMS)
17. National Planning Frameworks
18. Core Capability Development Worksheets
19. A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action
20. Comprehensive Preparedness Guide (CPG) 101
21. Homeland Security Exercise and Evaluation Program (HSEEP) Guidance

City of Duvall Comprehensive Emergency Management Plan (CEMP)

22. Emergency Management Performance Grant Guidance - Notice of Funding Opportunity
23. THIRA/SPR Standardized Target and Impact Language
24. Revised Code of Washington 38.52
25. Washington State Comprehensive Emergency Management Plan (CEMP)
26. Washington State Local Limited English Proficiency Communication Planning Framework

Resources

City of Duvall Emergency Management Plans

<https://www.duvallwa.gov/304/Emergency-Management>

King County Office of Emergency Management - Plans

[Emergency management professionals - King County](#)

Washington State Military Department, Emergency Management Division (WA EMD)

[Emergency Management Division | Washington State Military Department, Citizens Serving Citizens with Pride & Tradition](#)

Washington State Emergency Management Plans

[Plans | Washington State Military Department, Citizens Serving Citizens with Pride & Tradition](#)

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security

[FEMA.gov FEMA - Emergency Management Institute \(EMI\) | National Preparedness Directorate National Training and Education Division](#)- Online Independent Study Courses

National Response Framework, Second Edition, May 2019

[National Response Framework | FEMA.gov](#)

Emergency Support Function - 1

Transportation

Primary Agencies: Duvall Public Works Department

Support Agencies: Duvall Police Department
King County Fire District 45
Washington State Department of Transportation
King County Department of Transportation (Roads Division and Metro)
Riverview School District

I. INTRODUCTION

A. Purpose

This ESF provides for the effective coordination, mobilization, uses and maintenance of available transportation services and resources to meet the emergency needs of the City of Duvall and supporting organizations. This ESF also defines the City of Duvall's roles and responsibilities for the coordination and delivery of transportation support and assistance following an emergency or disaster.

B. Scope

Transportation support involves the provision of road and bridge maintenance, as well as equipment and vehicle maintenance. This ESF also encompasses the coordination, mobilization, and use of available transportation services. Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessment and coordination of resources during the response phase immediately following an emergency or disaster.
3. Restoration and temporary repair of critical transportation services and systems during the recovery phase from an emergency or disaster.

4. Coordination between city, county, state, and special purpose districts as needed.

II. POLICIES

- A. It is the policy of the City of Duvall to provide the emergency organization and resources necessary to minimize loss of life, and protect public property, the economy, and the environment of Duvall.
- B. It is the policy of the City of Duvall to assess the integrity of transportation routes within the City. Primary emergency transportation responsibilities will be coordinated by the Public Works Department (PW).
- C. The day to day organizational and operating structure of City departments will be maintained to greatest extent possible, except when emergency or disaster situations require exceptional changes or modifications.
- D. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCOEM) or the Washington State Emergency Operations Center (State EOC).

III. SITUATION

A. EMERGENCY/ DISASTER CONDITIONS AND HAZARDS

1. Transportation systems available in King County include air, rail, water, and road. All these systems and supporting transportation resources provide services on a national, regional, and local basis. Transportation systems in the City of Duvall are limited to road and non-motorized trails and paths.
2. SR- 203 runs north-south through the City and provides essential connections between the City of Duvall and other local cities and counties. County roads also provide essential connections between the City of Duvall and the greater urban area.
3. SR 203 connects the City of Duvall to I-90 and the cities of Seattle, Bellevue, and other parts of King County. SR-203 also connects the City to SR-2 and the City of Monroe and other parts of Snohomish County.

4. Woodinville-Duvall Road, which runs east-west and terminates in Duvall at the intersection of SR-203, connects the City of Duvall with Woodinville and other parts of western King County including Redmond, Seattle, and Bellevue.
5. The City of Duvall is impacted by closures of SR-203, Woodinville-Duvall Road (Bridge); and most severely and frequently, by the closure of the Novelty Road Bridge on 124th Avenue. Closures can occur due to flooding, hazardous materials releases, and roadway accidents.
6. The City of Duvall provides for the safe and efficient transportation of people and goods by planning, constructing, and maintaining the streets and roadways within the city. Privately owned vehicles prove to be the primary means of transportation for individuals in Duvall and the surrounding county.
7. The City of Duvall will periodically experience emergency and disaster situations which require restoration of essential public services. Roadways, bridges, and other transportation facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, or demolition to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, local repair equipment may be inaccessible or damaged following an event.
8. A significant incident may severely damage the transportation infrastructure and isolate residents both inside and outside of Duvall.

B. PLANNING ASSUMPTIONS

1. The local and regional transportation infrastructure will sustain damage. Disaster response and recovery activities that require use of the transportation network may be difficult to coordinate.
2. The City of Duvall is responsible for the inspection, repair and operation of City-owned facilities and infrastructure. Rapid assessment of transportation infrastructure will be made to determine critical response time and potential workloads.
3. The immediate use of the transportation system for response and recovery activities may exceed the capabilities of the City of Duvall, thus requiring assistance from the County, State and Federal governments to supplement efforts.

4. Response and recovery efforts will be dependent upon the re-establishment of ground and air transportation routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
5. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.
6. Normal means of communications may not be available and repairs to communications networks could take days, weeks, or months. In those situations, non-traditional means of communication must be established and used.
7. Support agencies will perform their own mandated tasks in addition to tasks requested under the authority of the Duvall Comprehensive Emergency Management Plan.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Public transportation authorities are responsible for the assessment and restoration of transportation systems under their control. When incident needs expand beyond the capacity of the City, coordination with neighboring jurisdictions through mutual aid agreements and inter-local agreements will assist the City in carrying out essential functions.

B. PROCEDURES

As prescribed in Public Works Standard Operating Guidelines (SOGs), the City Emergency Operations Center (EOC) planning, the Comprehensive Emergency Management Plan (CEMP), and other supporting plans and documents, the appropriate entity should:

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

3. Manage the City's vehicle and equipment fleet and provide parts and supplies.
4. Organize alternate means of transportation as necessitated by the severity of the incident in coordination with the Riverview School District, Metro/King County Transit, and other agencies as part of the King County Regional Disaster Plan.
5. Provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities, as well as track available equipment.
6. Provide for emergency repair and restoration of City-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functions of the City's transportation network.
7. Coordinate operational strategies with City departments and other public transportation authorities as required.
8. Coordinate additional resources that may be obtained through existing mutual aid agreements and/or contracts through private contractors.

C. MITIGATION AND PREPAREDNESS ACTIVITIES

Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the case of an emergency.

1. Plan and coordinate with support agencies and organizations.
2. Maintain a current inventory of transportation resources.
3. Establish policies, procedures, plans and programs to effectively address transportation needs.
4. Maintain liaison with the state, adjacent county, and municipal transportation officials.
5. Participate in training exercises designed to validate this annex and supporting Standard Operating Guidelines.

D. RESPONSE ACTIVITIES

- i. Coordinate ESF 1 activities with appropriate agencies and jurisdictions.
- ii. Facilitate the initial assessment of all Transportation routes and report information to the EOC.
- iii. Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
- iv. Coordinate with the surrounding jurisdictions' Police Departments to provide temporary traffic control measures/devices and operational control of traffic signals.
- v. Immediately notify Metro Transit, Community Transit, Snoqualmie Valley Transportation, Riverview School District, police, fire and other agencies of routes affected by partial or total road closures and detours.
- vi. Whenever possible, make temporary emergency repairs, bypasses or alterations to critical Transportation routes to ensure movement of emergency responders.
- vii. Provide for the safe and effective operation of streets and walkways through the removal of debris.

E. RECOVERY ACTIVITIES

Roads and bridges are prioritized for clearing and re-opening. Residents are advised of road closures and problem areas. Transportation functions and operations are protected and reconstituted as soon as possible following an incident.

6. Furnish personnel, heavy equipment, engineering support, and supplies to assist the City with incident operations.
7. Conduct detailed damage assessments of the transportation systems and facilities and create After Action and Lessons Learned Reports.
8. Coordinate the reconstruction and repairs of the City transportation system, including the designation of alternate routes in coordination with public and private agencies.

9. Coordinate the removal of debris from transportation routes in the City.
10. Identify emergency routes in and out of the City and provide recommendations on traffic routes to the EOC during an incident.
11. Coordinate with public and private organizations to coordinate recovery.
12. Coordinate and provide for the placement of traffic control signs and barricades for road closures, detours, and potential road hazards. Provide operational control of signals and flashers under City jurisdiction.

V. RESPONSIBILITIES

The department of Public Works is responsible for ensuring transportation functions and operations are protected and repaired as soon as possible following an incident. Assist first responders with equipment and contribute other traffic-related supplies and expertise.

VI. RESOURCE REQUIREMENTS

The City generally has adequate resources for handling and responding to small-scale events. However, in a large-scale incident, the City can request additional resources from neighboring jurisdictions and mutual aid agreements through the City EOC, or through King County's ECC once local resources are exhausted.

VII. References

- A. Washington State Department of Transportation Disaster Plan
- B. King County Regional Hazard Mitigation Plan (KCRHMP)
- C. City of Duvall's Policy on Snow and Ice Control.
- D. Refer to primary and supporting departments' plans for further information supporting this ESF.
- E. Debris Management Plan
- F. King County Urban Area Security Initiative (UASI) Evacuation template and the King County Mass Evacuation Incident Annex to KC CEMP - <http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals/Plans/EvacuationTemplate.aspx>
- G. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

Emergency Support Function - 2

Communications and Warning

Primary Agencies: City of Duvall

King County Fire District 45

Supporting Agencies: King County Office of Emergency Management (KCOEM)

Emergency Alert System (EAS)

Amateur Radio Operators

National Weather Service (NWS)

National Oceanographic and Atmospheric Administration (NOAA)

National Warning System (NAWAS)

I. INTRODUCTION

A. PURPOSE

The Communications and Warning Emergency Support Function (ESF-2) is activated when a significant impact to the communications infrastructure is anticipated or has occurred. It is meant to organize, establish, and maintain communication capabilities necessary to meet operational requirements of the City of Duvall in preparing for, responding to, and recovering from an incident.

B. SCOPE

ESF 2 discusses the use and maintenance of communications systems for emergency management functions within the City of Duvall and KCFD 45 (or their successor) during times of disaster. Those systems include voice, data, radios, telephone and cellular systems, amateur radio, National Warning System (NAWAS) and the National Weather Service (NWS).

II. POLICIES

- A. All activities within ESF 2 - Communications, Information Systems and Warnings will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).
- B. The City of Duvall and KCFD 45 (or their successor) will use normal communications and warning systems as much possible during a disaster.
- C. Communications and warning support requirements which cannot be met by the City of Duvall will be relayed to the Emergency Operations Center.
- D. Priority in establishing communications systems within the City of Duvall is life safety first, followed by the re-establishment of critical government functions and the protection of property, the economy, and the environment.
- E. In accordance with RCW 38.52.110(1), in responding to a disaster, or the threat of a disaster, the City is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such department, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
- F. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, the City of Duvall can only endeavor to make every reasonable effort to respond to a disaster or emergency based on the situation, and on information and resources available at the time.

III. SCOPE

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- 1. The City of Duvall is subject to a number of hazards, both natural and man-made that may negatively impact, damage, or destroy the communications systems. When the need for communications equipment is highest, there may be fewer resources which results in a need for reprioritization or reallocation of working systems.
- 2. Emergency or disaster warning may originate from any level of government or other sources. Some weather-related disasters are foreseeable for several days

prior to the incident. Other incidences such as earthquakes or hazardous materials releases offer no opportunity for warning though in some cases impacts may be lessened by actions taken after the incident.

B. PLANNING ASSUMPTIONS

1. There is currently no community wide warning system within the City of Duvall to warn the public of emergency situations.
2. There will be occasions when there is no time or mechanism to provide warning.
3. Communications systems are vulnerable and may be damaged, destroyed, or overwhelmed during and following emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks, or months.

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

AFN is a broad term that describes individuals who may be especially vulnerable to or have additional needs during incidents; the determination of access and functional needs may vary depending on the nature and scope of an incident. In general, this grouping includes individuals with disabilities, living in congregate housing or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with limited English proficiency (LEP). The City recognizes that various populations may require specialized support during an incident; therefore, the City's approach to incident support assesses the wholistic Duvall population to identify needs, and based on finding for a given incident, creating plans to support the whole community, as resources allow.

The City will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members during incidents.

Using American Community Survey data for the City, Spanish falls within the "significant population segments" referenced in 38.52.070 RCW. Due to this, the city will make an effort to provide written materials and translation services to community members in the top languages in our community - English and Spanish.

Identification of the Essential Needs of Children

Special considerations and accommodation may be necessary to address the essential needs of children during an incident. Areas of specialized support may include but are not limited to, reunification efforts for children that are or become separated from their parents or guardians, sheltering services or medical care for unaccompanied minors, mental/emotional health concerns, limited communication capabilities, educational sustainment, appropriate nutritional needs, and/or other identified unique aspects of supporting children during an incident.

Identification of the Essential Needs of Household Pets and Service Animals

The city of Duvall's incident management objectives and mass care services incorporate the needs of individuals with trained service animals and/or household pets, as appropriate. Trained service animals, per the ADA, are defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability, the task(s) performed by the dog must be directly related to the person's disability. Trained service animals will be allowed to accompany their handler, consistent with daily ADA compliance.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Reliable communications capabilities are necessary for government functions for day-to-day operations, warnings of impending events, response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capability must be available for emergency management functions from the Emergency Operations Center (EOC).
2. With no warning system in place, notification of citizens with instructions and information may be through Emergency Alert System (EAS), media broadcasts, telephone or radio notification, public address announcements and person-to-person contacts.
 3. Activation of the EAS within King County is restricted to authorized organizations and operates through designated broadcasters and cable companies. The EAS may be activated by contacting the 24-hour duty officer of the King County Office of Emergency Management.
 4. The Duvall EOC maintains many communications capabilities. Systems in place include: fax machine, pagers, telephones, cellular phones, local television, and AM/FM radio. Radio systems

in place in the EOC include 800 MHz Radio transmitting and receiving capabilities include all city agencies using 800 MHz trunking systems. Other agencies including the American Red Cross, Washington State Emergency Management Division, King County Office of Emergency Management, and local hospitals are also linked by radio to the EOC.

5. When normal government communications systems become overwhelmed or damaged, amateur radio may be the only available form of communication. The Snoqualmie Valley Amateur Radio Club (SNOVARC) offers the City auxiliary forms of communication over 800 Mhz, VHF, and HAM radio frequencies.
6. When Duvall's emergency management officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the Emergency Operations Center (EOC) will be activated at the appropriate level to monitor the situation. Situation monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
7. Warning of imminent or existing danger can be accomplished by Fire and Police Department vehicles using mobile sirens, public address speakers, radio & televisions, social media, or even door-to-door notifications.
8. Immediate notification of key officials will be carried out by phone, alerting devices, or in the event of total communication loss, by messenger.
9. Public information, advisories, and warnings will be updated through local radio, television, and social media as necessary until the hazard has subsided.

B. Organization

1. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points.
2. The Washington State Emergency Management Division (EMD) operates the Washington State Emergency Operations Center (EOC). This includes the operation of a 24-hour Duty Officer position that provides for early warning and information dissemination to local jurisdictions and state agencies. When activated for disasters the State EOC accumulates damage assessment data from counties and state agencies. After collecting and analyzing the data the

EOC make recommendations to the governor regarding response and recovery assistance needs.

5. Telephone systems are the primary communications methods for directing, controlling, and coordinating emergency services.
6. Cellular phone systems are the primary back up to the telephone systems and will be used to supplement two-way radio systems for field operations.
7. Two-way radio is used as a second back-up to the telephone systems and provides the primary method of communications with personnel conducting emergency services in the field.
8. 800 MHz radios will be utilized as the backup system for communication with other emergency management agencies.
9. Facsimile and electronic communications will be used, if available, when communication of written material is required during and after a disaster.
10. Law enforcement, fire service, and other government services radio networks will control their own systems.
11. Private radio systems will be controlled by their respective organizations. Private, public, and auxiliary communications systems or equipment utilized during response and recovery efforts will be coordinated through the Emergency Operations Center.
12. Backup communication equipment may be provided by support agencies such as the School District and local amateur radio club (SNOVARC).

