CITY OF SEQUIM COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Functions List

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EMERGENCY SUPPORT FUNCTION – ONE
TRANSPORTATION

PRIMARY AGENCY: Sequim Public Works

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

INTRODUCTION

A. Purpose
To ensure effective coordination of all transportation resources.

B. Scope
Assist in the coordination of vehicles, equipment, and the transportation infrastructure necessary for support of field operations.

POLICIES

All responses will follow all applicable laws of the State of Washington and local ordinances. All support agency sources will be utilized as appropriate from the mutual aid agreements (per Clallam County CEMP)

SITUATION

A. Emergency/Disaster Conditions and Hazards

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

1. Wildfire

2. Flood

3. Severe weather

4. Earthquake

5. Tsunami
6. Landslides
7. Hazardous materials incidents
8. Power outages

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

B. Planning Assumptions

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

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

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

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

CONCEPTS OF OPERATIONS

A. General

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

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

3. When requested by Sequim Emergency Management or CCEM, the state Emergency Management Division (EMD) and the state Utilities

and Transportation Commission may assist in the procurement and delivery of outside transportation resources.

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

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

B. Organization

1. Sequim Public Works Department

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

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

2. City Council

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

3. Emergency Management

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

4. Support Agencies

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

C. Procedures

1. Upon the need for transport coordination, the Public Works Department will activate its transportation procedures and checklists.

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

3. Transportation requests will be made through the Operations personnel at the EOC or other command locations.

D. Mitigation Activities

1. Sequim Public Works Department

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

   b. Ensure, to the extent possible, that potential slide areas and areas of slippage do not interfere with city roadways.

   c. Keep equipment in good operating condition.

2. All agencies

   a. Keep equipment in good operating condition.

E. Preparedness Activities

1. Sequim Public Works Department

   a. Develop and maintain procedures and checklists dealing with transportation response.

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

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

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

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

   a. State Route 101 including bridges (Main route east-west)

   b. Dungeness River bridges

   c. Local airports including Fairchild International Airport and Sequim Valley Airport.

3. Evacuation. Evacuation cannot be realistically predetermined within Sequim. Evacuation must be dealt with on a case-by-case basis. Low lying areas near John Wayne Marina have pre-determined evacuation routes based on Tsunami Evacuation Maps. Local Law Enforcement and local roads/maintenance department should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation.

F. Response Activities

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

   a. Develop and maintain Procedures that should address:

      1. Lines of authority during a response phase.

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

      3. Coordination with the Public Works Department

      4. Communication between agencies.

   b. Ensure representation at the EOC or command post.

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

G. Recovery Activities

Public Works will, after an emergency or disaster, make sure that an inspection of infrastructure is completed. The appropriate agency for the repair of damaged infrastructure or facilities will prioritize the repair so that essential services will be given first priority. All agencies involved in recovery efforts will ensure that detailed cost accounting is done in the event of a declared disaster and there is potential for federal and state assistance.

RESPONSIBILITIES

A. Primary Agency – Public Works Department

1. Develop and implement Procedures for its personnel.

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

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

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

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

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

B. Support Agencies

1. The legislative authority is responsible for authorizing the use of a jurisdiction's transportation capabilities.

2. Sequim Emergency Management responsibilities:

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

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

   c. Initiate requests for additional transportation resources, if required.

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

3. All agencies are responsible to:

a. Develop and maintain the department Procedures.

b. Coordinate transportation activities with Public Works Department.

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

RESOURCE REQUIREMENT

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

Refer to Clallam County Emergency Management for a listing of available resources and fueling locations, that include both private and public locations. Requests for resources from outside of Sequim should be coordinated through CCEM.

EMERGENCY SUPPORT FUNCTION – TWO
COMMUNICATION, INFORMATION SYSTEMS AND WARNING

PRIMARY AGENCIES: Sequim Emergency Management
Peninsula Communications 9-1-1 Center (PENCOM)
City of Sequim Information Technology Department

SUPPORT AGENCIES: KSQM- FM radio (EAS station)
KONP - AM radio (EAS station)
Clallam County Fire District #3
Sequim Police Department
Clallam County Emergency Mngt
Clallam County Amateur Radio Emergency Services (ARES)
Clallam County Sheriff's Department
Joint Information Task Force of Clallam County
Everbridge Emergency Alert System

INTRODUCTION

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

B. Scope
Intended to describe communications resources available to conduct, control and coordinate emergency response, establish roles and responsibilities for communication system operations, and to address efforts to restore communications in the event of disruptions.

POLICIES

A. The Sequim CEMP, as described in this ESF, will govern all local communications and warning activities related to emergency/disaster response. Normal communications and warning systems will be used as much as possible during a disaster. Priority in establishing communications systems is life safety first, followed by restoring critical government functions and the protection of property, the economy and the environment.

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

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

D. The Clallam County ARES Emergency Communications Coordinator (ARES-ECC) will coordinate all amateur radio activities.

SITUATION

A. Emergency/Disaster Conditions

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

1. Power outages

2. Lighting strikes/Electro-Magnetic Pulse (EMP)

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

B. Planning Assumptions

1. Communications systems are vulnerable and may be damaged, destroyed or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communication equipment and the infrastructure could take days, weeks or months.

2. PENCOM (dispatch center) has back-up power sources that are capable of approximately two weeks of operation.

3. There is communication coverage for the city through a system of regional repeaters and base stations.

4. There are identified frequencies that will be used for primary and secondary direction and control.

CONCEPTS OF OPERATIONS

A. General

1. In a major disaster situation, the assigned fire and law enforcement supervisors have access to a 24-hour emergency alert and communications capability at the PENCOM office for contacting response personnel at the local, state, and federal levels of government. Communication resources in the Sequim Operational Area include two-way public agency radio networks, Amateur Radio Emergency Service (ARES) and commercial telephones. The PENCOM dispatch center capabilities include two-way public agency radio networks with paging ability, ACCESS, National

Warning Alert System and Emergency Alert System (NAWAS) encoder/decoder.

2. The Clallam County EOC is capably equipped and will serve as the primary communication vehicle for the city. PENCOM can operate out of multiple locations as necessary: Clallam County EOC, Forks PD, the Incident Command Vehicle and out of JeffCom 9-1-1. All facilities are backed up by generator power.

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

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

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

6. The local Emergency Alert System (EAS) includes KSQM-FM 91.5, KONP-AM 1450 and Everbridge Emergency Alert System. Activation will follow the EAS plan.

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

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

B. Organization

The primary agencies provide communications coverage for Sequim. They act as the central receiving point for warning information and have the ability to disseminate information to support agencies. Support agencies also provide immediate communications capabilities with all participating agencies involved in the emergency.

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

C. Procedures

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

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

In the event that amateur radio operators are needed, Sequim Emergency Management will activate them by contact with Clallam County Emergency Management who will contact the ARES-ECC or designee.

D. Mitigation Activities

1. All agencies will:

   a. Test all communications and warning equipment to ensure reliability.

   b. Develop and maintain back-up systems, including back-up power ability.

   c. Attempt to construct/place new equipment away from possible hazards.

   d. Train staff in communication procedures and equipment and develop a method for message handling within the EOC.

E. Preparedness Activities

1. CCEM will:

   a. Assume responsibility for regional emergency and warning communications systems. This will be the responsibility of the CCEM Director.

   b. Encourage and promote interoperability among local jurisdictions.

   c. Follow established NIMS procedures for coordinating information flow between agencies through the EOC.

   d. Work with the ARES-ECC officer and the amateur radio operators to provide a secondary communications system. The system can be used as a

back up to public safety communications or for communications to support groups such as the American Red Cross and shelter operations.

2. Primary agencies will:

   a. Designate a warning/communication coordinator.

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

3. All agencies will:

   a. Develop and maintain Procedures dealing with warning and communications.

   b. Provide training to all appropriate staff.

   c. Work with primary agencies to develop warning fan-outs.

   d. Develop and maintain call-in procedures for staff, to include call-ins for the event that the public phone system is not operational.

   e. Develop and maintain a fax tree to provide information to appropriate agencies.

F. Response Activities

1. Sequim Emergency Management will:

   a. Activate the Emergency Coordination Center (ECC).

   b. Provide a central point of contact for communications and warning information.

   c. Provide mobile communications supporting ECC communications.

   d. Assess damage to communications infrastructure to include telecommunications and report the information to the Planning Section.

2. All agencies will:

   a. Coordinate information between agencies by use of the ECC or other established points of contact.

b. If necessary, activate the EAS.

c. Go to back up power, if needed.

G. Recovery Activities

1. All agencies will:

a. Continue to coordinate information between agencies regarding recovery activities.

b. Provide information about damage that field units observe to the EOC or other established points of contact with Sequim Emergency Management.

c. Check communication equipment and make necessary repairs.

RESPONSIBILITIES

A. Primary Agencies

1. Sequim Emergency Management is responsible to:

a. Prepare, revise, and implement current communications plans in accordance with city, county, state, and federal criteria.

b. Provide 24-hour radio communications with Clallam County EOC and PenCom as needed) that communications personnel can operate.

c. Coordinate with local amateur radio operators, who will establish a secondary communications network to support communication needs between shelters, American Red Cross operations, and others as appropriate according to the local ARES plan.

d. Maintain EOC and mobile communication equipment, supplies and back-up systems.

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

3. PENCOM responsibilities:

   a. Collect and disseminate emergency and non-emergency information via established and alternate communication channels to the appropriate public safety agency/department and/or EOC. Facilitate mutual aid requests for law enforcement and fire agencies.

   b. Respond to the direction of the appropriate authority in the utilization and dispatch of resources.

   c. Maintain all communication equipment, supplies and back-up systems.

3. Sequim Police Department responsibilities:

   a. Ensure all personnel, reserves and volunteers are trained in radio operation and procedures. Communications equipment will be inventoried and accessible in an emergency.

   b. Disseminate emergency information to residents and businesses as resources allow.

B. Support Agencies

1. KSQM and KONP Radio responsibilities:

   a. As primary EAS station (s), coordinate with other participating stations on EAS matters and planning.

   b. Ensure that staff is trained in EAS procedures.

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

   a. Establish liaison with the Sequim Emergency Management staff upon their notification for an emergency response.

   b. Control their own communications systems during major emergencies or disasters. This will be done from their normal work site, the mobile command post or the Sequim ECC, as the situation demands.

   c. Have Procedures in place to accomplish their tasks.

C. Sequim IT

a. Coordinates maintenance, repair, and restoration of phone and network connectivity with telecommunications service providers.

b. Identify and report damages to Telecommunications and data systems.

c. Provide computers, telephones, and data support to disaster operations and recovery.

REGIONAL RESOURCES DESCRIPTIONS

A. PENCOM is equipped with public safety radio communications capabilities and can communicate on most local public safety frequencies.

B. State-wide warning received by PENCOM over the National Warning System (NAWAS) or A Central Computer Enforcement Service System (ACCESS). The primary NAWAS facility is located in the PENCOM center. The alternate NAWAS unit is located in the Clallam County EOC. Upon receipt of warning or test information, PENCOM will broadcast warning information via ACCESS, telephone, facsimile, and voice radio, as provided in their emergency ALERT book.

C. The CLALLAM ALERT SYSTEM (Everbridge) can notify and alert citizens and the public safety community over thirty-two different communication venues.

D. The ALL-HAZARD ALERT BROADCAST (AHAB) sirens will be activated to warn of an imminent Tsunami wave arrival and may be utilized to warn of other imminent emergencies. The AHAB can be activated by local law and fire agencies or their representatives and by Washington State Emergency Management Telecommunications (WSEMT). CCEM maintains and tests this resource.

E. An AMATEUR RADIO room is located both in the Clallam County EOC and Sequim ECC with radio capability, including packet radio for the transmission of hard copy information.

F. TWO-WAY RADIO equipment is available in both the Clallam County EOC and Sequim ECC for direct radio communications.

G. TELEPHONES are located in the Sequim ECC as well as facsimile, copier, and internet computer capabilities.

H. EMERGENCY ALERT SYSTEM (EAS) can be activated by designated local officials to broadcast official information to the public via local broadcast outlets. Each jurisdiction will designate those officials who are authorized to activate EAS, as shown in the EAS plan. The EAS is available specifically for eastern Clallam County from radio stations KONP Port Angeles and KSQM Sequim. Radio repeaters will allow County emergency officers to announce warnings over these stations.