C. PROCEDURES

When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the EOC.

D. MITIGATION AND PREPAREDNESS ACTIVITIES

1. The **Director of Emergency Management or Assistant Director of Emergency Management** shall have responsibility to:
 - a. Ensure that the communication facilities are maintained and tested routinely.
 - b. Prepare and maintain current, adequate warning plans, SOPs and call lists.

2. **Each City Department Director** is responsible for training and preparing employees of the department how to respond to warning and activate emergency procedures.

E. RESPONSE ACTIVITIES

1. Make emergency notifications and warnings as needed.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 2.
3. Coordinate communications and warning activities with other communications centers and support agencies as needed.
4. Request additional resources as needed.

F. RECOVERY ACTIVITIES

1. Continue gathering, documenting, and reporting damage assessment information and financial information.
2. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
3. Coordinate/manage restoration of communications system.
4. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES - CITY OF DUVALL; KING COUNTY FIRE DISTRICT 45

The primary focal point for the City communications will be Duvall City Hall in normal operation periods and the Emergency Operations Center (EOC) in the event of disaster operations. The EOC is a facility capable of 24-hour operation, with emergency and advisory information provided to the City by KCFD 45.

1. The existing telephone and cellular networks along with non-emergency radios of the City will be the basis for effective communication. It is understood that in a disaster partial or total disruption of communications may occur. By working with telephone service and equipment providers, the City and KCFD

45 will work together to provide telephone service for emergency management functions as soon as possible following a disaster.

2. Radio systems including amateur radio will be established for emergency management functions as soon as possible following a disaster. Priority will be given to those departments that provide critical life safety functions.
3. The KCFD 45 will maintain equipment, and in cooperation with the City of Duvall, develop operational procedures for the EAS. Coordination will occur with federal, state, county and other local agencies, and members of the media participating in this program.
4. The KCFD 45 (or their successor) or the City of Duvall (depending on lead agency status per event) will coordinate with federal, state and county agencies in the use of the National Warning System.

B. SUPPORT AGENCIES

1. The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Office, with operational assistance from the Washington State Patrol.
2. Emergency information or warning is transmitted by broadcasters at their discretion except for Emergency Alert System (EAS) Presidential messages received from the National Control Point. Broadcasters may not choose to broadcast all state and local requests.

The Emergency Alert System which provides emergency information and guidance via local radio and television may be activated through the King County Office of Emergency Management. Once the initial warning is accomplished, the task of keeping the public informed of what actions to take to prevent injury or property loss lies with the **Public Information Officer**.

3. The EOC will utilize credentialed amateur radio operator groups to assist with communications.

VI. RESOURCE REQUIREMENTS

The City may not have sufficient technical support on staff to reestablish critical communications systems. The City will make every effort to reestablish those systems,

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but with limited technical expertise available the City must work with local communication utility providers to re-establish networks or repair damaged facilities.

VII. REFERENCES

See references section in the basic plan

VIII. TERMS AND DEFINITIONS

NAWAS (National Advanced Warning System)

KCFD45 (King County Fire District 45)

See additional terms and definitions in the basic plan.

Emergency Support Function - 3 Public Works and Engineering

PRIMARY AGENCY: Duvall Public Works

SUPPORT AGENCIES: King County Fire District 45 (or their successor)
Police Department
King County Solid Waste Division
Washington State Department of Transportation
Puget Sound Energy

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function 3 (ESF-3), Public Works and Engineering, is to provide guidance for the emergency coordination of public works and engineering services for debris removal, inspection of facilities for structural safety and interoperability, and for issuing contracts for the demolition of unsafe structures and the temporary repair of essential facilities. ESF-3 includes emergency activities for solid waste, potable water supply, storm/surface water, wastewater, and aquifer management (including City wells).

B. SCOPE

This ESF addresses necessary Public Works activities including, but not limited to:

1. Damage assessment for public facilities and infrastructure.
2. Inspection of facilities for structural condition and safety.
3. Coordination of heavy equipment resources for emergency operations.
4. Maintaining emergency transportation routes.

5. Debris and wreckage clearance.
6. Assisting in traffic control by providing barricades and signs.
7. Temporary repair of essential facilities.
8. Emergency permitting and inspections.
9. Coordinating with local water purveyors.
10. Coordinating with utility companies.
11. Demolition of unsafe structures.

II. POLICIES

- A. The City of Duvall provides public works services to our residents, business owners, and all those who live, work, and visit Duvall. The City is responsible for the lands, facilities, and utilities under City jurisdiction. Response to private property problems is conducted when a City facility is causing a problem or when life or public health is threatened. Response outside of the City is facilitated through the City EOC, King County EOC, and/or mutual aid, on a case-by-case assessment.
- B. For projects that normally require Environmental Reviews or permitting before final approval, some incidents may warrant that environmental review and permits be waived or orally approved as per the following:
 1. State Environmental Policy Act (SEPA - Environmental Review) WAC 197-11-880.
 2. Hydraulics Act (Hydraulics Permit) RCW 77.55.100.
 3. Forest Practices Act (Application for Forest Practices) RCW 76.09.060(7).
 4. Shorelines Management Act (Shorelines Permit) RCW 90.58.370. Flood Control Zones by State (Permit for Improvement) RCW 86.16.180.
 5. Time-sensitive actions affecting archaeological/historical protected areas should be coordinated with the State Office of Archaeology and Historic Preservation.

- C. The Public Works Department may advise other public or private utilities operating under City, state, or federal restrictions, or under any incident restrictions or operating policies established by City government.
- D. Permitting fees and normal inspection procedures stay in effect following an incident unless otherwise directed by the Mayor and City Council. This role has been transferred from Public Works to the Planning Department.
- E. The Public Works Department is responsible for initial inspection, repair, and operation of all City-owned facilities and conveyances and to those agencies where there are contractual agreements to manage facilities. The Planning Department also inspects public infrastructure that developers build.
- F. Public Works may receive State loans for the funding of some or all of its emergency projects per RCW 43.155.065 (Emergency Public Works Projects).
- G. It is the policy of City of Duvall to utilize the inspection guidance in the Applied Technology Council (ATC) 20, Procedures for Post-earthquake Safety Evaluation of Buildings, ATC-20-1, the field manual for post-earthquake safety evaluation of buildings and ATC 20-2 (Addendum to ATC 20) to survey damaged PW facilities
- H. Public Works staff will be mobilized on a case-by-case basis. This will normally be done by telephone or through the department's notification procedures. As communication systems may fail in a major event, PW staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.
- I. When local resources have been or are expected to be overwhelmed and local mutual aid has been exhausted; assistance can be requested through the King County Office of Emergency Management (KCOEM) or the Washington State Emergency Management Division).

III. SITUATION

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs

will be given top priority to support immediate lifesaving emergency response activities.

- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- E. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Aftershocks, or subsequent incidents will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. GENERAL

- 1. The Public Works Department is responsible for the coordination of this ESF.
- 2. The Department is responsible for providing public works and engineering assistance, as resources permit, to meet city needs related to emergencies and disasters.

B. PROCEDURES

- 1. Overall command and control for Public Works Maintenance and Operations is established at the City Maintenance & Operations Center (MOC).
- 2. If an incident occurs during non-working hours or if the MOC is unusable, the Public Works employees are instructed to follow their department's internal Emergency Operations Plan regarding their reporting to work or to an alternate work site.
- 3. When the immediate life safety needs of employees are met, personnel will assess the department, what resources are needed, and the department's operational status. An initial status report will be sent to the City EOC

concerning the status of employees, equipment, resources, and facilities.

4. Emergency repairs of City-owned facilities and structures will be a priority. Repairs will be based on critical need as determined as follows:
 - a) Buildings that house critical response units or staff
 - b) Roads, streets, or bridges that act as main evacuation routes.
 - c) Public facilities that serve or may need to serve as shelters.
 - d) Facilities providing essential services to the public (water, sewer, etc.)
 - e) Facilities used or needed to provide emergency public information.
 - f) Debris clearance in City right-of-way

C. PUBLIC WORKS DEPARTMENT

- a. Notify appropriate Public Works division(s).
- b. Identify support departments that may need to supply expertise to the Public Works Department.
- c. Establish communication with appropriate City Departments and the City EOC.
- d. Upon detection of a water supply or wastewater incident, make an internal assessment of the situation. If it is determined that the incident is of regional significance, inform the King County EOC of the situation through the City EOC.
- e. Maintain operations of the public water, water treatment, storage, pumping, and distribution systems.
- f. Coordinate with the Seattle Water Department to appropriate water purveyors and report to the City EOC.
- g. Maintain operations of the public sewer collection pumping systems and assist in meeting public sanitation needs and control sewage pollution to the environment.
- h. Communicate health and environmental issues to the City EOC.
- i. Address solid waste and debris management issues including:
 - Temporary debris storage sites
 - Mutual aid agreements
 - Review of available resources
 - Review of contracts already in place
 - Requirements of regulatory agencies

- Monitoring data
- Contamination implications (i.e. biomedical, radioactive)
- Identifying locations/facilities that can accept contaminated waste.

Maintain passable vehicular circulation on priority routes.

Maintain operation of fuel equipment and ensure adequate fuel supply for City-owned vehicles and equipment.

Provide damage assessments for City property, water, sewer, street, and City-owned equipment.

Provide for priority restoration of critical facilities.

Provide information related to emergency public information through the City EOC regarding matters of public health and hazards related to damaged facilities.

Provide for or contract for major recovery work, debris clearance, and/or services as appropriate.

Coordinate repair operations with outside agencies as appropriate.

Recommend emergency ingress/egress for responders, including access points to emergency responders.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Review the King County Regional Hazard Mitigation Plan (KCRHMP) as a department and discuss implementation strategies.
2. Implement hazard mitigation in the development of policy, issuing of permits and the design and construction of City facilities, including water and sewer facilities and structures. This mitigation program will include the designation of methods to support emergency power sources for City wells, sewer pumping stations, and fuel supplies necessary for Public Works operations.
3. Mitigate emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.

Identify opportunities to lessen the effects of future emergencies or disasters and make them known to all City departments or other organizations that could be impacted.

E. PREPAREDNESS ACTIVITIES

1. Ensure personnel and equipment are protected from the effects of incidents by:
2. Developing Incident Action Plans based on operational objectives.
3. Establishing Continuity of Operations Plans (COOPs) and mutual aid agreements to carry out City and department essential functions.
4. Participating in incident planning and exercise activities throughout the year.
5. Becoming familiar with area-specific hazards and risks.
6. Develop policies and procedures for incident response and recovery for public works activities.
7. Develop a continuity plan in accordance with the City's COOP plan for departmental services recovery and restoration.
8. Ensure that field personnel have the training, proper protection, and equipment necessary for response to an incident.
9. Closely monitor equipment related to the proper functioning utilities and systems.
10. Provide regular training to staff for home and work incident preparedness.
11. Ensure that adequate emergency supplies and equipment are available for division staff.
12. Maintain liaison with City departments, Washington State Department of Transportation, Puget Sound Energy, and other organizations.
13. Work with neighboring jurisdictions and water districts to establish mutual aid and inter-local agreements.
14. Provide and participate in training, drills, and exercises in support of this ESF.
15. Provide employees with emergency response policies and procedural materials, such as this ESF.

F. RESPONSE ACTIVITIES

1. Activate the Department Operating Center (DOC) and Emergency Operations Center (EOC) if necessary.
2. Organize, provide, and assist in damage assessments of City buildings, water, wastewater, drainage, roads, bridges, utility systems, and equipment.
3. Identify emergency routes in and out of the City and provide recommendations on traffic routes during an incident.

4. Coordinate and provide for the placement of traffic control signs and barricades for road closures, detours, and potential road hazards. Provide operational control of signals and flashers under City jurisdiction.
5. Monitor for contamination of water systems and maintain the operation of public wastewater collection and pumping systems, assist in meeting public sanitation needs, and control wastewater pollution to the environment.
6. Communicate emergency information through the EOC regarding matters of public health, safety, and environmental hazards.
7. Provide and/or contract for construction equipment, supplies, and personnel.
8. Perform and/or contract recovery work to restore damaged facilities.
9. Coordinate with support agencies and neighboring jurisdictions to supply requested services and resources.
10. Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures.

G. RECOVERY ACTIVITIES

1. Continue with recovery activities including the reconstitution of the Department's essential functions and services.
2. Additional resources or assistance may be obtained through existing mutual aid agreements.
3. Any requests for external agency personnel, equipment, or materials should be coordinated through the City EOC.
4. Additional resources or assistance may be obtained through contracts with private firms.
5. Coordinate with private utilities/businesses responsible for electricity, natural gas, telephone, cable and waste management through the City EOC as necessary.
6. Maintain operations or repairs of the public water storage, pumping, and distribution systems.
7. Provide documentation of costs incurred for the incident actions of Public Works activities.
8. Implement mitigation processes as required to support essential services.
9. Resume normal working activities.
10. Create After-Action Reports and Lessons Learned Reports.

V. RESPONSIBILITIES

The Public Works Department is responsible for emergency response and recovery for damage to the City's transportation system, public utilities, and City-owned buildings, and for providing debris removal and engineering assistance to meet the City of Duvall's needs.

VI. REFERENCES

- A. The Federal Response Plan - ESF #3
- B. Washington State Comprehensive Emergency Management Plan, ESF #3 PW and Engineering
- C. King County Comprehensive Emergency Management Plan, ESF #3 PW and Engineering

EMERGENCY SUPPORT FUNCTION - 4

FIREFIGHTING

PRIMARY AGENCY: King County Fire District 45

SUPPORT AGENCIES: King County Office of Emergency Management
(OEM - Fire Mobilization Resources)
King County Emergency Medical Service
KCFD 45 Disaster Support Volunteers and/or
SNOVARC (Amateur Radio Operators)
WA State Department of Ecology
U.S. Federal Emergency Management Agency
U.S. Fire Administration

I. INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 4 – Firefighting provides direction for detection and suppression of wild land, rural, and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency.

B. SCOPE

This ESF deals with fighting fires beyond normal field operations in the City of Duvall. This includes coordinating resource assistance of other agencies through countywide mutual aid agreements and the statewide Fire Mobilization Plan.

The plan establishes a mutual understanding of authority, responsibilities, and functions of local government, and provides a basis for incorporating non-governmental organizations (NGOs) into the response and recovery process. All directions contained herein apply to preparedness measures and incident actions undertaken by the City of Duvall and other supporting organizations as may be required to minimize the effects of large-scale incidents.

1. The Fire District (KCFD45) is the primary department for all fire service, emergency medical services (EMS) (see ESF-8), Hazardous Materials Response (see ESF-10), and Technical Rescue activities like High Angle Rope, Confined

Space, Trench Rescue, and Vehicle Extrication (see ESF-9 Search and Rescue for Urban Search and Rescue (USAR / US&R).

2. KCFD 45 has two fire stations (Stations 166 and 167) Station 166 is the Fire Department headquarters located in Duvall at 15600 1st AVE NE
3. Firefighting activities involve the:
 - a. Management and coordination of firefighting activities.
 - b. Detection and suppression of fires on City and private property.
 - c. Providing personnel, equipment, and supplies to support the City and other local jurisdictions involved in urban and urban interface firefighting.
 - d. Providing personnel, equipment, and supplies to support the City and other local jurisdictions involved in urban search and rescue operations, including trench rescue, water rescue, or extrication of accident victims from vehicles. Operations beyond that are handled under ESF-9 Search and Rescue. Duvall Police or KCFD45 may take the lead on ESF-9, depending on the nature of an incident, but Police and Fire will form a Unified Command if resources from both departments are needed.

II. POLICIES

1. All KCFD 45 personnel responding to a major disaster or emergency under the response plan will follow processes and procedures established in the Duvall Comprehensive Emergency Management Plan, KCFD 45 Standard Operating Standards, and mutual aid agreements.
2. Mutual aid support will be accomplished through local, county and State agreements in place at the time of events.
3. Coordination with and support of resources and fire suppression organizations will be accomplished through the City/District Emergency Operations Center (EOC), in cooperation with the Fire Chief or the EOC Fire Operation's Section Chief under the Incident Command System (ICS).
4. Priority will be given to saving lives and protecting property, in that order.
5. The primary agency for this ESF will be KCFD 45 at the local level. For operations that involve City or District resources outside the recognized jurisdiction, the District EOC in cooperation with the County and State EOC will act as operational lead for firefighting response.

III. SITUATION

A. DISASTER CONDITION

1. The management of a large firefighting operation is complex, often involving large numbers of resources and many different agencies and jurisdictions. Fire resulting from or independent of but occurring coincidentally with, a major disaster or emergency may place extraordinary demands on available resources and logistics support systems.
2. A major disaster or emergency may result in many urban, rural, and wildland fires. The damage potential from fires in urban areas during and after a major disaster (such as an earthquake) exceeds that of all other causes. Numerous fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Urban fire departments not incapacitated by an earthquake may become totally committed to fires in urban areas. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. Landline and cell-phone communications may be interrupted. Radio communications may be relied upon heavily and will use established channels.
5. Wheeled-vehicle access may be hampered by such occurrences as falling trees and power lines, bridge failures, and landslides, making conventional travel to the fire location extremely difficult or impossible.
6. The Fire Department may receive urgent requests from non-fire-related departments for personnel, equipment, and supplies. These supplies may be limited or unavailable.
7. The Fire Department has automatic and mutual aid agreements with numerous agencies throughout King County. Requests for assistance are through existing mutual aid Agreements. In situations where mutual aid is not available, requests are coordinated through the City Emergency Operations Center (EOC).
8. Fire and Life Safety response times may be delayed due to disruptions and debris from the incident; responses to occurrences will be prioritized.
9. Support normally given by electric, gas, and water utility companies may be hampered by the magnitude of the incident. Utility failures, such as the

disruption of water supply for firefighting, may compound, or add to the size of the incident.

IV. CONCEPT OF OPERATIONS

A. GENERAL

KCFD45 manages and coordinates firefighting, emergency medical services (EMS) and rescue activities. During an incident, the individual incident commanders are responsible for conducting situation and damage assessments as well as for determining resource needs with the City EOC. Should requests for additional firefighting assistance and resources need to be made, they will be coordinated by the activated City EOC.

B. PROCEDURES

1. In an incident, the KCFD45's Standard Operating Procedures (SOPs) are implemented as are other plans and documents when necessary.
2. KCFD45 maintains the departmental Standard Operating Procedures (SOPs) for managing response and recovery activities in relation to this ESF.
3. The notification method used to mobilize off-duty personnel is by telephone, pager, or other appropriate means. Backup notification is by emergency public information procedures.
4. The Fire Chief, or their designee, provides direction and control over department resources and coordination with the City EOC. City department personnel operate according to specific directives, department Standard Operating Procedures (SOPs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.
5. The Fire on-scene Incident Commanders provide regular status reports to the City EOC.
6. The coordination of resources and requests for assistance are through the City EOC.
7. On-scene management of an incident follows the Incident Command System (ICS).

C. PREVENTION AND MITIGATION ACTIVITIES

1. Review the King County Hazard Mitigation Plan as a department and discuss implementation strategies.
2. The Fire Chief manages and enforces the Fire Prevention Program and Fire Codes including but not limited to:
 - a. All applicable local, State, and federal fire and life safety codes.

- b. Developing and preparing of amendments to fire and building codes, reflecting solutions to the latest trends and techniques in building construction.
 - c. Organizing fire and life safety inspections of all applicable occupancies and fire protection systems and appliances.
 - d. Overseeing the investigation of all fires.
 - e. Providing plan review services for all new construction and tenant improvements.
 - f. Reviewing zoning changes, lot divisions, and devising solutions to diverse land development projects.
 - g. Maintaining the fire management data processing systems for fire prevention programs and the preservation of records.
3. Public Education and Training
- a. Provide fire safety information to public and private entities and organizations.
 - b. Conduct community education programs. Assist with emergency preparedness programs, like Community Emergency Response Team (CERT).
 - c. Coordinate the education of fire personnel using the latest information, techniques, and programs for the prevention of injuries, prevention of fires, and reduction of property damage, as a result of natural and/or man-made causes.

C. PREPAREDNESS ACTIVITIES

- 1. Become familiar with this ESF and Comprehensive Emergency Management Plan (CEMP).
- 2. Train personnel in firefighting using established standards.
- 3. Develop a list of resources, which includes apparatus, equipment, personnel, and supply sources. Use the National NIMS Resource Typing Definitions as needed to identify resources that may be used to respond to mutual aid requests within WA State. Those definitions serve as the common language for the mobilization of resources.

E. RESPONSE ACTIVITIES

- 1. Assume full responsibility for the suppression of fires burning on or threatening locations within the fire district.
- 2. Task personnel to accomplish fire suppression, emergency medical services (EMS), and rescue responsibilities.
- 3. Activate and staff the City EOC as required.

4. Conduct situation and damage assessments of Fire Dept. facilities; assist Planning and Public Works in performing windshield surveys and preliminary damage assessments (PDA) as available. Report findings to the City EOC.
5. Assist in emergency road clearing, if necessary, when responding to an incident.
6. Upon request, provide support to utility restoration efforts.
7. Provide response to hazardous material occurrences.
8. If available to do so, provide support in the dissemination of emergency warning information to the public and assist in providing direction and control for evacuation efforts.
9. Provide and coordinate firefighting assistance with other jurisdictions per existing mutual aid agreements.
10. Support operations through requests and coordination of resources unavailable through mutual aid.
11. Implement the King County Fire Resources Plan when appropriate.
12. Participate in the implementation of the Washington State Fire Services Resource Mobilization Plan when appropriate.

F. RECOVERY ACTIVITIES

1. Contribute to the damage assessment process. Report findings to the City EOC.
2. Provide regular status reports and information regarding operational and resource needs to the City EOC.
3. Coordinate the documentation and reporting of incident-related expenditures to the City EOC or City Office of Emergency Management (OEM) if the EOC is not activated.
4. Create After-Action Reports and Lessons Learned Reports; forward to the City OEM.

Responsibilities

A. PRIMARY AGENCY: King County Fire District 45

1. Provide qualified representative to serve as EOC Operations Section Chief.
2. Task support agencies as necessary to accomplish ESF #4 support responsibilities.
3. Provide logistics support through the EOC for mobilizing resources for firefighting.

4. Assume full responsibility for suppression of fires, EMS, and rescue activities.
5. Provide and coordinate firefighting assistance to other local, county and State fire organizations as requested under the terms of existing agreements and the response plan.
6. Arrange for direct liaison with fire chiefs in the designated area to coordinate requests for firefighting assistance in structural or industrial fire protection operations.
7. Provide information to the EOC Planning Section as assessments of fire-caused damages are obtained.

B. SUPPORT AGENCIES

1. City of Duvall

Provide support where necessary.

2. King County Office of Emergency Management (OEM)

Support ESF #4 operations coordination with personnel, equipment, and supplies under the terms of the existing laws and interagency agreement, to include the arrangement of liaisons as required. Also provide support for military and other Federal resource requests and needs to obtain heavy equipment and/or demolition services as needed to suppress disaster related fires and respond to rescue situations.

3. Environmental Protection Agency (USEPA)

Provide technical assistance and advice in the event of fires involving hazardous materials.

4. Federal Emergency Management Agency (FEMA), U.S. Fire Administration (USFA)

Provide rescue and firefighting advice and assistance in the event of Federal declaration of disaster.

5. Other Organizations

State forestry organizations in most States are responsible for wildland firefighting on non-Federal lands. States may assist other States in firefighting operations and may assist Federal agencies through agreement.

V. REFERENCES

RCW chapter 38.52

City of Duvall
Comprehensive Emergency Management Plan

WAC chapter 118-04

King County Emergency Management Plan

FEMA Federal Response Plan

National Interagency Mobilization Guide available from NICC.

VI. TERMS AND DEFINITIONS

A. INCIDENT COMMAND SYSTEM (ICS)

An on-site incident management system applicable to all types of emergencies. Includes standard organizational structure, agency qualifications, training requirements, procedures, and terminology enabling participating agencies to function together effectively and efficiently.

B. NATIONAL INTERAGENCY COORDINATION CENTER (NICC)

The organization responsible for coordination of national emergency response for wildland fire suppression, located at the National Interagency Fire Center in Boise, ID.

C. REGIONAL/AREA FIRE COORDINATOR

The person primarily responsible for operation of ESF #4 at the regional level.

EMERGENCY SUPPORT FUNCTION - 5

INFORMATION AND PLANNING

LEAD AGENCIES: City of Duvall

SUPPORT AGENCIES: Public Works
IT Department

I. INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) #5 Emergency Management plays a pivotal role in bolstering the City of Duvall's comprehensive efforts to manage large-scale incidents. The City's emergency management apparatus serves as the central hub for core management and administrative functions, providing critical support to both the Emergency Operations Center (EOC) and the implementation of the City's Comprehensive Emergency Management Plan (CEMP)

B. SCOPE

This ESF outlines essential practices and procedures aimed at enhancing the overall preparedness of the City of Duvall. By comprehensively assessing Duvall's specific hazards, risks, and vulnerabilities, the City can develop a robust plan that addresses all potential threats.

The coordination of training for City staff regarding their roles and responsibilities, as well as the dissemination of mitigation and preparedness strategies to the broader community, falls under the purview of the Director of Emergency Management and Assistant Director of Emergency Management. One of their primary responsibilities is the establishment and regular upkeep of the Emergency Operations Center (EOC). Running activation training and ensuring the EOC is outfitted with reliable communication devices and other essential tools which crucially supports incident response efforts, ensuring the best possible response.

II. POLICIES

1. City employees and staff will be trained on emergency preparedness and mitigation strategies. Specific staff will be trained on EOC activation and operational procedures through activities and exercises set forth by the Director of Emergency Management or Assistant Director of Emergency Management.
2. To ensure preparedness for an incident, all City departments are encouraged to keep records of their emergency supplies and needs. Department training records should include certifications regarding emergency skills, and FEMA training such as Incident Command System (ICS) and National Incident Management System (NIMS) courses.
3. Regular updates and evaluations of this Plan, other department-specific emergency operations, readiness plans, continuity of operations (COOP) plans are to be conducted following State and federal guidelines and procedures.
4. The Director of Emergency Management and Assistant Director of Emergency Management are empowered to establish and enact rules and regulations in response to an incident, provided that these directives are reasonably linked to safeguarding lives, property, and the environment affected by the situation. These rules and regulations shall be subject to approval by the City Council at the earliest feasible opportunity.

III. SITUATION

See the City of Duvall's Basic Comprehensive Emergency Management Plan for a description of potential emergency conditions and vulnerable population information.

C. PLANNING ASSUMPTIONS

10. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
11. Available resources may become limited or unavailable due to high demand in a large-scale incident.
12. All departments are required to support this ESF as necessary.

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13. City departments will maintain a seven-day supply of food and water. All employees are encouraged to maintain personal emergency supply kits at work, home, and in their car, and to prepare their families for disasters.
14. Essential employees are aware of their duties and responsibilities to the City EOC as well as their own department.
15. Personnel reporting to the City EOC are trained and capable in their roles and understand the functions of the EOC and Incident Command System (ICS).
16. Early in the incident, little or no information may be available, and the information received in the City EOC may be vague and inaccurate.
17. Information gathering occurs at the department level or in the field and is compiled by the City EOC to evaluate and determine validity.
18. Documentation of all information is standardized on appropriate forms and reports.
19. Information collected provides a basis for:
 - a. Developing and revising City EOC operational objectives
 - b. Briefing City EOC representatives, policy staff, and elected officials
 - c. Development of City EOC Situation Reports
 - d. Dissemination of information to internal and external audiences
 - e. Allocation of resources
 - f. Requests for assistance and proclamations
 - g. Overall damage assessment

IV. CONCEPT OF OPERATIONS

A. GENERAL

The City of Duvall through the Emergency Management Director and Assistant Director of Emergency Management supports emergency preparedness, response, mitigation, and recovery efforts. These actions are conducted in a number of ways, including, but not limited to, coordination and management of the City EOC, training

of City employees in incident preparedness and mitigation, and the development of plans for the City focused on mitigation, response, and recovery.

B. PROCEDURES

1. Representatives from all departments will report to the EOC as needed to assist in incident response and recovery.
2. The departments and volunteer emergency workers located in the City EOC work to gather and disseminate information to ensure situational awareness and a common operating picture throughout the City. This may include receiving or running periodic reports to or from departments, field staff, section chiefs, and local residents. Essential information includes:

Boundaries of the incident area and political jurisdictions impacted.

Number of dead or injured persons.

Social/economic/political impacts.

Status of communication systems.

Status of transportation systems.

Hazard Type and hazard-specific information.

Evacuation orders.

Ingress/egress routes.

Shelters.

Weather data.

Status of critical facilities.

Status of reconnaissance activities (air and ground).

Status of key personnel.

Status of emergency proclamation(s).

Major activities/issues of ESFs.

Resource needs/shortfalls.

Overall priorities for response.

Status of donations.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Routine updates of City plans related to hazards, risks, response, and mitigation strategies create awareness of critical areas and enforce plan implementation into other City plans.
2. Provide information and expertise in hazard mitigation and planning for preparedness to City departments and the general community.
3. Conduct reviews of the King County Regional Hazard Mitigation Plan across all departments and discuss implementation strategies.

D. PREPAREDNESS ACTIVITIES

1. Coordinate community and educational outreach programs for preparedness that also provide mitigation strategies and after-incident actions.
2. Coordinate preparedness exercises and drills with City departments and their staff.
3. Recommend mutual aid agreements as well as ordinances, resolutions, rules, and regulations for adoption by City Council that may improve incident preparedness, response, mitigation, and recovery.
4. Implement all-hazards and hazard-specific response plans.
5. Coordinate with local emergency volunteer programs.
6. Manage and maintain the EOC and alternate EOC locations.

E. RESPONSE ACTIVITIES

1. Notify the King County EOC and State EMD of any activation or de-activation of the City EOC.
2. Upon activation of the City EOC, notify all appropriate departments per the EOC Activation Plan.
3. Manage the EOC according to the three operational goals:

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- Create situational awareness and a common operating picture
 - Gather, evaluate, and disseminate information
 - Manage resources
4. Prepare the local Proclamation of Emergency for the City Mayor to sign and approve.
 5. Communicate any requests for assistance (RFAs) through the City EOC.

F. RECOVERY ACTIVITIES

1. Provide information and guidance to all city departments regarding reporting, documentation, and retention of pertinent event or incident information and supporting data. City departments will compile and forward operational and recovery information to the appropriate designated agents that are facilitating State and Federal reimbursement actions.
2. Continue to gather, evaluate, and disseminate information, as necessary.
3. Review department-completed After-Action Reports and Lessons Learned Reports.
4. Review and revise reporting procedures and formats, as necessary.
5. Collect and prepare reports required to support requests for assistance (RFAs).
6. Participate in the process to submit and track all documentation necessary for State and federal reimbursement of presidentially declared disasters.

V. RESPONSIBILITIES

1. Preparedness outreach, including exercises and training, for City staff and the community.
2. For an event or disaster, report the situation, operational readiness, and resources required to the necessary departments and external agencies in a timely manner.
3. Ensure that appropriate plans and reports are generated and forwarded to the County, State, and federal agencies as required.

VI. REFERENCES

- A. National Response Framework

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Comprehensive Emergency Management Plan

- B. CEMP Basic Plan
- C. King County Regional Disaster Plan
- D. King County Regional Hazard Mitigation Plan

EMERGENCY SUPPORT FUNCTION - 6

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

PRIMARY AGENCIES: Administrative and Finance Department

SUPPORT AGENCIES: All other City of Duvall Departments
King County Fire District 45 (or their successor)
Seattle-King County Chapter of the American Red Cross
King County Disaster Assistance Council (DAC)
Salvation Army
King County Housing Authority

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function (ESF) 6 is to define the City of Duvall's roles and responsibilities in mass care services of shelters, emergency feeding, first aid, and disaster welfare information. The City, in cooperation with the King County, American Red Cross (ARC) and other agencies, will develop and coordinate a system to provide mass care for the City of Duvall population that are victims of disasters.

B. SCOPE

1. Mass Care in the City of Duvall is a shared responsibility between the City, the County, the Seattle-King County Chapter of the American Red Cross, and other non-profit agencies such as the Salvation Army. The City of Duvall or a designee from the City is the lead department for the City in coordinating support for mass care activities and shelters. As an incorporated City in King County, the City of Duvall has the responsibility to coordinate the city's mass care shelters using city assets, or to coordinate with the King County Emergency Operations Center (EOC) in the placement of mutually supported shelters.