I. A BACKUP GENERATOR is located at the Sequim Civic Center and at the Sequim ECC. Both generators are maintained by Sequim staff and tested regularly.

RESOURCE REQUIREMENT

Resource requirements are addressed in both the ARES plan and communications inventory section of our local inventory resources.

EMERGENCY SUPPORT FUNCTION – THREE
PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES: Sequim Public Works Department

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

INTRODUCTION

A. Purpose

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

Provide for inspection of facilities and private/residences/businesses for structural condition and safety.

Provide for debris and wreckage clearance and temporary repair of essential facilities.

Provide memorandum of understanding documents with landfills and trucking providers for the disposal of debris once it is removed.

B. Scope

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

POLICIES

Follow Revised Code of Washington (RCW) 43.19.450 and applicable local ordinances: Supervisor of engineering and architecture

SITUATION

A. Emergency/Disaster Hazards and Conditions

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

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

B. Planning Assumptions

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

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

3. Public Works will work with ECC under ICS.

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

CONCEPTS OF OPERATIONS

A. General

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

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

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

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

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

   a. Debris clearance from roadway/rights-of-way.

   b. Restoration of essential facilities/roadways.

   c. Heavy equipment resources.

d. Evacuation route identification/coordination support.

e. Transportation resource coordination.

6. The Public Works Department is responsible for assessing damage to public bridges, roads, and facilities and to ensure the safety of those infrastructures. Clallam County PUD#1 will provide for operation of their systems.

B. Organization

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

C. Procedures

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

Public Works

1. Maintain operations of the public water, water treatment, storage, pumping and distribution systems.

2. Communicate health and environmental issues to the EOC.

3. Address solid waste and debris management issues, to include temporary debris storage, available or needed resources, contracts or agreements needed, regulatory requirements, data monitoring, contamination, identification of locations/facilities to accept contaminated waste.

4. Provide damage assessments.

5. Provide for restoration of critical facilities.

D. Mitigation Activities

1. Public Works Department:
   Maintain and repair roadways and rights-of-way.

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

E. Preparedness Activities

1. All departments/agencies will:

a. Maintain an inventory of available resources including personnel within their department.

b. Develop and maintain Procedures for emergencies and disaster situations.

c. Develop and maintain mutual aid agreements with neighboring jurisdictions.

d. Coordinate emergency planning activities and information with neighboring jurisdictions and Sequim Emergency Management.

e. Maintain and test communication systems.

f. Identify vital and essential roadways, bridges and facilities to establish a repair priority in the event any of these become damaged.

g. Ensure that personnel are trained in emergency responsibilities.

F. Response Activities

1. All department/agencies will:

a. Provide a senior official to operate from the EOC or other command location to ensure coordination with other department/agencies.

b. Work within the ICS.

c. Conduct emergency engineering services as the situation demands and as outlined in their Procedures.

c. Report any hazardous conditions to the command location.

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

G. Recovery Activities

1. Public Works Department will:

   a. Provide information concerning hazardous areas or other existing problems.

   b. Perform restoration operations.

   c. Assist with damage assessments.

   d. Document disaster and restoration costs for possible federal reimbursement.

   e. Debrief and provide acute and chronic stress management for personnel.

   f. Provide for restoration of drinking water services.

2. Sequim Emergency Management:

   a. Collect and coordinate damage assessment and restoration costs.

   b. Provide liaison activities between local agencies and federal damage assessment teams.

   3 All departments/agencies:

   a. Document damage and restoration costs.

   2. Coordinate damage assessment with CCEM.

   3. Perform restoration procedures.

RESPONSIBILITIES

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

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

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

3. Conduct emergency operations.

B. Other departments/agencies:

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

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

3. Provide damage assessment for public facilities and infrastructure.

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

C. In the event of an emergency, the Public Works Department is responsible to:

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

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

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

4. Alert staff and brief them on the situation.

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

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

7. Coordinate needs for augmentation of forces with CCEM.

REFERENCES

A. Applied Technology Council (ATC) 20-1 Field Manual: Post-earthquake Safety Evaluation of Buildings

B. ATC-45 Safety Evaluation of Buildings after Windstorms and Floods

C. International Conference of Building Officials (ICBO) Disaster Mitigation Handbook

D. Clallam County Multi-Jurisdiction Hazard Assessment

EMERGENCY SUPPORT FUNCTION - FOUR
FIRE PROTECTION

PRIMARY AGENCIES: Clallam County Fire District #3 (CCFD3)

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

PURPOSE:
The purpose of ESF 4 is to provide for citywide coordination of fire prevention, suppression and control within Sequim. This ESF will also provide for the coordinated use of Fire Department resources in handling fires, that could result from a natural disaster. It addresses rescue operations, such as High Angle rope, Confined Space, trench rescue and vehicle extrication lasting less than a full operational period.

SCOPE:
This plan outlines broad objectives that will provide for the greatest protection of life and property that can be achieved with the resources available. Planning for every firefighting contingency is far beyond the scope of this ESF. This ESF does not address the mobilization of fire resources at regional or state levels. The Washington State Fire Services Resource Mobilization Plan (April 2020) provides detailed information on state and federal mobilization procedures.

POLICIES

1. Priority will be given to public and firefighter safety

2. NIMS /ICS are used to manage emergency and disaster operations

3. PENCOM is the designated public safety answering point (E 9-1-1 dispatch center) for the dispatch of fire mobilization resources.

4. Firefighting processes and procedures will align with those of the Pacific Northwest Wildfire Coordinating Group.

5. Fire service mutual aid will be exhausted or nearly exhausted prior to requesting regional or state fire mobilization resources or when requested by the fire department or incident commander.

6. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitations be clarified through proper official channels for efficient delivery of fire services prior to any disaster.

7. Coordination with and support of state and local fire suppression organizations is accomplished as defined in the state fire mobilization plan.

8. National support for local and state firefighting operations is coordinated through the National Interagency Coordinating Center (NICC) located at the National Interagency Fire Center (NIFC) is Boise, ID. This is coordinated among the State Fire Marshal or Washington State Emergency Operations Center (WAEOC) and the Joint Field Office (JFO).