2. Mass Care includes shelters, feeding, emergency first aid, Disaster Welfare Information (DWI), and bulk distribution of emergency relief items.
 - a. Shelter: The provision of emergency shelter for victims includes the use of the designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the use of similar facilities outside the affected area, should an evacuation be necessary.
 - b. Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk food distribution. Such operations will be based on sound nutritional standards and will make an effort to meet dietary requirements of victims with special dietary needs.
 - c. Emergency First Aid: Emergency first aid services will be provided to victims and workers as mass care facilities or at designated sites within the affected areas.
 - d. Disaster Welfare Information: DWI regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI system. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
 - e. Bulk Distribution of Emergency Relief Items: Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.
3. This ESF will address the provision of shelters and meeting the urgent needs of victims of disaster.

II. POLICIES

- A. It is the policy of the government of the City of Duvall to provide emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Duvall. Additionally, the City will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Duvall will perform emergency management functions within the city's jurisdictional boundaries as

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mandated by RCW 38.52.070.

- C. Services provided will be determined on the needs of the victims, the situation, and available resources. The disaster encountered will determine the type of shelter required.
- D. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- E. Mass care facilities will receive priority consideration for structural inspection to ensure safety of occupants.
- F. The American Red Cross will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 1988).
- G. The City of Duvall's ESF-6 will be implemented based on the impacts of major natural or technological disaster events. The City of Duvall EOC will make decisions regarding the activation of shelters that will be managed by the City or designees.
- H. Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used as available.
- I. Mass care shelters are temporary in nature and are designed for people displaced resulting from emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- J. Disaster Welfare Information (DWI) is provided by the American Red Cross. The listing of event related deaths will be limited to officially confirmed fatalities.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. The City of Duvall faces a range of vulnerabilities when it comes to both natural and technological disaster events. Throughout history, these disasters have demonstrated a tendency to have cascading effects, simultaneously disrupting essential systems like utilities, communication, healthcare, transportation, and

food services. Consequently, these impacts severely hamper emergency response initiatives.

2. These disruptive events can hinder the mobility of crucial disaster supplies and service providers, impede the movement of emergency personnel and volunteers, and even lead to professional emergency responders being incapacitated or delayed in reaching their designated locations due to injuries, fatalities, or personal family issues.
3. There will be a requirement for shelter sites for people that are impacted by the disaster. Many will be separated from their families due to impassible transportation routes and gridlock.
4. Family members may be separated immediately following sudden-impact events, such as children in school and parents at work. Transients, such as tourists, may be involved.

B. PLANNING ASSUMPTIONS

1. Local and regional utilities, communications, lifelines, medical, and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
2. Public, private, and volunteer organizations along with the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
3. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
4. A partnership approach will be needed between public, private, and volunteer agencies to provide sheltering for large-scale disaster events.
5. The City of Duvall will provide shelters to the best of its capabilities using city staff and local resources.
6. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts.
7. Some victims will go to mass shelters, others will find shelter with friends and relatives, and many victims will remain with or near their damaged homes.

8. The magnitude of the event may require the operation of large long-term shelters.
9. Shelter space may be available in public use buildings. Public shelters in the residential areas are usually located in schools, churches, and a few public use buildings.
10. There is no government agency that has the responsibility or authority to coordinate or administer a public shelter program on a day-to-day basis.
11. Resource requests through King County ECC may be necessary to support Mass Care efforts with emergency food service, disaster welfare information and referrals.
12. When the City of Duvall is declared within a disaster area by the Governor, certain emergency welfare services may become available to eligible disaster victims. The emergency welfare services made available by federal and state government as the result of the Governor's disaster declaration are in addition to the welfare services provided by volunteer organizations and may include low-interest loans, food stamps, disaster counseling and unemployment benefits.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Requests for shelters will be coordinated through the City of Duvall Emergency Operations Center (EOC) following a major disaster impacting the city. Shelter requests will be prioritized and coordinated by the representatives of the Administration and Finance Department in the EOC, King County ECC, American Red Cross (ARC), and selected organizations as necessary or available. During small local disasters where the King County EOC is not activated, the Seattle-King County Chapter of the ARC will provide shelter and mass care services coordinated through the chapter headquarters, as appropriate to their operational capacity.

When the King County EOC is activated, placement, coordination, operations, and support of shelters will be a cooperative effort between the city, the county, the Red Cross and selected social service agencies. The city will designate **shelter managers** to staff the City of Duvall EOC during activations and be the primary contact in the City of Duvall government for mass care. When a mass care shelter is set up during a major disaster event, a team approach will provide needed support:

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- a. The City of Duvall EOC representatives will determine location of shelter(s).
- b. **Shelter Managers** will be chosen by either the Red Cross or be city staff or designees trained by the Red Cross in shelter management. Managers will be responsible for opening, managing, and closing shelter sites.
- c. Health inspections will be provided by the King County Department of Public Health.
- d. The City of Duvall Police will provide security.
- e. Food service by ARC, Salvation Army, or other selected organizations.
- f. Crisis Counseling by Department of Health as the lead agency, with the support of the Seattle-King Chapter of the American Red Cross and selected local social service agencies.
- g. Supplies such as water, sanitation, generators, etc., from public agencies and private vendors.
- h. Communications support from amateur radio organizations.
- i. Public information will be disseminated by the Public Information Officer.

B. MASS CARE

- a. Coordination includes coordination of local assistance in support of non-medical mass care services, and gathering information related to sheltering and feeding operations in the impacted area.
- b. Shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities, or the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary. The need for shelters will be determined by the EOC manager and the American Red Cross Mass Care Lead in coordination with local incident command authorities.
- c. Feeding is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of victims with

special dietary needs to the extent possible.

- d. In the context of this plan, emergency first aid consists of basic first aid and referral to appropriate medical care provided at mass care facilities and designated sites.
- e. Disaster Welfare Information (DWI) collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.
- f. Bulk Distribution - Emergency relief items to meet urgent needs are distributed through sites established within the affected area. These sites are used to coordinate mass care food, water, and ice requirements, distribution systems with local and tribal government entities and NGOs. See ESF-11 Emergency Provision of Nutritional Assistance.

EMERGENCY ASSISTANCE

- a. Support to evacuations (including registration and tracking of evacuees).
- b. Reunification of families.
- c. Pet evacuation and sheltering.
- d. Support to specialized shelters (medical shelters and non-conventional shelter management).
- e. Coordination of donated goods and services.
- f. Coordination of volunteer agency assistance.

C. HOUSING

- a. The housing function is implemented through programs and services designed to aid with temporary housing for disaster victims. Assistance is generally provided by the Federal Emergency Management Agency (FEMA) for disasters which have received a Presidential Disaster Declaration. The assistance is provided to eligible applicants for temporary lodging or repairs/replacement of their original home. Rental assistance can be provided to homeowners for up to 18 months, or until the maximum award level is achieved.
- b. Various factors may impact housing needs such as the number of persons per unit, the needs of persons with disabilities, and transportation and other factors. Help to develop a plan of action for providing housing assistance in the

most efficient manner in the time allowed.

- c. Disaster victims will be required to complete an application process and meet criteria set forth by the agency providing housing assistance.

D. HUMAN SERVICES

- a. Human Service programs assess the situation and implement an appropriate plan of action based on the resources available and the capability to assist victims.
- b. Crisis intervention supports the immediate short-term assistance for individuals, families, and groups dealing with the anxieties, stress, and trauma associated with a natural or human-caused emergency or disaster, including incidents of terrorism, mass criminal violence, and civil unrest. Crisis intervention is performed by qualified counselors of the public and private sectors of the counseling profession.
- c. Human Service programs identify special populations within the event area. Individuals such as the elderly, people with disabilities, those who communicate in languages other than English, and others, may have special needs that must be addressed. Agencies providing services to individual clientele, and group care facilities, such as group homes for children, nursing homes, and assisted living facilities will ensure that emergency commodities provided are delivered to their clientele and facilities.
- d. Human service agencies coordinate victims' incident-related support services in the form of referrals to appropriate facilities and organizations, or through direct support to individuals. They can also assist by identifying special needs populations in order to notify and move individuals from harm's way to safe shelter.

E. ORGANIZATION

The City of Duvall EOC, Logistics Section, will coordinate the placement, opening, and support of shelters and mass care activities. The City Clerk or designee serves as the Section Lead for the Logistics Section.

F. PROCEDURES

The Seattle-King County Chapter of the American Red Cross maintains procedures for the opening and management of shelters. Standard Operating Procedures for identifying local facilities that can be used for shelters are maintained by the City Clerk and provided at the EOC. All shelters opened and managed by the City will be in accordance with American Red Cross standards. All procedures for support of shelters are maintained by the appropriate support agencies.

V. RESPONSIBILITY

A. PRIMARY AGENCY

1. The Administration and Finance Department is responsible for providing mass care that comprises shelters, feeding, and emergency first aid. Partnerships will be utilized between the city, King County, and other incorporated cities when appropriate. The Department will provide representatives in the City of Duvall EOC to lead the Mass Care team (ARC, Salvation Army, and personnel designated to set up and manage shelters).
2. The **Director of Emergency Management, Assistant Director of Emergency Management, Or Designee** has responsibility to:
 - a. Alert the King County EOC, advise of the situation and request activation of shelters.
 - b. Coordinate with other jurisdiction for combined shelters or if residents of Duvall need to be relocated.
 - c. Work with state and federal agencies to find adequate facilities to open a Disaster Application Center, if needed.
 - d. Obtain the required training through the American Red Cross or require training of department staff.
 - e. Provide for emergency sheltering of city staff during disaster activities.
 - f. Supervise American Red Cross activities within the City of Duvall.
 - g. Control available shelter supplies and arrange for re-supply requirements.
 - h. Plan and direct any remedial sheltering activities such as relocation.
 - i. Distribute and utilize standardized registration forms at all shelter locations.
3. **Duvall Police** have the responsibility to:
 - a. Establish security, maintain law, and prevent crimes at public shelters and/or congregate care facilities.
 - b. Provide crowd and traffic control at public shelters and/or congregate care facilities.

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- c. Assist in providing emergency communications between public shelters and/or congregate care facilities and the EOC.
 - d. Assist in identifying safe routes of travel to and from shelter sites.
5. The **Public Information Officer** has responsibility to coordinate the dissemination of information concerning sheltering services.
6. King County Fire District 45 has responsibility to:
 - a. Provide emergency medical services and fire suppression at shelters as needed.
 - b. Provide mobile medical support, basic and advanced life support services at public shelters and/or congregate care facilities.
7. **Public Works** has responsibility to:
 - a. Coordinate the disposal of solid waste from shelter sites.
 - b. Assist in emergency repairs at shelters as needed.
 - c. Assist in crowd control operations through signage and barricades.
 - d. Coordinate the use of city facilities and parks sites for use as reception centers, staging area, or shelters.
 - e. Manage Signage and notification boards at the shelter.
 - f. Transportation of supplies and resources to and from the shelter in the event other resources have been exhausted.
8. The Emergency Management Coordinator has responsibility to provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community and will do so with consultation of the Building Official.

B. SUPPORT AGENCIES

1. The Seattle-King County Chapter of the American Red Cross support may include:
 - a. Representatives in the City of Duvall EOC for coordination of shelter requests.

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- b. Mass care for small emergencies or localized events not requiring activation of the EOC.
 - c. Initial resources (staff, supplies, locations) to provide mass care shelters, feeding, and emergency first aid during large disaster events.
2. The **Salvation Army** may provide resources and staff for emergency food service supporting shelters and responders.
3. **All City departments** are responsible for supporting the Administration and Finance Department with specialty resources for shelters as needed. Requests will be coordinated through the EOC.
4. **King County Department of Public Health** has responsibility to:
 - a. Provide for emergency environmental and public health services and programs at public shelters and/or congregate care facilities.
 - b. Establish emergency environmental health controls for public shelters and/or congregate care facilities to include: sanitation, waste disposal, lighting, noise, heating/ventilation, water quality.
 - c. Provide information and referral service to inform disaster victims of government services available.

VI. RESOURCE REQUIREMENTS

Each participating organization will provide personnel for 24-hour operations when the EOC or shelters are activated. Shelter supplies will be coordinated through the EOC.

VII. References

1. Washington State Comprehensive Emergency Management Plan
2. American Red Cross Regulations 3000, 3030
3. City of Duvall Emergency Management Plan, Basic Plan

EMERGENCY SUPPORT FUNCTION - 7

LOGISTICS AND RESOURCE SUPPORT

PRIMARY AGENCIES: Duvall Public Works Department

SUPPORT AGENCIES: City of Duvall
Duvall Police Department
King County Fire District 45 (or their successor)
Washington State Department of Transportation
King County Department of Transportation (Roads Division and Metro)
Riverview School District

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function 7 (ESF-7) is to provide logistics and resource support during and immediately following an incident. This ESF provides for the effective utilization, prioritization, and conservation of resources within the City of Duvall.

B. SCOPE

1. Resource support involves the provision of services, personnel, commodities, and facilities to the City during the response and recovery phases of an incident including, but not limited to:
 - Emergency relief supplies
 - Office equipment
 - Office supplies
 - Contracting services
 - Incident Facilities

- Transportation services
 - Personnel required for the support of emergency activities
2. City Administration will manage the identification of outside resources, both through the government and through private sectors.
 3. It may become necessary to reallocate how City personnel, equipment, vehicles, materials, and facilities are utilized.
 4. The City Administration Department will take the lead on personnel and volunteer management as dictated by the needs of the incident.
 - City Administration will work with other departments to develop best practices for volunteer management in a disaster, including spontaneous volunteers and pre-registered emergency workers.
 - City Administration will operate a volunteer reception center if needed.

II. POLICIES

1. It is the policy of the City of Duvall that departments utilize their own resources and those through mutual aid agreements before requesting outside resources.
2. To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.
3. Mandatory controls on the allocation, utilization, or conservation of resources may be used, if necessary, for the continued protection of public health, safety, and welfare.
4. Whenever possible, voluntary controls are preferred. The public will be encouraged to cooperate with emergency resource management measures imposed by the City.
5. The City of Duvall adheres to RCW 38.52.070 which grants the City power to enter into contracts and obligations necessary to protect the health and safety of people and property in combating an incident. The City is authorized to exercise these powers without regard to time-consuming procedures prescribed by law.
6. Departments should use their personnel to the maximum extent possible in coordination with the City Emergency Operations Center (EOC), including those not assigned emergency responsibilities. City employees may be required to work overtime when responding to a disaster and shall be compensated in accordance with existing rules and agreements.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. In an incident, the City of Duvall is responsible for the management of available local resources necessary for public health and safety.
2. A significant incident may severely damage and/or limit access to resource infrastructure.
3. See the City of Duvall Basic CEMP for a description of potential emergency conditions and vulnerable population information.

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. Following an incident, there may be a need to provide resources, goods, and services to affected areas.
5. The management and logistics of resource support is highly situational and is dependent upon the incident, resource accessibility, transportation systems available, and location of vendors and suppliers.
6. All responding resources will be utilized under the Incident Command System (ICS).
7. Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and tools may be needed. The City of Duvall does not have sufficient supplies and equipment on hand for long-term use.
8. Disaster recovery may be limited by the inability of the residents to be self-sufficient for more than seven days without additional supplies of food, water, medical, and shelter resources. There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.
9. Communication systems may be severely interrupted during an incident.

10. Transportation to affected areas may be cut off due to damaged roads, bridges, and other transportation means.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. City departments will first utilize procedures for their day-to-day or mutual aid resources before requesting outside assistance. The Finance Department may assist departments by providing guidance and funding for emergency resource procurement.
2. The City will commit all resources necessary to protect lives, property, and the environment, and to relieve suffering and hardship.

B. PROCEDURES

1. When the EOC is activated, decide whether departments should order resources as they normally do, or if it will be more efficient, avoid duplication, and avoid departments competing against each other for limited resources by transitioning to single-point ordering. If the latter method is chosen, all departments will be notified to route resource requests through the EOC for processing.
2. Resource Requests will be routed through neighboring jurisdictions or through the KCOEM via the duty officer or WEBEOC.
3. In single-point ordering, each resource request is evaluated by the EOC and assigned an order number. It is then assigned to the EOC Logistics Section to be completed based on priority.
4. Management of any resource, whether by a department or by the EOC, may involve the following processes:
 - Tracking against a project number
 - Evaluation of the supply and the need for a particular resource
 - Determining the current and long-term needs of available resources
 - Taking actions necessary to channel resources for use in essential activities
 - Ensuring the most effective use of existing and potential supplies of the resource while considering the future supply

- Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions
5. It is the responsibility of the Finance Department to track the status of resource requests through to completion.
 6. Existing appropriate department procedures for purchasing during an incident will be followed.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Provide assistance in the purchasing of insurance specific to potential liability issues.
2. Submit disaster-related financial information to higher authorities as appropriate.
3. Coordinate with other departments to identify resource shortfalls including identifying the source, price, and a delivery timeline for the resource.

D. PREPAREDNESS ACTIVITIES

1. Procure and allocate essential resources (personnel and material) to support emergency operations.
2. Manage disaster procurement and contracting for the City. Develop a process and agreements for disaster procurement.
3. Provide a budget for supplies for incident-related spending.
4. Participate in training, drills, and exercises in support of this ESF.
5. Maintain a list of City assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable.

E. RESPONSE ACTIVITIES

1. Coordinate the allocation, utilization, and/or conservation of resources.
2. Provide computer, telecommunications, and communication support to City Departments and the EOC.
3. Provide emergency funds for necessary incident expenditures.
4. Coordinate incident-related purchases and expenditures through support for goods and services as well as through documentation in order to qualify for State and federal reimbursement.

5. Assess the impacts of the incident on available resources. Identify repairs, maintenance, and replenishment needs in coordination with all departments.
6. Obtain other resources through the Statewide Emergency Management Mutual Aid, WAMAS, and Assistance Agreement and/or the Regional Mutual Aid Agreements, like the King County Regional Coordination Framework for Disasters and Planned Events.

F. RECOVERY ACTIVITIES

1. Coordinate the restocking and replenishing of resources and supplies.
2. Ensure inventory lists of all departmentally controlled assets and resources are revised.
3. Provide documentation and claims information to the Director of Emergency Preparedness and the City's insurance carriers following an incident.
4. Create After-Action Reports and Lessons Learned Reports.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

Assure that operation response and recovery activities are properly coordinated. Resources are to be procured within the parameters established by the Director of Emergency Preparedness, Assistant Director of Emergency Management, or designee under the emergency powers provided by City code and State statute.

VI. RESOURCE REQUIREMENTS

1. Resources required by this ESF are established in coordination with City departments and support agencies.
2. Resources are first taken from current City stock, followed by mutual aid, then commercial vendors.

VII. FURTHER MATERIALS FOR REFERENCE

1. Refer to primary and supporting departments' plans for further information supporting this ESF.
2. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

EMERGENCY SUPPORT FUNCTION - 8

PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: King County Fire District 45 (or their successor)

SUPPORT AGENCIES: King County Emergency Medical Service (ESM)

Evergreen Healthcare (King County Public Hospital District #2)

American Red Cross

King County Office of Emergency Management

Federal Emergency Management Agency (FEMA)

U.S. Department of Justice (USDOJ)

U.S. Environmental Protection Agency (USEPA)

U.S. Department of Transportation (USDOT)

Public Health - Seattle & King County (Medical Examiner,
Health Department East Region, and Mental Health)

Duvall Police Department

I. INTRODUCTION

A. PURPOSE

This Emergency Support Function (ESF-8) provides the City of Duvall coordinated assistance in response to public health and medical care needs. It provides a structure to coordinate emergency medical services/mass medical activities to ensure the safety of life and property.

B. SCOPE

ESF 8 assists in identifying and meeting the health and medical needs of those affected by an incident. The primary support agencies are responsible for coordinating the medical needs of City as well as responding to those with incident-related injuries. Support for these responsibilities can be categorized in the following functional areas:

- Assessment of health and medical needs
- Medical care personnel
- Health and medical equipment and supplies
- Patient evacuation
- Worker health and safety
- Public health information
- Potable water, wastewater, and solid waste disposal

Mass casualties, fatalities, and public health emergencies can either occur during the disaster or following one. KCFD 45 will work with the City and mutual aid partners to direct and coordinate the provisions of health and medical assistance in coordination with support organizations and agencies relating to mass casualties and fatalities. This ESF discusses overall public health response and recovery, triage, treatment, and the transportation and evacuation of those affected by the incident. Public health functions include protecting the safety of water supplies, assuring adequate sanitation is maintained, assuring the safety of food supplies, providing mortuary services, and preventing or controlling epidemics. This ESF outlines the procedures for providing health services.

II. POLICIES

1. ESF #8 will be implemented upon the appropriate request for assistance following the occurrence of a major disaster or emergency and after determination has been made by the EOC that a large scale coordinated response is warranted.
2. The EOC is responsible for activating and coordinating the activities of ESF #8. The lead official for ESF #8 is the Fire Chief or the Operations section Chief of the EOC. The lead official is responsible for coordinating the implementation of ESF #8 and providing staff support to the EOC.
3. KCFD45 will provide liaison between the EOC and appropriate regional officials in the response structure for the coordination of medical assistance to

meet the requirements of the situation. The EOC will coordinate and facilitate the overall ESF #8 response.

4. In accordance with assignment of responsibilities in ESF #8, and further tasking by the primary agency, each support agency will contribute to the overall response but will retain full control over its own resources and personnel.
5. ESF #8 is the primary source of public health and medical response/information for all officials involved in response operations.
6. All local and regional organizations (including other ESFs) participating in response operations will report public health and medical requirements to the Fire Chief or Operations Section Chief.
7. To ensure patient confidentiality protection, medical information on individual patients will not be released to the general public.
8. Appropriate information on casualties/patients will be provided by the EOC for inclusion in the regular EOC Situation/Status (SIT/STAT) report for access by the public.
9. Requests for recurring reports of specific types of public health and medical information will be submitted to the Fire Chief or Operations Section Chief. ESF #8 will develop and implement procedures for providing these recurring SIT/STATs.
10. The Joint Information Center (JIC), established in support of the response plan, will be authorized to release general medical and public health response information to the public. Other JICs may also release general medical and public health response information at the discretion of the Public Information Officer.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

See the City of Duvall's Basic CEMP for a description of potential emergency conditions and vulnerable population information.

PLANNING ASSUMPTIONS

No guarantee of a perfect response system is expressed or implied by this ESF.

The City of Duvall in coordination with KCFD 45 will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.

Available resources may become limited due to high demand in a large-scale incident.

All departments are required to support this ESF as necessary.

Additional medical capabilities will urgently be needed to supplement and assist the Fire Department Emergency Medical Service (EMS) to triage, treat, and transport casualties.

In an event that causes large numbers of casualties, Fire/ EMS agencies may be required to set up and staff Field Treatment Sites where patients can be stabilized while they await transportation to appropriate medical care facilities.

Primary medical treatment facilities may be damaged or inoperable, thus assessment and emergency restoration to necessary operational levels or the establishment of alternate medical care facilities is a basic requirement to stabilize the medical support system.

Depending on the nature of the incident, health complications may include general health and mental problems, traumatic injury, communicable disease, and lack of adequate supplies of food and water due to contamination or spoiled supplies.

Sewer lines and other sanitation-related infrastructure are susceptible to impact that may result in toxic environmental and public health conditions, thus threatening the surviving population and response personnel.

An incident may give rise to secondary sources of infection and disease if proper precautionary steps are not taken in time.

Residents or patients at healthcare facilities may require evacuation due to damage or the threat of damage from an incident.

The damage and destruction caused by an incident may produce urgent needs for mental health crisis counseling for victims and emergency responders.

The City may require assistance in maintaining a continuity of health and medical services.

Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

IV. CONCEPT OF OPERATIONS

A. PREVENTION AND MITIGATION ACTIVITIES

The City of Duvall has mutual aid agreements with numerous agencies throughout the region. Requests for assistance should be made through these existing agreements. The City EOC will coordinate assistance from local, State, or federal governments.

1. Review the City of Duvall Comprehensive Emergency Management Plan and discuss implementation and strategies.
2. Provide ongoing medical service training to their personnel.
3. Provide general preparedness training to City employees and the public through periodic classes.
4. Establish transport procedures and capabilities to facilitate disaster operations.
5. Work with local and regional health care providers to establish alternate care facilities within the City of Duvall.

B. PREPAREDNESS ACTIVITIES

1. Develop procedures for the accomplishment of response and recovery activities.
2. Work with support departments to develop Standard Operating Guidelines (SOGs) and Continuity of Operations Plans (COOP) for recovery activities.
3. Identify and plan for special medical needs to include equipment, personnel, and space necessary to provide care to these individuals.
4. Conduct and participate in drills, training, and exercises to validate response and recovery Standard Operating Guidelines (SOGs).
5. Revise this ESF based on drills, exercises, and real event findings.

6. Identify and inventory all community health and medical resources.
7. Coordinate, for the utilization of essential public health personnel, supplies and equipment to provide health and environmental sanitation services. These services may include vector control measures and communicable disease surveillance.
8. Support development of a Medical Reserve Corps and volunteer medical personnel, including physicians, nurses, and dentists who may be available to augment existing medical staff.

RESPONSE ACTIVITIES

1. Provide basic and advanced life support to ill or injured persons.
2. Set-up and staff field aid stations as needed.
3. Coordinate the transport of ill or injured persons.
4. Request additional medical services dependent upon the number of injuries.
5. Request critical incident stress teams.
6. Support the medical response team and assist in determining specific health and medical needs and priorities.
7. Assist in assessing community health and medical effects of the incident on the general population and on high-risk population groups.
8. Advise Public Health Seattle King County (PHSKC) on protective actions related to direct human and animal exposure and indirect exposure through contaminated food, drugs, water supply, and other media.
9. Coordinate the provisions of water purification and wastewater/solid waste disposal equipment and supplies with Public Works and King County Public Health.

RECOVERY ACTIVITIES

1. Continue response and recovery efforts in support of this ESF.
2. Create After-Action Reports and Lessons Learned Reports

3. Support recovery activities as required.

V. RESPONSIBILITIES

- A. Address the medical needs of the public in a manner that promotes a sanitary and safe environment while working to return the City to an adequately functioning level.
- B. In coordination with other City Departments and support agencies, prepare for, support, and respond to public health issues that may affect large-scale populations.

VI. RESOURCE REQUIREMENTS

- A. Medical response personnel
- B. Logistical and administrative support
- C. Communication systems

VII. FURTHER MATERIALS FOR REFERENCE

1. National Disaster Medical System (NDMS) response framework
2. Refer to primary and supporting department plans for further information supporting this ESF.
3. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.
4. The City of Duvall currently does not have its own Mass Casualty or Debris Management plans.
5. King County All Hazards Mass Fatality Management Plan
6. King County Mass Casualty Incident Plan
7. Puget Sound Region Pre-Hospital Emergency Triage and Treatment
8. Long Term Care Mutual Aid Plan King County

EMERGENCY SUPPORT FUNCTION - 9

SEARCH AND RESCUE

LEAD AGENCIES King County Fire District 45 (or their successor)

Duvall Police Department

SUPPORT AGENCIES Duvall Public Works

King County Sheriff's Office

Washington State Department of Transportation (WSDOT)
Aviation Division

Local Search and Rescue Teams (SAR)

Mutual Aid Fire and Rescue Agencies

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function 9 (ESF-9) is to provide for the coordination and effective use of all available resources in conducting Search and Rescue (SAR) operations.

B. SCOPE

State law addresses both wilderness and disaster search and rescue. The federal government covers SAR in the National Response Framework (NRF) ESF-9, which references the National Search and Rescue Plan, along with other documents.

The Duvall Police Department (DPD) and KCFD45 are the lead for land and/or water search and rescue, including lost or missing people, or search operations in wooded, wilderness, or more urban areas. DPD and KCFD45 will coordinate with other agencies such as the King County Sheriff's Office (KCSO) as needed

for larger operations that require additional resources. KCSO may call on trained SAR volunteers to conduct mass search operations.

KCFD45 is the lead for Search and Rescue (SAR) operations, which consist of specialized rescue in partially collapsed structures as well as extraction from vehicles, water, confined space, trench, and high angle environments. KCFD45 will request mutual aid or other outside agencies, when necessary, on heavy rescue operations, including disaster situations that may require the specially trained and equipped FEMA USAR Team: WA State Task Force 1. See also ESF-4 Firefighting, for capabilities of KCFD45.

DPD and KCFD45 will form a Unified Command as needed, depending on the nature and complexity of an incident.

Air search and rescue is defined by RCW 47.68.380 and WAC Chapter 468.200.

II. POLICIES

- A. Land Search and Rescue (SAR) operates in accordance with State and local jurisdiction plans. Requests for additional SAR resources, if one political subdivision is unable to provide the necessary or sufficient equipment, additional resources are coordinated with King County Sheriff's Office.
- B. Air SAR for missing or downed civil aircraft is the responsibility of the Department of Transportation (WSDOT) (Chapter 47.68 RCW) and WAC (Chapter 468.200).
- C. An Underground (Mine) SAR Plan is required by RCW 38.52.037.
- D. The Incident Command System (ICS) is the method for on-scene incident management for SAR operations within the State. In accordance with RCW 38.52.400 (1), ICS shall be used for multi-agency/multi-jurisdiction SAR operations.
- E. The City of Duvall adheres to State law (Section 38.52.010 (7) RCW) to encompass both wilderness and disaster Search and Rescue (SAR), which says:

"Search and rescue" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human-caused disaster, including instances involving searches for downed aircraft when ground personnel is used. Nothing in this section shall affect appropriate activity by the department of transportation under chapter [47.68](#) RCW.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

See the City of Duvall Basic CEMP for a description of potential emergency conditions and vulnerable population information.

B. PLANNING ASSUMPTIONS

1. The City has limited SAR resources and a widespread incident may quickly overwhelm local and regional SAR capabilities.
2. Some community members are likely to initiate their own search and rescue activities in response to an incident.
3. Specialized SAR equipment and/or personnel may be damaged or unavailable due to the incident.
4. SAR operations may be the result of a natural disaster, acts of terrorism, missing persons, or other incidents.
5. The type of SAR mission may vary from an incident where one person is lost or trapped to a multi-person incident.
6. Unique conditions related to the incident may vary and dictate the specific type of SAR resources and operations required.
7. Support, such as helicopters, tracking dogs, and outside specialized groups may take time to assemble and deploy to the incident site.
8. Weather conditions may prevent the use of air assets for extended periods.
9. KCFD45, DPD, SAR teams, volunteers, outside agencies, and the private sector may be utilized during SAR incidents.
10. Official government-endorsed aircraft, to include helicopters and fixed-wing aircraft, may be utilized to assist in City SAR operations.
11. Hazardous environments related to emergency conditions may impede search, rescue, and recovery operations. These may include but are not limited to the presence of hazardous materials including chemicals or biological materials, fire or fire conditions, unstable terrain or snowpack, active threat(s) of violence, live electrical wires, or other conditions.

IV. CONCEPT OF OPERATIONS

A. GENERAL

ESF-9, Search and Rescue, manages and coordinates the response of local SAR resources in response to any incident involving search and rescue operations. These include, but are not limited to, aircraft, urban, water, and woodland incidents. This ESF utilizes established emergency service and search and rescue procedures. Responsibility for situation assessment and determination of resource needs rests with local incident commanders.

B. PROCEDURES

1. The ESF-9 Coordinator is responsible for coordinating SAR resources and operations within the City.
2. Coordination with all supporting and other appropriate departments, agencies, organizations, and the City EOC will be performed to ensure continual operational readiness.
3. Applicable plans for the appropriate use of personnel and equipment tasked for SAR missions will be activated upon initial coordination of rescue missions.
4. The staffing pattern and level will be dependent upon the nature and magnitude of the incident, the suddenness of onset, and the existence of SAR resources in the area.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Review the King County Regional Hazard Mitigation Plan (KCRHMP), as a department and discuss implementation strategies.
2. Review proposed non-USAR legislation to assure it is supportive of the State's emergency management mission.
3. Support preventive SAR programs.

D. PREPAREDNESS ACTIVITIES

1. Appoint a coordinator of SAR operations.
2. Establish systems to coordinate requests for SAR resources.

3. Support law enforcement personnel and volunteer organizations and individuals with SAR related training.
4. Assist in the organization of SAR units.
5. Coordinate and maintain liaison with local and regional SAR agencies.