SITUATION

A. Emergency/Disaster Hazards and Conditions

A wide range of fire situations exists in City of Sequim. There is potential for large commercial structure, wildland and wildland interface, hazardous materials, and shipboard fires as referenced in the Clallam County Hazard Analysis and Vulnerability Assessment (published separately). A conflagration could develop from natural or human caused situation(s) that will impact the response of fire resources in the City. Large scale or multiple simultaneous events could also impact the availability of fire resources. Available firefighting and mutual aid resources will be difficult to obtain and utilize due to disruption in communications, transportation, utilities and water systems.

B. Planning Assumptions

1. No guarantee of a perfect response system is expressed or implied by this ESF. Sequim and Clallam County Fire District 3 will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.

2. Fires can be the primary event or a consequence of an emergency or disaster such as an earthquake or a civil disturbance.

3. Fire service personnel are trained as first responders, EMT or paramedic and are primary first response for medical emergencies as well as fires.

4. Larger scale or multiple simultaneous incidents will impact the number of available fire and rescue resources, that may become scarce or damaged.

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 emergency location extremely difficult or impossible.

6. Some interface fires, fires caused by natural disasters, or fires resulting from civil disturbances will be of such a magnitude that all threatened structures cannot be saved. After evaluating the situation, incident command may decide to cease firefighting efforts on one building to save another when the benefit of saving one building is greater than that of another, when continued efforts would likely not affect the outcome, or firefighter safety concerns.

7. Damage to transportation infrastructure and to fire facilities may impact the ability of fire services to respond to the emergency or disaster.

8. Availability of fire service personnel may be limited due to injury, personal concerns / needs or limited access to work locations and assigned to initial first response for other emergencies.

CONCEPTS OF OPERATIONS

A. General

1. CCFD3 manages and coordinates firefighting, emergency medical services and rescue activities. During an incident, the individual incident commanders are responsible for conducting situation assessments as well as determining resource needs with the City ECC. When mutual aid and local resources are exhausted or nearly exhausted the provisions for regional and state fire mobilization applies or when requested by the incident commander.

2. Upon the occurrence of a disaster, such as an earthquake, the fire district is to make initial assessments of their personnel, apparatus, equipment and facilities and report the information to the fire coordinator in the City of Sequim ECC.

3. Fire service personnel unable to reach the normal work location will report to the nearest fire station for duty.

4. Fire service personnel may conduct "windshield surveys" when possible and report the information to the City of Sequim ECC.

5. Fire services may participate in flood control operations to include but not be limited to human and animal rescue, sand and sandbag distribution, and water removal as resources and staffing allow.

6. The fire on-scene incident commanders provide regular status reports to the City ECC.

7. State agencies such as Washington State Patrol and Department of Transportation support fire operations when the fire impacts state highways.

8. The emergency medical capabilities and responsibilities of county fire services are further covered in ESF-8. The hazardous materials capabilities and responsibilities of county fire services are covered in ESF-10. Fire service communications are covered in ESF-2.

B. Procedures

In an incident, CCFD3 standard operating procedures (SOP's) are implemented as are other plans and documents when necessary. The command function may be conducted in two ways. Single Command may be applied when there is no overlap of jurisdictional boundaries, or when a single Incident Commander is designated by agency with overall management responsibilities for the incident. When the incident is within one jurisdiction boundary, but more than one agency shares management responsibility, Unified Command should be implemented. If Unified Command is used, all agencies/City departments should contribute to command and build a consolidated action plan.

C. Mitigation Activities

1. Sequim in conjunction with CCFD3 will:

    a. Assess fire safety programs and assure their adequacy for business, industry, and local schools.

    b. Sequim, with the assistance of the Fire District, will assess current fire protection codes and determine if they are adequate and properly enforced.

    c. The Sequim and CCFD3 will assess and determine if fire protection methods and procedures are adequate and unilaterally understood.

    d. Both the City and the Fire District will identify standard operating procedures, polices, guides, and plans used by both agencies during an activation of the EOC/ACC.

    e. CCFD3 will review the current level of training of personnel and identify additional or refresher training requirements.

    f. Sequim and CCFD3 will determine if mutual aid agreements and memorandums of understanding are adequate and unilaterally understood.

    g. Present community safety programs.

h. Ensure that all new construction conforms to fire codes.

i. Assess the communications capabilities and determine if additional communications and assets are needed.

D. Preparedness Activities

1. Sequim and CCFD3 and support agencies will:

a. Develop and maintain Standard Operating Procedures/Guidelines and other plans and procedures necessary for primary and support agencies to operate efficiently.

b. Develop and maintain notification lists that include emergency contact information.

c. Develop and maintain equipment lists.

d. Maintain and update personnel and equipment certifications.

e. Obtain detailed maps of Sequim and surrounding jurisdictions.

f. Obtain mutual aid agreements and memorandums of understanding with support agencies, ancillary or contract support services, and resources.

g. Provide guidance on state and federal regulations regarding fire issues.\

h. Provide assistance among all primary and support agencies to ensure the development of procedures and checklists.

i. Develop and conduct awareness training and exercise programs for personnel.

j. Ensure communications networks for personnel and communicate with the City's ECC in an emergency or disaster.

k. Train with other emergency response agencies on the Incident Command System.

l. Participate in periodic exercises of the comprehensive emergency management plan.

m. Establish a consistent method of receiving and sending situation reports to the CCEOC during an incident.

n. Meet with representatives from each emergency support function to establish a reliable method for obtaining an emergency first response to any incident.

o. Discuss among all primary and support agencies how fire resources will be allocated in an emergency.

E. Response Activities

1. Provide for an emergency first response to incidents that threaten lives or property.

2. Task personnel to accomplish fire suppression, emergency medical services (EMS) and rescue responsibilities.

3. Establish on-going radio communications between Sequim ECC and the emergency site.

4. Assist in the activation and staffing of the City ECC

5. Provide response to hazardous materials occurrences.

6. Assist in road clearing, if necessary, when responding to an incident.

7. Assess scope, magnitude, extent and potential duration of incident.

8. Record response activities taken.

9. Make notification required by standard operating procedures.

10. If available to do so, coordinate with law enforcement and evacuation functions to provide assistance in evacuations.