E. RESPONSE ACTIVITIES

1. Initiate, coordinate, and direct land, air and/or water search and rescue operations within the City of Duvall.
2. Police Department will request water and urban search and rescue assistance through the KCFD45.
3. Request land search and rescue resource assistance through mutual aid agreements.

F. RECOVERY ACTIVITIES

1. Conduct a post-incident review to evaluate the incident.
2. Create After-Action Reports and Lessons Learned Reports.
3. Provide documentation of costs incurred by the incident to the City EOC.

V. RESPONSIBILITIES

- A. Direct land and/or water search and rescue operations.
- B. Ensure staff are adequately trained to handle SAR operations.
- C. Establish mutual aid agreements and other plans for the sharing of resources during a SAR operation.

VI. RESOURCE REQUIREMENTS

The City will provide resources necessary for conducting search and rescue operations until resources are expended at which time a request for assistance will be sent to the County EOC via the City EOC.

VII. REFERENCES

- A. Chapter 38.52 RCW.

City of Duvall
Comprehensive Emergency Management Plan

- B. King County Regional Hazard Mitigation Plan (KCRHMP)
- C. National Search and Rescue Plan
- D. Refer to primary and supporting department plans for further information supporting this ESF.
- E. King County CEMP ESF-9
- F. National Response Framework, <http://www.fema.gov/national-response-framework>, ESF-9 Search and Rescue Annex
- G. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

EMERGENCY SUPPORT FUNCTION - 10

Hazardous Materials Response

Primary Agency: King County Fire District 45

Support Agencies: Public Works Department
Police Department
King County Emergency Coordination Center
State and Federal Agencies

I. INTRODUCTION

PURPOSE

The purpose of this ESF (ESF-10) is to designate the City of Duvall's responsibilities for managing and minimizing exposure to an emergent or potential hazardous materials incident, oil spill, or other unanticipated release or spill.

SCOPE

This ESF is intended to provide a coordinated response to an actual or potential release of hazardous materials.

II. POLICIES

- a. King County Local Emergency Planning Committee (LEPC) is responsible for developing and maintaining a community Hazardous Materials Response Plan. The plans are to be developed in coordination with private sector firms, volunteer groups, community awareness and emergency response planning groups, and other response organizations.
- b. State regulations require that certain employers develop emergency response plans. Planning requirements may include coordination with outside agencies, recognition procedures, safe distances and places of refuge, site security and

control procedures, evacuation routes and procedures, and lists of required personal protective equipment.

- c. Exposure to hazardous material releases should be monitored and regulated in compliance with General Occupational Health Standards for a healthy workplace Chapter 296-62 WAC.
- d. Response plans and adequate training for response to hazardous material spills should be conducted in a manner that is compliant with WAC 296-824, Emergency Response to Hazardous Substance Release.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. See the City of Duvall Basic CEMP for a description of potential emergency conditions and vulnerable population information.
2. The volume and distribution of hazardous materials in a community determine the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over them.
3. The primary threat presented by oil spills is damage to the environment and wildlife. Major oil spills often occur in marine waters, major rivers, or as a result of rail and tanker truck accidents. While oil spills can be in large terms of the volume of product released and environmental damage, they often present a lesser degree of risk to public health and safety.
4. The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.
5. Emergency response operations for hazardous material incidents may require multi-agency and multi-disciplinary responses. While upon initial assessment some incidents may not have obvious impacts on life, property, and the environment, they may have subtle long-term consequences for human health and the environment that will require further recovery efforts.

B. PLANNING ASSUMPTIONS

- A. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- B. Available resources may become limited due to high demand in a large-scale incident.
- C. All departments are required to support this ESF as necessary.
- D. A hazardous materials incident may develop slowly or occur without warning. It may also occur as the result of a secondary hazard, such as an earthquake or flood.
- E. Actual or threatened releases of hazardous materials, oil spills, and other releases often require an immediate response.
- F. Most hazardous material incidents are minor in scope and can be handled by trained local jurisdiction responders.
- G. The number and severity of major incidents can be minimized by prevention programs.

IV. CONCEPT OF OPERATIONS

A. GENERAL

KCFD45 will respond to hazardous materials incidents in accordance with State and federal regulations and agency plans.

B. PROCEDURES

1. When an incident occurs, the KCFD45 establishes a unified command system with the police department, emergency medical services, and other local jurisdictions according to mutual aid agreements.
2. The responsible party has ultimate accountability for assuring effective abatement of the release or threatened release of oil or hazardous materials (RCW 4.24.314) including cleanup costs and reimbursement. During these

incidents, the KCFD45 is responsible for overseeing the protection of public health and safety and the environment.

3. Major oil spills are co-managed by the City, local jurisdictions, State DOE, responsible party, and federal response organization (either the Coast Guard or EPA).
4. The State Department of Ecology is responsible for 24-hour environmental pollution prevention, preparedness, and response within the State of Washington.
5. The State Department of Ecology acts as the pre-designated State incident agency for incidents that occur in marine and fresh waters and for inland spills where the local Incident Commander has curtailed emergency response operations. In these instances, State Ecology provides the State Incident Commander to continue management of the response action.
6. State Department of Ecology acts as the lead agency for spill containment, clean-up, and natural resources damage assessment activities. Refer to the 1996 Northwest Area Contingency Plan (NWACP), for more information on spill preparedness and response. The NWACP is a joint agreement between the U.S. Coast Guard, the U.S. Environmental Protection Agency (EPA), and the states of Oregon, Idaho, and Washington.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Enforce proper hazardous materials storage and monitoring to avoid spills and leaks.
2. Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.

D. PREPAREDNESS ACTIVITIES

1. Develop guidance and emergency procedures for cleanup and conduct spill exercises.
2. Train staff regarding 24-hour response procedures and conduct periodic exercises.
3. Evaluate first responders for adequacy of training programs.

4. Develop cleanup methods and standards consistent with fish and wildlife habitats, hatcheries, and related facilities.
5. Establish procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.
6. Manage and enforce City codes relating to the storage, use, and handling of hazardous materials to lessen the impact of a hazardous material incident.
7. Develop damage assessment and environmental investigation procedures.
8. Evaluate commercial facility emergency response plans.
9. Assist the public and private sectors in coordinating plans and procedures that meet Washington Industrial Safety and Health Administration (WISHA) regulations.
10. Participate in hazardous materials exercises.

E. RESPONSE ACTIVITIES

1. Coordinate response to hazardous materials incidents, oil spills or releases, and identify local jurisdiction, State, and federal government responsibilities for the management of ESF- 10.
2. Acts as incident command for oil and hazardous material spills, except where another party has already been designated.
3. Provide 24-hour response to hazardous material, oil spill, or other release incidents.
4. Coordinate fire resources for hazardous materials incidents.
5. Make emergency notifications.
6. Determine the source and course of the incident.
7. Identify the responsible party for a hazardous material, oil spill, or release incident.
8. Assume responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.

9. Set clean-up standards for the City.
10. Ensure that source control, containment, cleanup, and disposal are accomplished.
11. Assist in monitoring and ensuring the safety of first responders and other personnel.
12. Initiate enforcement actions, as appropriate.
13. Coordinate spill response with other local, State, and federal agencies.
14. Establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
15. Notify the appropriate agency of injury to fish, shellfish, habitat, or other wildlife.
16. Make on-site inspections of hazardous materials, oil spill, or other releases.

F. RECOVERY ACTIVITIES

1. Continue to coordinate decontamination and clean-up activities for all responding personnel.
2. Support community recovery activities
3. Contribute to the compiling of After Action and Lessons Learned Reports.
4. Develop and implement mitigation strategies.
5. Make necessary changes to this ESF and other supporting documents to improve future operations.

V. RESPONSIBILITIES

- a. Coordinate the response and recovery efforts to hazardous materials incidents.
- b. Develop hazardous materials standard operating guidelines.
- c. Update this ESF as required.

VI. RESOURCE REQUIREMENTS

A. RESOURCE DEVELOPMENT

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

B. TRAINING

Safe, effective, and coordinated response to a hazardous materials incident requires spill knowledge and training ranging from basic awareness to highly technical skills.

Local jurisdictions, State, federal and other agencies are responsible for providing training appropriate to the hazardous materials incident response and incident management missions.

VII. FURTHER MATERIALS FOR REFERENCE

- A. King County Regional Hazard Mitigation Plan (KCRHMP)
- B. Eastside Hazardous Material Consortium
- C. Refer to primary and supporting department plans for further information supporting this ESF.
- D. KCFD 45 Operations Hazardous Materials Response
- E. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

EMERGENCY SUPPORT FUNCTION - 11

AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCY: City of Duvall

SUPPORT AGENCIES: Police Department
Public Works Department
King County Fire District 45
American Red Cross
Public Health - Seattle & King County
King County OEM
Washington State Emergency Management Division
USDA Animal and Plant Health Inspection Services (APHIS)
Washington State Animal Response Team (WASART)
Carnation-Duvall Citizen Corps Council (CDCCC)

I. INTRODUCTION

A. PURPOSE

The purposes of Emergency Support Function 11 (ESF-11) during a disaster are to:

1. Coordinate the efforts to provide safe handling of food, water, and donated goods for mass feeding and distribution.
2. Ensure necessary supplies are transported to distribution sites.

3. Ensure intended recipients are aware of the availability of emergency supplies and where to receive them and that the public is notified about food safety and the best ways to help.
4. Maintain awareness regarding natural, cultural, and historic resources (NCH) within Duvall, potential disaster impacts, and how to mitigate damage and preserve such resources.

B. SCOPE

This ESF addresses the procurement and distribution of food, water, and donations within the City of Duvall during an emergency, including coordination with other agencies and Public Information concerning such distribution sites.

Disasters relating to agriculture and natural resources may occur in areas not related to mass distribution of supplies and may more closely relate to functions typically performed at the WA State or federal level, such as food inspection. It would be impractical and cost-prohibitive for the City of Duvall to try to develop expertise in all these areas, so details are outside the scope of this document. Instead, the City will coordinate with and consult experts in various fields as appropriate.

II. POLICIES

- A. Activities within ESF-11 Agriculture and Natural Resources will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day-to-day organizational structure of the City of Duvall departments will be maintained as much as feasible for emergency situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, additional support will be requested by the Duvall Emergency Operations Center (EOC) through the King County Emergency Operations Center or the Washington State Emergency Operations Center.
- D. The City will coordinate with community, humanitarian, and social services organizations, including Public Health of Seattle & King County as appropriate.
- E. The City will coordinate with the State Veterinarian and the USDA "Animal and Plant Health Inspection Service" (APHIS) Area Veterinarian-in-Charge as

appropriate (who serves as the focal point for coordinating the disease management decision-making process for the federal government).

- F. Coordinate with federal, State, county, and other local jurisdictions for the protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after an incident.

III. SITUATION

A. Incident Conditions and Hazards

- H. See the City of Duvall Basic CEMP for a description of potential emergency conditions and vulnerable population information. As outlined in the Basic CEMP, Duvall is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation system, infrastructure, and/or communications equipment, which may cause disruption to essential services.
- I. A highly contagious outbreak or economically devastating zoonotic (animal) disease, or devastating plant pest infestation may occur at the national or local levels. Such an outbreak could negatively impact public safety and/or safe food supplies.
- J. A large-scale incident may negatively affect the natural, cultural, and historic (NCH) resources of the City.
- K. A large-scale incident may disrupt normal procedures for caring for animals, resulting in significant livestock fatalities, significant increases in stray animals, and the release of animals that are typically contained by fences or other structures.

B. PLANNING ASSUMPTIONS

- 1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- 2. During an emergency, Duvall's utilities and/or transportation systems may sustain damage or be impacted, which could result in disruption or shutdown of portions of some of these systems and reduce the ability of the City to procure or distribute food, water, and other essential items. Emergency response and recovery activities that rely on the use of communications and transportation systems will likely be impacted and may be difficult to coordinate.

3. Available resources may become limited due to high demand in a large-scale incident.
 - a. Water supplies may be insufficient compared to demand due to damage to the local water distribution system, contamination, or both. This will require potable water or beverage supplies to be distributed in mass quantities.
 - b. In addition to disruption of the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable due to a lack of power or other damage.
 - c. There may be a significant disruption of energy sources. Available sources should be used as fuel for generators and emergency vehicles and for filling propane tanks as appropriate.
 - d. Supply delivery to affected areas may be temporarily cut off due to damaged roads or airports.
4. The City has limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic event. If not handled properly, food, water, and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by King County Public Health and State Health authorities when appropriate.
5. A contagious animal disease and/or plant pest infestation requires animal control and the disposition of dead animals, and/or a pest control function that includes the safe disposition of infected plants. Duvall does not have expertise in these matters and will coordinate with the appropriate county, state, or federal agencies as appropriate.
6. The incident may cause the City to coordinate with the Washington State or King County departments of natural resources for guidance and help in the response and recovery phases.
7. Affected residents that own large and/or small animals may require additional assistance in the care of their animals.
8. All departments are required to support this ESF as necessary.

IV. CONCEPT OF OPERATIONS

A. GENERAL

- L. Existing department procedures for distributing food and water and providing transportation of these commodities will be followed.
- M. In the event of an emergency, the Public Works Department, working through the Duvall Emergency Operations Center (EOC) as appropriate, will contact the King County Emergency Operations Center, and the American Red Cross and other relief agencies, to request assistance in providing food and water. Public Works will identify locations within the city for food and water distribution and mass feeding operations.
- N. Once shelters are activated, the primary distribution of food and water will be coordinated through the Duvall EOC, KCEOC, and the American Red Cross emergency shelter/mass care system and will be supported as necessary by Public Works.
- O. Communications systems failure in an emergency may make communications with outside agencies impossible. In such cases, shelter operations and food and water procurement and distribution within the City is the sole responsibility of the City and the Public Works Department, coordinated through the Duvall EOC. Response will be based upon identified needs and available resources.

B. ORGANIZATION

Management and procurement of food and water in the City of Duvall for emergency victims and emergency workers will be coordinated by the Public Works Department, with the assistance of City Administration. These efforts will be coordinated through the Duvall EOC.

The Duvall EOC, in conjunction with the King County Office of Emergency Management, will coordinate county, state, and federal services needed to provide food and water to Duvall residents on a long-term basis.

An **Emergency Food Coordinator** will be appointed by the Public Works Department to identify and manage the distribution of food and water during emergencies. The coordinator will:

1. Alert local volunteer organizations about the emergency and its consequences.
2. Coordinate the donation or purchase of food and water through pre-identified sources.
3. Coordinate the transportation of food and water through pre-identified sources.

4. Develop plans and select sites for the distribution of food and water to City of Duvall residents and City staff.

C. DONATED GOODS

During a disaster, the public and major corporations may donate monies and goods to the disaster area. **This generous outpouring of goodwill often severely impacts and overwhelms local government and social agencies trying to manage the donated goods.** Consequently, public information to guide donations into money or specific useful items immediately after an incident is crucial in attempting to limit an overwhelming tide. Continued public information as the situation evolves and requirements change is also important.

The Logistics Section of the EOC will coordinate donated goods and resources through a Donations Liaison in the EOC, if available.

Donated goods are grouped into two categories:

1. Solicited goods: The impacted community has identified a specific need and requested specific items from the general public and/or the community at large. Usually, the request is for cash to organizations like the American Red Cross or the Salvation Army that are providing major relief efforts to the affected community.
2. Unsolicited goods: the public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether they are needed or not.

D. PROCEDURES

1. Public Information regarding distribution sites for food and water and recommended ways to donate requested supplies shall be coordinated through the Duvall EOC.
2. Seattle/King County Public Health Department shall be called upon to assist the Public Information Officer in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster, as well as disposal of spoiled goods.
3. Actions taken under ESF-11 in response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation will be coordinated

through the Duvall EOC with state, county, and local responders and subject matter experts to form an integrated response.

4. Actions taken under ESF-11 to protect, conserve, rehabilitate, recover, and restore Natural, Cultural, and Historic (NCH) resources will be guided by the City of Duvall's policies and procedures. During a disaster, these actions will be coordinated with the City EOC and county, state, and federal agencies.