11. Identifying all personnel and resource requirements to perform assigned missions that are in excess of the support agencies' capabilities.

12. Support operations through requests and coordination of resources unavailable through mutual aid.

13. 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 ECC

2. Provide regular status reports and information regarding operational and resource needs to the City ECC

3. Coordinate the documentation and reporting of incident–related expenditures to the City ECC or County EOC if the City ECC is not activated.

4. Create after-action reports and lessons learned reports; forward to City and County Emergency Management.

RESPONSIBILITIES

Manage and support firefighting activities, emergency medical services (EMS), and rescue activities

RESOURCE REQUIREMENTS

1. Primary and support departments provide the required personnel, facilities and equipment to support activities in this ESF.

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

FURTHER MATERIALS FOR REFERENCE

Olympic Regional Fire Defense Plan.

Department of Natural Resources Mobilization Guide.

Puget Sound Interagency Communications Center Mobilization Guide.

Washington State Fire Services Resource Mobilization Plan

Clallam County Wildfire Protection Plan

EMERGENCY SUPPORT FUNCTION - FIVE
EMERGENCY MANAGEMENT

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: Clallam County Fire District #3
Clallam County Emergency Management
Washington Emergency Management Division
Peninsula Communications 9-1-1 Center (PENCOM)
Sequim Information Technology Department
Sequim Police Department
Sequim Public Works Department
Sequim City Council
Amateur Radio Emergency Service Operators (ARES)

INTRODUCTION

A. Purpose
Provide guidance ensuring Sequim is prepared to handle and respond to an emergency or disaster.

B. Scope
To establish practices and procedures to ensure overall preparedness for the City. Sequim Emergency Management will follow the concepts of ICS under NIIMS and coordinate training of City staff on roles and responsibilities and then communicate mitigation and preparedness strategies to the general community. Affects all departments/agencies involved in emergency operations. To ensure that all information is coordinated and correct so that effective planning is done.

POLICIES

A. City employees and staff will be trained on emergency preparedness and mitigation strategies. Specific staff will be trained on activation and operational procedures to support the ECC.

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

SITUATION

A. Emergency/Disaster Hazards and Conditions

See Sequim Basic CEMP for a Situation Overview.

B. Planning Assumptions

1. Information coordination will be limited at the onset of an incident and information received may be vague or inaccurate. Information gathering occurs at the Department level or in the field and is compiled by ECC in order to evaluate and determine validity.

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

3. The ECC will be used as the point of contact for information coordination.

4. All Departments are required to support this ESF as necessary. Essential employees are aware of their duties and responsibilities.

5. Information collected provides a basis for:

   a. Development and revision of ECC operational objectives.

   b. Briefing of ECC staff, policy staff and elected officials.

   c. Development of Incident Action Plans and 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.

CONCEPTS OF OPERATIONS

A. General

Sequim supports mitigation activities to eliminate or reduce incident damages and to coordinate recovery efforts. Preparedness, response, and recovery are also supported. Efforts by the City include coordination and management of the City ECC, training of City employees and the development of plans focused on mitigation, response, and recovery.

B. Organization

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

2. Sequim Emergency Management will maintain a facility (ECC) to serve as a point of contact for information coordination and collection. The primary ECC is located at 190 W. Cedar. The alternate is located at the Guy Cole Conference Center, Carrie Blake Park, 202 N Blake Ave, Sequim.

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

C. Procedures

1. Upon needing information analysis and planning, the Sequim ECC will be activated by Sequim Emergency Management. A request to activate the ECC for information coordination can come from any command level officer of fire or law enforcement. In addition, the city's legislative authority can request information coordination activation. Representatives from all Departments will report to the ECC as needed to assist in incident response and recovery.

2. The Incident Commander or designee will ensure that information coordination is established by, but not limited to:

   a. Opening the ECC, per departmental procedures and call-out lists.

   b. Obtaining necessary equipment, such as fax machines, additional phone lines, etc. (Most of the equipment needed is already in place, however the size of the incident could overwhelm available resources.)

   c. Coordinate with the ARES coordinator to activate the amateur radio group for communication support.

3. Departments and support agencies will coordinate information gathering with the ECC to ensure situational awareness and a common operating picture throughout the City. This will be done by periodic situation reports that should include:

   a. Time and date of report.

   b. Person making report and call back number, etc.

   c. Description of what is happening (damages, injuries, etc.)

   d. The area where it is taking place.

4. Essential Information (See Essential Elements of Information in the CEMP Basic plan) may also include;

   a. Number of injured or deceased.

   b. Shelters.

   c. Status of donations.

D. Mitigation Activities

1. Sequim Emergency Management will endeavor to keep the ECC in a state of readiness. Sequim Emergency Management will:

   a. Keep emergency communications systems in a state of readiness.

   b. Provide necessary phone communications.

   d. Maintain the redundancy of the communications systems.

   c. Provide data back-up for all necessary information.

   e. Ensure the readiness of back-up power generation.

2. All support agencies will:

   a. Ensure that their communications equipment/systems are kept in a state of readiness.

   b. Ensure that capabilities to record, process and communicate information is kept in a state of readiness.

3. Participate in Clallam County Hazard Mitigation planning, updates, and reviews.

E. Preparedness Activities

1. Sequim Emergency Management:

   a. Develop and maintain liaison with support department/agencies to ensure readiness.

   b. Develop and maintain the process for information coordination during an emergency or disaster.

   c. Develop reporting formats and systems, and coordinate damage assessment reporting procedures.

d. Coordinate community and educational outreach programs for preparedness that also provide mitigation strategies and after-incident actions.

e. Recommend mutual aid agreements as well as ordinances, resolutions, rules and regulations for adoption by the City Council that may improve incident preparedness, response, mitigation, and resiliency.

f. Manage and maintain the ECC.

F. Response Activities

1. Sequim Emergency Management

a. Notify Clallam County of any activation or demobilization of the ECC.

b. Notify all appropriate Departments and personnel of ECC activation.

d. Coordinate and prepare periodic situation reports for local officials and county and/or state emergency management to; create situational awareness and a common operating picture, coordinate information and manage resources.

e. Prepare local proclamation for the City Council and forward it to the county and/or state emergency management.

e. Utilize WebEOC to collect situational awareness information and to order resources.