E. PREVENTION AND MITIGATION ACTIVITIES

1. All primary agencies and all Duvall City departments are responsible for reviewing the King County Regional Hazard Mitigation Plan (KCRHMP)
2. Establish and maintain an emergency food and water program to stock all city facilities with enough food and water to support most City employees for at least seven days.
3. The Public Works Department will determine in advance the appropriate experts to call for the types of disasters outlined in this ESF. These communication channels will assist with response and problem-solving in applicable disasters.
4. The Planning Department will coordinate Natural, Cultural, and Historic Resources (NCH) identification and assess vulnerabilities in accordance with the KCRHMP.

F. PREPAREDNESS ACTIVITIES

1. Provide appropriate training for personnel regarding their responsibilities under ESF-11.
2. Conduct drills and exercises to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain an updated list of resources that support ESF-11.
6. Animal care, animal and plant disease, and pest response:
 - a. Shelter locations will be designated for large animals. Pet sheltering is discussed in ESF-6 Mass Care.
 - b. Diseased animal care preparedness efforts should be coordinated with King County Public Health.

- c. There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. Coordination with the county and state for the land used for such burials has been identified and meets environmental requirements.

7. Planning department National, Cultural, and Historic (NCH) Response

- a. Facilitate the development and application of protection measures and strategies.
- b. Create and maintain a list of structures registered in the national or State historical registries, or those structures eligible for inclusion in those registries.

G. RESPONSE ACTIVITIES

1. Establish communications with and gather information and situation status from departments and agencies assigned to ESF-11.
2. Priority is to provide critical water and food supplies to areas of acute need, followed by those of moderate need.
3. Coordinate agriculture and natural resources activities with other response functions to avoid duplication of effort and provide supplies in an efficient manner.
4. Consult with subject matter experts in King County, WA State, or Federal agencies as appropriate.
5. The Duvall EOC will coordinate Natural, Cultural, and Historic (NCH) Response with advice from the Planning Department and relevant outside agencies.
 - a. Provide Incident Management Teams to assist in NCH resource response and recovery actions.
 - b. Assist in emergency compliance with relevant federal and State environmental laws during response activities, such as emergency permits/consultation for natural resources use or consumption.
 - c. Manage, monitor, assist, and conduct response and recovery actions to minimize damage to City-wide NCH resources.
6. Request additional resources as needed.

H. RECOVERY ACTIVITIES

1. All primary and supporting agencies are responsible for creating After-Action Reports and Lessons Learned Reports.
2. Prepare a prioritized list of damaged facilities, vehicles, and equipment in Duvall that were assigned to ESF-11.
3. Document damages and costs as needed for preliminary damage assessments and disaster recovery funding.
4. Continue gathering, documenting, and reporting damage assessment and financial information.
5. Coordinate and manage restoration and repair of facilities, vehicles, and/or equipment used by ESF-11 as appropriate. Coordinate replenishment of any supplies normally used for ESF-11.
6. Coordinate with other agencies as needed.
7. National, Cultural, and Historic (NCH) Response
 - a. Provide assistance in contract management, contracting, procurement, construction inspection, and NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization.
 - b. Provide assistance to landowners as appropriate to help assess the restoration needs for important fish and wildlife habitat.
 - c. Coordinate with ESF-3 and ESF-10 on the removal of debris affecting NCH resources.

V. RESPONSIBILITIES

A. LEAD AGENCY - PUBLIC WORKS DEPARTMENT

1. Coordinate with Finance Department regarding the purchase of food and water and other crucial supplies.
2. Identify suitable locations for food and water distribution and mass feeding operations.
3. Coordinate with the Police Department to provide law enforcement activities in support of food and water distribution.

4. Coordinate the availability of potable water within our system.
5. Coordinate with City departments and relief agencies regarding transportation and distribution of food and water to City staff and residents.
6. Coordinate with food distributors for the provision and distribution of food to disaster victims or food service organizations.
7. Coordinate with the Communications Office for the release of public information with American Red Cross and the Public Health - Seattle & King County regarding issues related to food, water, and donations.

B. SUPPORT AGENCIES WITHIN THE CITY OF DUVALL GOVERNMENT

1. **Finance Department** will provide assistance for the procurement of food and water and track financial expenditures, such as staffing, vehicles, food, water, etc.
2. **Public Works Department** will ensure water supplies are restored and available to residents in the City, assist in identifying suitable locations for points of distribution, and provide staff and materials to facilitate the movement of the public through the points of distributions (cones, barricades, flaggers to direct traffic, etc.).
3. **Communications Office** will coordinate the dissemination of information to the public regarding the distribution of essential supplies, donations that are and are not needed, public safety, and how to ensure food and water are safe to consume.
4. **Police Department** will provide law enforcement activities in support of food and water distribution.
5. **All Department employees** may assist in the transportation of food and water to distribution sites as directed through the EOC.
6. **Community Development Department** will provide information and coordination related to Natural, Cultural, and Historic (NCH) resources within Duvall.

C. SELECT SUPPORT AGENCIES OUTSIDE DUVALL

1. American Red Cross

- a. Help the City provide disaster victims and first responders with food, clothing, shelter, first aid, and supplementary medical care and assist the City in meeting other immediate needs (see ESF-6).
 - b. Maintain a list of shelters within the City and surrounding communities and open shelters in or around the area as needed.
 - c. Survey additional shelters as needed depending on the size and significance of the emergency.
 - d. Provide training related to mass care and sheltering to City employees and residents.
- 2. Public Health - Seattle & King County** will provide food safety/food-borne disease prevention, consultation, and regulatory oversight regarding emergency food sources, storage, preparation, and/or distribution facilities.

VI. RESOURCE REQUIREMENTS

1. Washington State Animal Response Team (WASART)
2. Humane Society
3. USDA Animal and Plant Health Inspection Services (APHIS)
4. Service agencies such as American Red Cross, Soup Ladies, and Salvation Army
5. King County OEM and WA State Emergency Management Division

VII. FURTHER MATERIALS FOR REFERENCE

1. U.S. Department of Agriculture 7 CFR 250.43.
2. King County Regional Hazard Mitigation Plan (KCRHMP)
3. Duvall ESF 6 plan and guide.
4. Refer to primary and supporting department plans for further information supporting this ESF.
5. American Red Cross Shelter Operations Participant Workbook.
6. Washington State Comprehensive Emergency Management Plan.

City of Duvall
Comprehensive Emergency Management Plan

7. King County Regional Coordination Framework (Disaster Plan).
8. King County (WA State Homeland Security Region 6) Strategic Plan.
9. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

Emergency Support Function - 12 Energy

LEAD AGENCY: Public Works Department
Puget Sound Energy

SUPPORT AGENCIES: Emergency Operations Center
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center

I. INTRODUCTION

A. PURPOSE

The primary and support organizations of ESF 12 coordinate with energy utilities and related private and governmental organizations to provide information for assessment, response, and recovery operations related to fuel shortages, power outages, and capacity shortages that may impact Duvall residents and visitors during an event.

B. SCOPE

Depending on the magnitude and extent of the incident, the following may occur:

1. Communication and coordination between the City and energy providers to assess energy system damage, energy supply, and energy demand.
2. Determination with businesses that provide/offer such products of fuel needed for emergency operations.
3. Relaying of information and guidance on energy conservation.

II. POLICIES

- a. All activities within ESF #12 - Energy will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- b. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator (Z1 EC) and King County Emergency Coordination Center (KC ECC), whenever possible.
- c. Energy and natural gas is owned and distributed to the Duvall community by Puget Sound Energy (PSE). Restoration of normal operations at energy facilities is the responsibility of the facility owners.
- d. The Public Works Department (PW) will be responsible for coordinating the activities with ESF #12 with PSE.
- e. The City has established the protection of lives and property as the top priority during a disaster.
- f. During an emergency or disaster, City departments and other organizations, such as utility companies, may need the authority to go onto private property to evaluate and repair utilities that jeopardize the integrity of public and private property or threaten public health or the environment.
- g. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. See the City of Duvall's Comprehensive Emergency Management Plan (CEMP) and King County Regional Hazard Mitigation Plan (KCRHMP) for a description of potential emergency conditions and vulnerable populations.
2. The sudden onset of an incident may sever key energy transmission, generation, or distribution systems, thereby constraining supply in affected

areas and potentially adjacent areas as well, particularly those with supply links to the directly affected areas.

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. The occurrence of a large-scale incident may destroy or damage portions of the State's energy and utility systems and disrupt petroleum and natural gas supplies.
5. Widespread and possibly prolonged electric power failures may occur in a large-scale incident.
6. The transportation, media, and telecommunications infrastructures may be affected.
7. Delays in the production, refining, and delivery of petroleum-based products may occur as a result of transportation infrastructure problems and loss of commercial electrical power.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Response to energy or petroleum shortages or disruptions and their effects is necessary for the preservation of the public health, safety, and general welfare of our City's residents. Activities during an energy emergency include:
 - a. Assessing fuel and electric power damage.
 - b. Assessing energy supply and demand.
 - c. Coordinating with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy systems.

- d. Coordinating closely with federal, State, and local jurisdiction officials to establish priorities to repair damaged energy systems.
- e. Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
- f. Assessing the requirements for restoration.

B. PROCEDURES

- P. The energy, utility, and petroleum distribution systems should provide services through their normal means, during an incident, to the maximum extent possible.
- Q. Energy, utility, and petroleum companies should furnish information to emergency government officials at all levels to inform the public on the proper use of services.
- R. Energy, utility, and petroleum companies should compile damage assessment reports and transmit them to the King County Emergency Operations Center, as needed or requested. The City Emergency Operations Center (EOC) collects, evaluates, and reports on current conditions relative to staffing, equipment, and supplies to the appropriate emergency agencies.
- S. Contact with utility providers is established by the City EOC to coordinate resources, establish priorities, assess and document damages, and provide information to the public. The City EOC initiates information programs to keep the public informed of utility status and any restrictions, as needed or when requested.
- T. Public Works advises public utilities operating in the City of Duvall of federal or state restrictions, emergency restrictions, or any operating policies established by the City.

C. PREVENTION AND MITIGATION ACTIVITIES

- 4. Review the King County Regional Hazard Mitigation Plan (KCRHMP) and discuss implementation strategies.
- 5. Collect information on transmission infrastructure and major pipeline locations.
- 6. Maintain and monitor trees and other vegetation near transmission lines.
- 7. Maintain an emergency or backup fuel supply.

8. Promote water conservation strategies.

D. PREPAREDNESS ACTIVITIES

1. Prepare and update contingency plans for implementation in the event of energy shortages or emergencies and maintain liaison with energy and utility companies regarding these plans.
2. Maintain lists of public and private utilities, petroleum distribution and storage, and other relevant companies, including names, addresses, and telephone numbers of key officials.
3. Develop and maintain an inventory of energy, utility, and petroleum contacts and resources, noting availability and response criteria.

E. RESPONSE ACTIVITIES

1. Provide liaison with utility and petroleum and natural gas distribution companies.
2. Inform the Director of Emergency Management or Assistant Director of Emergency Management and the City EOC when conditions exist that may warrant the proclamation of a citywide emergency or energy supply alert.
3. Compile damage assessment estimates from energy and utility companies.
4. Assist with transportation issues regarding utility vehicles responding to energy emergencies.
5. Provide information to the City EOC regarding:
 - a. Status of gas station, and supply adequacy
 - b. Location, extent, and restoration status of electricity supply outages or disruptions
 - c. Status of shortages or supply disruptions for natural gas
6. Coordinate communications related to energy availability and distribution issues during an energy incident.
7. Recommend priorities among users should the utility supply be unavailable to meet all essential needs.

8. Coordinate public information concerning energy, utilities, and petroleum emergencies with the City EOC, Public Information Officer (PIO).

F. RECOVERY ACTIVITIES

- a. Compile damage and operational capability information from energy and utility companies.
- b. Administer energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.
- c. Coordinate supporting resources for utility restoration and repair to meet essential needs.
- d. Coordinate supporting resources for petroleum companies and distributors for restoration and repair to meet essential needs.
- e. Create After-Action reports and Lessons Learned reports and submit them to the Office of Emergency Management for review.

V. RESPONSIBILITIES

1. Provide information or support during response to an energy emergency based on the nature, severity, and extent of the incident.
2. Assess the availability of energy resources (petroleum, liquid petroleum, natural gas, and/or electricity) and the demand for those resources by sector.
3. Work closely with other energy and utility companies to coordinate and implement response and assess impact and damage.

VI. RESOURCE REQUIREMENTS

1. Inventory lists of private and public organizations that have power-generating ability.
2. Inventory lists of fuel storage areas by type, location, and capacity.
3. Necessary personnel and equipment to restore power to affected areas in a timely manner.

VII. FURTHER MATERIALS FOR REFERENCE

1. Washington State Energy Assurance and Emergency Preparedness Plan
2. King County Regional Hazard Mitigation Plan (KCRHMP)
3. Refer to primary and supporting departments' plans for further information supporting this ESF.
4. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

EMERGENCY SUPPORT FUNCTION - 13 PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY

Primary Agency: City of Duvall Police Department

Support Agencies: Public Works Department

King County Emergency Services

King County Fire District 45 (or their successor)

Mutual Aid Agencies

I. INTRODUCTION

A. PURPOSE

Emergency Support Function 13 (ESF-13) is meant to coordinate the use of law enforcement personnel and equipment in a large-scale incident.

B. SCOPE

Effective law enforcement is essential during large-scale incidents to ensure the protection of lives and property. The Duvall Police Department (DPD) is responsible for the enforcement of laws, traffic control, investigation of crimes, and other public safety activities within the City. Duvall has the capability and resources to meet routine law enforcement needs. However, during a large-scale incident, problems may be multiplied, become more complex, and could rapidly tax the capability and resources of the City.

II. POLICIES

9. City of Duvall law enforcement response will be in accordance with the operational procedures of the City of Duvall Police Department and this Comprehensive Emergency Management Plan (CEMP).
10. Law enforcement operations within the City are within the limits of the Chief of Police's resources and authority. In the event additional law enforcement resources are required, they will be requested through the City Emergency Operations Center (EOC).

11. Coordination between the Duvall Police Department and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act (RCW chapter 10.93). The Police Department will, within the limits of its resources and authority, coordinate and support essential law enforcement operations.
12. City of Duvall policy dictates that Police Department personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. Mission assignments will be accepted through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel that respond to requests for assistance from the City of Duvall will operate the same way.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. Any large-scale incident, natural or man-made, holds the potential to cause disruption and the need for control and coordination by law enforcement to ensure the safety and security of our residents and visitors.
2. See the City of Duvall Basic CEMP for a description of potential emergency conditions vulnerable population information.

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. The Police Department maintains a 24-hour operational capability.
5. Normal response may be hampered by such occurrences as bridge failures, landslides, fallen debris, flooding, or fire. Police response times may be delayed, and response to incidents may need to be prioritized.
6. Landline communications may be interrupted. Cellular and radio communication will be relied upon heavily, if available. Congested frequencies should be expected.

7. City personnel will provide assistance and resources as available during an incident.
8. Per request, assistance and resources may be provided by the state, as available, during an incident.
9. The Washington State Patrol maintains jurisdiction for traffic enforcement and control on all State and interstate roadways within the county.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. In an incident, law enforcement agencies perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications, access control, and enforcement of emergency traffic regulations.
2. The Washington State Patrol will coordinate statewide emergency or disaster law enforcement activities.

B. PROCEDURES

When the scope of an event requires going beyond normal field operations, the Police Department will respond in the following manner:

1. A Commander or designee of the Police Department will report to the City EOC, if activated, to coordinate law enforcement activities with other response functions.
2. Command and support staff shall report to the Department Operating Center (DOC) to provide overall policy development and management of police operations.
3. Status of the Police Department personnel and vehicles, communications capabilities and facilities, and general incident status updates are collected and relayed to the Command Staff and the Police representative in the EOC by whatever means may be available.
4. Policy level coordination is accomplished by the Mayor and/or City Council with the help of the Legal Department. The Duty Officer (DO) is responsible for establishing liaison with the EOC to provide coordination of law enforcement activities with other response functions.

5. The Police Public Information Officer has the lead for media and public information services relating to the Police Department. This will be coordinated with the City Public Information Officer (PIO).
6. If it is apparent that a large-scale incident has occurred and normal communication channels are disrupted, off-duty personnel are instructed to make contact with their supervisor for instructions. If they cannot make contact, they are instructed to report to the Police station or nearest City facility to offer assistance and receive instructions.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future incidents.
2. Participate in a hazard identification process and identify and correct vulnerabilities in public safety and security.