2. Support Agencies

a. Collect information from their field representatives and provide that information to the ECC.

b. Keep ECC appraised of their resource needs.

c. Make requests of field representatives for special information.

G. Recovery Activities

1. Sequim Emergency Management: Provide information and guidance to all city departments regarding reporting, documentation and retention of pertinent event or incident information and supporting data.

a. Continue to prepare situation reports, as necessary.

b. Continue to gather information, as necessary

c. Coordinate damage assessment and other information during the recovery phase for state and/or federal use.

d. Prepare the proclamation by the City Council terminating the proclamation of emergency.

2. Support Agencies

a. Continue to provide information to emergency management.

b. Review and revise reporting procedures and formats.

c. Assist in collecting damage assessment information and coordinate activities with emergency management.

RESPONSIBILITIES

A. Primary Agency

1. Sequim Emergency Management

a. Report on the situation, operational readiness, and resources required to the necessary departments and external agencies.

b. Ensure appropriate reports are generated and forwarded to the County, State, and federal agencies as required.

RESOURCE REQUIREMENTS

A. City of Sequim CEMP.

B. Clallam County multi-jurisdictional Hazard Mitigation plan.

EMERGENCY SUPPORT FUNCTION - SIX
MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES: Clallam County Emergency Management
Sequim Emergency Management

SUPPORT AGENCY: Clallam County Sheriff's Office
American Red Cross – Olympic Peninsula Chapter (ARC-OPC)
Clallam County Health and Human Services (CCHHS)
Clallam County Fire District 3
Peninsula Behavioral Health
Olympic Medical Center

INTRODUCTION

A. Purpose
Coordinate the delivery of mass care, emergency assistance, housing, and human services when local response and recovery needs exceed their capabilities.

B. Scope
Ensure a coordinated effort between government and community service organizations to provide mass care, emergency assistance, housing, and human services support to affected people during and after a disaster.

C. Limitations
Presently, Sequim and the surrounding county can provide limited emergency mass care and shelter support to meet the immediate needs of victims by maximizing use of public and private buildings as temporary housing, bulk distribution of emergency items, feeding or medical facilities. There is an extreme likelihood of transportation infrastructure failure (road closures, mud slides, felled trees, bridges out, etc.).

POLICIES

A. All appropriate governmental and volunteer agency resources will be used as available. Duplication of effort and benefits will be reduced to the extent possible.

B. All services will be provided without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

C. Mass care involves complex operations requiring coordination and collaboration among a wide range of organizations, timely decisions by local officials and coordinated implementation among local government agencies and volunteer groups.

D. Mass care and shelter services will be provided without regard to economic or marital status, gender, racial, ethnic or other affiliation.

E. Local jurisdictions will utilize their own resources for mass care wherever possible. Mutual aid may be requested when resources are in imminent danger of being exhausted. Requests will begin with CCEM and continue to state and federal aid as required.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Several different hazards exist that could cause the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Those conditions are not limited to wildfire, earthquakes, floods, tsunamis, severe weather, landslides, power outages, or hazardous material emergencies.

B. Planning Assumptions

1. Local and county governments, in coordination with volunteer organizations may provide shelter, feeding, bulk distribution, emergency first aid, and disaster welfare information to victims.
2. Emergency situations may result in the loss of housing, utilities, water supply, wastewater and solid waste disposal services creating potential health hazards.

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

4. CCEM has identified points of refuge sites to house local populations needing temporary shelter. See County 2022 CEMP ESF 6. If needed, CCEM will coordinate with Washington State Emergency Management Division for needed shelter resources that exceed the American Red Cross capabilities.

CONCEPTS OF OPERATIONS

A. General

1. CCEM has established a Disaster Response plan that ECC will utilize.

    a. Sequim Emergency Management will identify shelter sites, obtain written agreements and assist volunteer staff training by ARC.

b. Establish a communication system between shelters, ECC and the EOC.

c. Establish a crisis counseling system with other social and mental health services.

2. Information concerning the shelter program, including activated public shelter locations, will be disseminated as directed by Sequim Emergency Management or the designated PIO.

3. Clallam County Emergency Management will coordinate mass care response with ECC since additional shelters would likely include those located within the county.

4. CCEM may coordinate resources and emergency assistance in support of local and county governments, volunteer organizations, and the private sector to augment their mass care response activities as requested for mass evacuation, facilitated reunification, household pets and service animals and general, specified, medical, and nonconventional shelters.

5. CCEM will coordinate with Functional Assessment Service Teams, Community Disability Service agencies, Community Emergency Response Teams and Clallam Ready (formerly Map Your Neighborhood) Teams in providing support services to populations that are vulnerable during an impactful event in which they are seeking shelter services.

B. Organization

1. Clallam County Emergency Management will work with ECC to assist in the coordination and liaison with local government and the public in instituting mass care and shelter activities for the public.

2. Local jurisdictions are responsible for contacting organizations to see if they are willing to provide mass care services.

3. Local volunteer organizations such as CERT and Clallam Ready would be available to assist in mass care operations.

C. Procedures

Sheltering and mass care will follow ARC's written procedures. No shelter facility will be opened if it is suspected that structural integrity of the facility may be

compromised. When appropriate, such shelters will not be opened until they have been surveyed by an assigned, trained building inspector.

D. Mitigation Activities

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

E. Preparedness Activities

1. The CCEM and ECC will:

a. Identify usable facilities for emergency shelters and mass care.

b. Maintain a list of available shelters.

c. Recruit and train volunteers for shelter and mass care operations.

d. Develop a liaison with other community service organizations for providing mass care to the public.

e. Coordinate with ARC-OPC in shelter and mass care issues. Ensure consistency between the Clallam County CEMP, Sequim CEMP and ARC-OPC disaster plans.

f. Identify and deliver programs that educate the population on alternative sheltering plans in Clallam County (i.e. with friends, associates, utilizing Community Points of Distribution, and training in self-sufficiency to be able to shelter in place at home).

F. Recovery Activities

1. Support Agencies:

   a. Coordinate behavioral and mental health services.

   b. Provide necessary support services, as per American Red Cross national policies.

2. Primary Agencies:

   a. Perform disaster impact assessments.

   b. Coordinate with FEMA and State Emergency Management for any programs that are made available.

   c. Coordinate with FEMA and Washington State Emergency Operation Center for any program available to support community needs for long-term disaster housing considerations.

RESPONSIBILITIES

A. ARC is responsible for providing written procedures for shelter operations and will provide training. ARC may designate a shelter coordinator to:

1. Identify suitable community facilities and follow the guidelines of the ARC Disaster Response plan.

2. Maintain a list of resources and capabilities available.

3. Work with CCEM to develop a county-wide shelter management plan, staffing assignments and the provision of support training.

4. Document costs for reimbursement and auditing purposes.

5. Evaluate and review procedures to ensure operational readiness.

6. Document displaced individuals at shelters.

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

8. An ARC representative may be assigned as liaison in the Clallam County Emergency Operations Center to work at tracking and reporting the needs and services offered to the community.

B. CCEM, as the lead agency, is responsible for implementing the shelter program and to:

1. Ensure inventories of available Points of Refuge and their related capabilities are current.

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

3. Coordinate communications between the shelters and the CCEOC with assistance from amateur radio operators.

RESOURCE REQUIREMENTS

Requirements as noted in Clallam County CEMP.

ESSENTIAL SUPPORT FUNCTION – SIX

ATTACHMENT A – ACCESS FUNCTIONAL NEEDS

PURPOSE:

To fully integrate people with disabilities into emergency planning and readiness. To coordinate, with sufficient consideration, the provision of mass care, shelter and individual assistance for people with special needs.

SCOPE:

To assist Access Functional Needs community members in planning for and surviving disasters that could occur and affect their welfare.

SITUATION

Access and Functional Needs is a term that encompasses and replaces such terms as "special needs", "vulnerable", "high risk" and similar terms. People with access and functional needs are those who may have additional needs before, during or after an incident in functional areas including but not limited to:

1. Maintaining independence
2. Communication
3. Transportation
4. Supervision
5. Medical Care

Individuals in need of additional response assistance may include people who have disabilities, who live in an institutionalized setting, 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.

Of concern is the need to effectively communicate with limited English proficiency (LEP) community members, and to appreciate the cultural "frames" people of diverse racial and ethnic background's view and respond to emergencies. Accommodating those with physical disabilities, the chemically dependent, mentally ill, frail and elderly also must be considered in emergency planning.

CONCEPT OF OPERATIONS

The American Red Cross is congressionally mandated to provide emergency mass care services to populations affected by natural and technological disaster, including those individuals having special needs.

Sequim will seek assistance from human service agencies to ensure that those with special needs receive sheltering assistance.

Provision for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis, appropriate to the circumstances.

CCEM and Sequim Emergency Management will coordinate with organizations that provide outreach to at risk populations - the elderly, people with disabilities and/or those who do not speak English or where English is their second language, to identify ways to meet their needs during an emergency.

ORGANIZATION AND RESPONSIBILITIES

When available and feasible, Sequim will utilize registered Emergency Workers such as CERT and other volunteers to assist with checking on vulnerable populations during an emergency event.

The ECC will serve as a coordinator with human service organizations and County, State and Federal agencies for sheltering and recovery as appropriate.

CCEM, in consultation with ARC, acts as the lead agency for emergency sheltering and provides assistance with Special Needs Shelter Operations for vulnerable/medically fragile populations, as available.

Sequim is committed to making emergency information and services available to people with disabilities, to the best of their abilities.

EMERGENCY SUPPORT FUNCTION - SEVEN
LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: City Council
Sequim Public Works Department
Clallam County Emergency Management
Amateur Radio Emergency Services (ARES)
American Red Cross-Olympic Peninsula Chapter (ARC-OPC)

INTRODUCTION

A. Purpose

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

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

B. Scope

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

The City works with CCEM on volunteer management to include spontaneous volunteers and pre-registered emergency workers.

POLICIES

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

SITUATION

A. Emergency/Disaster Hazards and Conditions

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

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

1. State Route 101 including bridges

2. Sequim City Hall

3. Sequim Police Department

4. Clallam County Fire District #3

5. Domestic water system

6. Power distribution facilities (PUD)

B. Planning Assumptions

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

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

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

4. Requests for, and utilization of, outside resources will often become necessary in a large-scale emergency or disaster situation. WebEOC will be utilized when accessible for resource ordering with the Washington State Emergency Operations Center.

5. Requests for and utilization of outside resources will often become necessary in a larger scale emergency or disaster situation.

CONCEPTS OF OPERATIONS

A. General

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

2. In a large-scale multi-agency response, coordination will be through CCEM and FEMA.

3. In an emergency operation, each responding entity will be responsible for conserving and controlling its own resources.

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

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

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

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

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

9. Donated goods/money will be coordinated by the Clallam County community service organizations.

10. Clallam County ARES organization will assist with communications for the coordination of resources, as appropriate.

B. Organization

Sequim Emergency Management:

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

2. Requests for additional outside equipment or other assistance will be a coordinated effort. Requests for emergency resources should be communicated to

CCEM or CCEOC, if activated. The Incident Commander or designee will act as resource coordinators.

3. Incoming resources should be staged as determined on a case-by-case basis, depending upon the situation.

4. CCEM has overall responsibility for the coordination and allocation of existing and requested resources. A resource inventory list will be kept current by CCEM.

C. Procedures

The management of local resources not regulated by federal or state law is the responsibility of local government. The city council is empowered to invoke controls on resources and establish resource allocation priorities during a state of emergency. Even though the city council has the power to invoke controls during an emergency, continued operations of a free-market economy and existing distribution systems should be utilized to the maximum extent.