D. PREPAREDNESS ACTIVITIES

1. The Police Department has established procedures to recall off-duty officers to duty should an incident occur. Mutual aid procedures are in place if assistance is needed from other jurisdictions.
2. Develop and maintain emergency standard operating procedures for the effective use of the Police Department's resources.
3. Maintain an Emergency Operations Plan (EOP) to assist in Department operations.
4. Assist the City of Duvall Director of Emergency Management and the Assistant Director of Emergency Management in the coordination of emergency management plans.
5. Provide and participate in emergency management training, drills, and exercises in support of this ESF.

E. RESPONSE ACTIVITIES

1. Upon the occurrence of a large-scale incident, field units will assess their own condition and situation and make an assessment of their immediate area. The Police Dispatch Center will roll call field units for this information.
2. Provide law enforcement operations within the City of Duvall.

3. Provide direction and control for search and rescue.
4. A designee of the Department will report to the City EOC, if activated, to coordinate law enforcement activities with other response functions.
5. Provide security to City facilities, as requested.
6. Coordinate law enforcement and emergency traffic control throughout the City.
7. Provide communication resources in support of emergency operational needs.
8. Provide assistance to the Public Information Officer (PIO), if requested.
9. Coordinate evacuation of portions of the population when necessary.

F. RECOVERY ACTIVITIES

1. Participate in recovery efforts as they relate to law enforcement and the overall recovery efforts of the City.
2. Maintain liaison with the EOC.
3. Conduct reviews of incident actions with departments involved to improve future operations.
4. Maintain adequate resources to support local operations and plan for a reduction of resources.
5. Create After-Action Reports and Lessons Learned Reports

V. RESPONSIBILITIES

- A. The Duvall Police Department is responsible for law enforcement activities within the City during a disaster as outlined under Department SOGs and the Concept of Operations in this ESF
- B. The Duvall Police Department is tasked to keep and preserve public peace and safety. The functions of the department include plans to coordinate resources for public safety and welfare in the event of a large-scale incident. These tasks include, but are not limited to:
 4. Law enforcement.
 5. Emergency evacuations.

6. Search and rescue activities.
7. Enforcement of emergency orders designated by the Mayor.
8. Emergency traffic control.
9. Security and perimeter control at incident scenes, shelters/staging areas in the City, and the EOC when needed.
10. Providing resources for warning and emergency information.

VI. RESOURCE REQUIREMENTS

1. The primary and internal support agencies will provide their own internal support, i.e. vehicles, travel, etc. to their staff.
2. External support agencies will provide commissioned officers, vehicles, and traffic control equipment, as requested.

VII. FURTHER MATERIALS FOR REFERENCE

1. King County Regional Hazard Mitigation Plan (KCRHMP)
2. Refer to primary and supporting departments' plans for further information supporting this ESF.
3. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

EMERGENCY SUPPORT FUNCTION - 14 LONG-TERM COMMUNITY RECOVERY

LEAD AGENCIES: City of Duvall, Community Development Department

SUPPORT AGENCIES: All City Departments

King County Emergency Coordination Center

Washington Emergency Management Division

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to establish uniform policies for effective coordination in accomplishing recovery and restoration tasks resulting from an incident. The goals of recovery efforts are to restore the City to its original pre-incident capabilities while also making it more resilient.

B. SCOPE

Recovery and restoration actions begin upon initiation of response actions and will be determined by the specific event. Several local, State, and federal jurisdictions may be involved depending on the hazard and scope of the situation. The City of Duvall is responsible for leading its own recovery efforts.

II. POLICIES

A. LARGE-SCALE INCIDENTS

For most incidents, recovery activities will begin in the Emergency Coordination Center (ECC) as staff work to assemble data on the extent of damages. If warranted, the Director for the state EMD may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration.

B. EVENTS INVOLVING SPECIAL HAZARDS

Incidents involving radiological materials or chemical munitions will require special attention of the natural environment in the recovery and restoration phases.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. The recovery efforts of the City of Duvall will be dependent upon the nature and magnitude of the disaster, damage of the area, the population affected and the resources available.
2. See the City of Duvall Basic CEMP for a description of potential emergency conditions (Mitigation Activities section) and vulnerable population information (Access and Functional Needs section).

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. If a large-scale incident occurs in the City of Duvall, those affected will require assistance and support in recovering from incident related damage and destruction.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The department of Community Development is the lead internal agency for all internal and external coordination efforts of this ESF.
2. Finance and Information Services/Purchasing is the primary department responsible for coordinating the reimbursement process for the City of Duvall following an incident that qualifies for State or federal reimbursement, such as a Presidential declared disaster.
3. Individual departments/divisions are responsible for providing the appropriate documentation to the Finance Department for the reimbursement process.

4. Departments/divisions that have a role in recovery activities will provide information to the ECC consistent with this ESF.
5. Recovery and restoration activities can be found in the Comprehensive Emergency Management Plan and in department specific Standard Operating Procedures (SOPs).
6. Restoration and Recovery procedures should identify priority recovery actions and the departments and/or agencies responsible for them.
7. The economic and environmental impacts of recovery actions for the affected people, property, businesses, and industries in Duvall will be determined. See the City of Duvall Basic CEMP for vulnerable population information (Access and Functional Needs section).

B. PROCEDURES

1. Recovery and restoration operations begin in the City ECC. They are based on Situation Reports developed by City department representatives in the ECC.
2. Upon activation of the ECC, a recovery plan should be formulated that includes:
 - a. Priority of efforts.
 - b. Phasing/milestones.
 - c. Support requirements.
 - d. Coordination requirements.
3. The following recovery action items may need to be addressed, dependent on the severity of the incident:
 - e. Protection of life, property, and the environment.
 - f. Damage assessments for public and private sectors; buildings with an emergency function are higher priority, including the following:
 - Adult living facilities
 - City Hall

- Day care facilities
 - Fire Stations
 - Hospitals and healthcare facilities
 - Maintenance and Operations Center (MOC)
 - Police Department
 - Schools
 - Shelters
- g. Restoration of City services.
- h. Securing food, water, clothing, shelter, fuels, and transportation for incident affected persons.
- i. Documentation for insurance or potential State or federal reimbursement.
- j. Appropriation of funds for recovery.
- k. Emergency resolutions or ordinances.
- l. Coordination of assistance from outside agencies.
- m. Debris clearance.
- n. Repair or construction of City facilities.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Review and analyze Lessons Learned reports from previous occurrences or incidents that have occurred elsewhere, and make appropriate corrections/additions to the respective Emergency Operations Plan, Standard Operating Guidelines (SOGs) and this ESF.
2. Review the Duvall Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.

D. PREPAREDNESS ACTIVITIES

1. Provide emergency management training, drills, and exercises in support of this ESF.
2. Utilize standardized forms to assist in the reimbursement process for the City.
3. Utilize Standard Operating Guidelines (SOGs) in support of this ESF.

E. RESPONSE ACTIVITIES

1. Act as liaison to county, State and federal representatives including, but not limited to, disaster survey teams and disaster and claims assistance representatives.
2. ECC will prepare and disseminate situation reports based on information supplied by departments and periodically provide them to the King County Office of Emergency Management and the Washington State Emergency Management Division.
3. Coordinate restoration of essential functions of the City.
4. Request technical resources via the ECC, as necessary, through King County or the State of Washington, to expedite the permit process.

F. RECOVERY ACTIVITIES

1. Support the recovery and restoration of City services.
2. Provide public information regarding recovery requirements.
3. Conduct a post-incident review to evaluate the Emergency Coordination Center procedures.
4. Review City department produced Lessons Learned and After Actions Reports.
5. Cooperate and coordinate with local businesses, local NGOs, King County, and the State to carry out recovery assistance efforts. Develop interlocal agreements based on lessons learned.

V. RESPONSIBILITIES

1. Coordinate recovery and restoration activities following an emergency or disaster.

VI. RESOURCE REQUIREMENTS

1. The resources necessary to accomplish the recovery and restoration tasks will be determined by the situation and established by the state Recovery & Restoration Task Force (RRTF).

VII. FURTHER MATERIALS FOR REFERENCE

1. Washington State Comprehensive Emergency Management Plan
2. City of Duvall Hazard Mitigation Plan (HMP) and King County Regional Hazard Mitigation Plan (KCRHMP).
3. King County Comprehensive Emergency Management Plan
4. Refer to primary and supporting department plans for further information supporting this ESF.
5. Applied Technology Council (ATC), www.atcouncil.org
 - ATC-20 Procedures for Post earthquake Safety Evaluation of Buildings
 - ATC-20-2 Addendum to ATC-20 report
 - ATC-20-1 Field Manual: Post earthquake Safety Evaluation of Buildings, 2nd Ed.
 - ATC-45 Field Manual: Safety Evaluation of Buildings after Windstorms and Floods
 - Downloadable ATC-20 and ATC-45 Placards, rapid and detailed evaluation safety assessment forms and FEMA data collection forms
6. Acronym and Terms guide can be found as an annex of the CEMP Basic Plan.

EMERGENCY SUPPORT FUNCTION - 15

PUBLIC AFFAIRS

LEAD AGENCY: City of Duvall

SUPPORT AGENCIES: Police Department - Public Information Officer

KCFPD45 - Public Information Officer

All City Departments

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF-15) is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a large-scale incident.

B. SCOPE

In a large-scale incident, the flow of public information concerning the incident and the City response efforts to save lives and protect property must be consolidated. The descriptions provided to the public must reflect the best information available.

II. POLICIES

- A. It is the policy of the City of Duvall that upon the occurrence of a large-scale incident, the Communications Office will be the primary group for public information and information dissemination using the Joint Information Center (JIC) and/or any available communications avenues.
- B. The City of Duvall's public information response will be in accordance with the operational procedures and policies of the City and this Comprehensive Emergency Management Plan (CEMP).
- C. All public information releases will be approved by the Incident Commander or EOC Director.
- D. Ensure employees are provided with facts for the public, along with anticipated Q&A, so they can provide approved, consistent, and accurate

information to those who phone or visit City facilities, or ask workers on the street about an incident.

- E. City Administration will take the lead regarding employee notification in cases such as altered work hours or locations (e.g. if City Hall opens late due to a snowstorm). The Office of Emergency Management (OEM) may also send messages to employees during an incident. The Communications Office will coordinate with HR and OEM as needed to ensure employees and the public are informed.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. See the City of Duvall Basic CEMP for a description of potential emergency conditions and vulnerable population information.
2. The City may periodically experience situations that require the dissemination of critical information to the public. The means of dissemination include the news media (radio, television, cable, print, online), Emergency Radio, social media, plus tools such as CodeRed, Alert King County, and the Internet.
3. When the need for communications equipment is the highest, there may be fewer resources, thus requiring a need for reprioritization and reallocation of working systems.
4. Communications resources may be overwhelmed, requiring outside assets and assistance.

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Duvall will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. The Emergency Alert System (EAS) is available to give a rapid, initial warning to the public. It may be used in time-sensitive, life-threatening situations when the

public must be warned immediately of an impending incident. See ESF-2 Communications and Warning.

5. Normal means of communication may not be available. In those situations, nontraditional means of communicating with the public must be established and utilized; for example, posting notices, utilizing public address systems, etc.
6. Demand for information regarding the disaster may exceed the capabilities of the Communications Office staff.
7. In the aftermath of an incident, information is often vague, difficult to confirm, and contradictory.
8. Public Information Officers (PIOs) must focus on stopping rumors and providing accurate and timely information using all dissemination methods.
9. Depending on the nature and magnitude of the incident, different levels of public information may be required. Public information may in fact be the primary function occurring during an emergency.
10. In the aftermath of an incident, there will be a great demand to know what volunteer/aid resources are needed and what are available.

IV. CONCEPT OF OPERATIONS

C. GENERAL

- U. The City of Duvall government will prepare and distribute emergency preparedness information to the public before, during, and after an incident of local or regional significance, using all available media. Public information will be disseminated in phases, in accordance with the size and scope of the emergency or disaster.
- V. Initially, the public information function will be covered by the response agency responsible for the scene (e.g., police, fire, water, etc.). Because of the nature of the incident(s), a PIO team may need to be dispatched to handle media at the scene of an incident in support of the Incident Commander.
- W. In large-scale incidents, the PIO function will be conducted from a Joint Information Center (JIC) that may include other non-Duvall jurisdictions.

- X. The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a process for the sharing of information between jurisdictions and a central point for the media to get information.

B. PROCEDURES

1. If an incident occurs, the Public Information Officer's (PIO) function will be operated on a 24-hour basis for a potentially sustained period of time. Trained PIOs from the City, possibly augmented by other trained personnel, may work in a consolidated Joint Information Center (JIC).
2. The PIO or designee will open the Joint Information Center to coordinate public information communications and other information activities with public and private agencies.
3. PIOs will keep the public informed of what to do to prevent injury or property damage, and what actions the City government is taking. All public information releases must be approved by the Incident Commander or EOC Director.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Support establishments for a Joint Information Center (JIC), an area for public information coordination activities with internal and external agencies.
2. Arrange for public notifications to be announced in multiple languages, with outreach to those who have limited English proficiency, individuals that are blind, deaf, or have other access and functional needs.

D. PREPAREDNESS ACTIVITIES

1. Organize and coordinate the emergency public information program for the City.
2. Conduct training for City department personnel whose normal duties may not include Public Information Officer (PIO) functions.
3. Establish and coordinate procedures and determine the designated facilities for use by the City Public Information Officer (PIO) Team during an incident.
4. Establish procedures for alerting their Communications Office personnel and other key employees in an Incident of local or regional significance.
5. Update equipment and resource listings on an annual or more frequent basis and distribute them appropriately.

6. Regularly attend scheduled exercises and all other applicable training events.
7. Review and analyze lessons learned from incidents that have occurred in other jurisdictions, and make appropriate corrections or additions to respective SOGs and this ESF.

E. RESPONSE ACTIVITIES

1. Establish and maintain contact with the Incident Commander or EOC Director.
2. Set up the JIC upon request of the Incident Commander or EOC Director.
3. Coordinate the dissemination of all disaster information to the news media via news releases, news conferences, and media telephone inquiries.
4. Arrange for the preparation of multilingual advisory and informational materials for the public, to include consideration for people with hearing and visual disabilities.
5. Provide information directly to the public via the news media, and the Internet using the City of Duvall and other joint regional public information sites (e.g., the Duvall website).
6. Clearly document all related costs, actions, and communications.

F. RECOVERY ACTIVITIES

1. Consult with ESF-5, Emergency Management, and ESF-14, Long-term Community Recovery, regarding needed recovery strategy.
2. Continue the public information program providing information and instructions about City, County, State, and Federal government emergency operations; future plans for the restoration of disaster-affected areas; and instructions on how to apply for federal disaster assistance programs administered by the State.
3. Create After-Action and Lessons Learned Reports and submit them to the Director of Emergency Management or the Assistant Director of Emergency Management.

V. RESPONSIBILITIES

The City of Duvall Communications Team is responsible for coordinating this Emergency Support Function (ESF) in an incident of local or regional significance. As such, their duties/responsibilities include:

11. Pre-incident planning and coordination.
12. Managing the financial aspects of this ESF response, including the funding of mission assignments and/or reimbursable agreements.
13. Maintain ongoing contact with ESF primary and support agencies.

Provide trained Public Information Officers (PIO) staff that can independently set up and operate the Joint Information Center (JIC).

VI. RESOURCE REQUIREMENTS

1. The City will provide space, telephones, and limited administrative support at the JIC.
2. The support agencies will provide representatives, on a 24-hour basis, to the city JIC location.

VII. FURTHER MATERIALS FOR REFERENCE

1. King County Regional Hazard Mitigation Plan (KCRHMP).
2. ESF 2- Communications and Warnings
3. JIC Operations Plan
4. Inclusive Emergency Communications Plan (IECP)
5. Refer to primary and supporting departments' plans for further information supporting this ESF.
- 6.** King County Trusted Partner Network Member Guide
- 7.** Acronym and Terms guide can be found as an annex of the CEMP Basic **Plan**.






City of Duvall 2024 CEMP - Approved Version 07022024

Final Audit Report

2024-07-18

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