D. Mitigation Activities

All Agencies:

1. Ensure that resources are kept in working order.

2. Ensure resources are provided with protection from damage to the extent feasible.

E. Preparedness Activities

Sequim Emergency Management:

1. Develop and coordinate with CCEM to maintain a current resource inventory list.

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

All Department/Agencies

1. Develop Procedures for resource support.

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

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

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

F. Response Activities

Sequim Emergency Management

1. Activate ECC.

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

3. Establish communications to organize resource support.

City Council

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

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

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

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

5. Perform all responsibilities as required by RCW.

Public Works Department

1. Ensure coordination with the ECC or other appropriate locations.

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

ARES Operators

1.Provide communication support for the ECC

ARC-OPC

1. Activate their disaster plan.

G. Recovery Activities

Sequim Emergency Management

1. Obtain and coordinate damage assessments and any associated follow-up.

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

City Council

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

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

ARC-OPC

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

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

Public Works Department

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

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

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

RESPONSIBILITIES

A. Primary Agency – Sequim Emergency Management

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

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

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

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

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

2. Provide updates of resources to Emergency Management.

RESOURCE REQUIREMENTS

WebEOC is a required resource ordering tool when requests for resources are processed through the Washington State Emergency Operations Center.

EMERGENCY SUPPORT FUNCTION - EIGHT
PUBLIC HEALTH AND EMERGENCY MEDICAL SERVICES

PRIMARY AGENCIES:

Clallam County Health & Human Services
Clallam County Health Officer
Clallam County Coroner

SUPPORT AGENCIES:

Clallam County Environmental Health
Clallam County Emergency Management
Red Cross - ARC-OPC
Sequim Emergency Management
Clallam County Fire District #3
Peninsula Behavioral Health (PBH)
Clallam County Critical Incident Stress Management Team (CCCISM)

INTRODUCTION

A. Purpose

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

B. Scope

Provides the concepts that the Public Health, Emergency Medical, Behavioral/Mental Health, and Mortuary services will function under. Applies to all agencies performing Health and Emergency Medical functions. Support for these responsibilities can be categorized as follows:

1. Assessment of health and medical needs
2. Medical care personnel
3. Health and medical equipment and supplies
4. Patient evacuation
5. Worker health and safety
6. Public Health information

7. Potable water, wastewater, and solid waste disposal

POLICIES

Emergency Medical response to emergencies or disasters will follow accepted protocols of the responding agencies. Any coordinated health and medical response will be managed at the County EOC with the Sequim ECC providing coordination assistance.

SITUATION

A. Emergency/Disaster Hazards and Conditions

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

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

B. Planning Assumptions

1. Local emergency medical resources will become overwhelmed in a large event. Additional medical capabilities will be needed to supplement and assist the Fire Department to triage, treat, and transport casualties.

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

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

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

CONCEPT OF OPERATIONS

A. General

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

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

3. Olympic Medical Center (OMC) is the area's trauma center. The Northwest Region EMS Protocols and the Emergency Medical Program Director's County Operating Procedures are the emergency medical services (EMS) standard of care in Clallam County.

4. Sequim Emergency Management, working in conjunction with CCEM, will coordinate counseling activities for emergency workers and disaster victims. This may include the use of the local crisis incident stress team and Peninsula Behavioral Health (PBH).

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

6. The Clallam County Department of Health and Human Services (in conjunction with the Environmental Health Division) has responsibility for situations dealing with communicable diseases and all other issues dealing with public health. This includes the control of communicable disease outbreaks, monitoring of drinking water systems, maintenance of food safety practices, issuance of health advisories and other disease prevention measures necessary during a disaster.

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

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

B. Organization:

Most agencies are independent; however, all agencies coordinate issues together. They set standards for coordinated response to an emergency or disaster by response Emergency Medical organizations and hospitals. The concepts of response follow ICS.

C. Procedures:

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

D. Mitigation Activities:

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

E. Preparedness Activities:

1. The local and regional Emergency Medical Services Council:

    a. Ensure the current training and certification program for EMS field personnel is within the guidelines of accepted protocols.

    b. Ensure the appropriate training for mass causality response is carried out.

    c. Ensure that appropriate EMS agencies develop and maintain Procedures.

    d. Develop and maintain a current inventory listing of all EMS related equipment and coordinate this information with emergency management.

2. Clallam County Health Officer:

    a. Develop and maintain liaison with local funeral directors.

    b. Establish sites that can be used as temporary morgues for mass casualties.

    c. Develop and maintain Procedures for actions to take in the case of a mass casualty episode.

    d. Develop and maintain procedures dealing with response to disasters for protection of the public health.

    e. Ensure appropriate personnel are trained to respond to public health emergencies.

3. Clallam County Fire District #3:

   a. Develop procedures for response to emergencies such as the on-scene Emergency Medical command, utilizing ICS. This includes how crews will be alerted to respond to a disaster.

   b. Coordinate with the Emergency Medical program director regarding operations and training requirements for certification.

   c. Inventory equipment, communications capabilities and other resources and provide that to Clallam County emergency management.

   c. Ensure that all personnel have at least a current First Responder first aid certification.

   e. Hold periodic mass causality drills and exercises.

4. Olympic Medical Center and Forks Community Hospital:

   a. Develop and maintain a disaster and mass causality plan for the hospital and ensure that staff are appropriately trained in individual responsibilities.

   b. Participate in drills and exercises dealing with mass casualty scenarios.

5. Sequim Emergency Management

   a. Develop and maintain the CEMP for response to disasters.

   b. Work with CCEM to sponsor mass causality drills and exercises.

   c. Assist in public preparedness education.

6. Peninsula Behavioral Health (PBH)

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

7. Critical Incident Stress Management Team of Clallam County:

   a. Develop procedures and provide certified peer support to emergency responders in order to build and maintain resilience and assist in the management of critical incident stress that is a normal component of the job.

F. Response Activities

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

a. Document expenditures for all disaster or emergency related obligations for auditing and reimbursement purposes.

b. Document all actions taken and reason for those actions being taken.

c. Coordinate vital statistics, public information and technical assistance.

c. Provide resources and specialized support functions as agreed upon or provided for in mutual assistance agreements.

d. Alert staff (by agency procedure) and brief them of the situation.

e. Review plans and procedures and ensure personnel are informed of existing or revised procedures.

f. Conduct emergency operations.

h. Coordinate needs for augmentation of resources with CCEM.

In addition to the above, the following agencies have additional actions.

2. Olympic Medical Center

a. Designated as the trauma center for the Clallam County area.

b. Coordinate Mass Casualty incidents with field EMS personnel.

d. Locate and assign overflow facilities.

c. Coordinate the movement of patients to other facilities, when necessary.

e. Provide patient care, to include mental health issues.

4. Fire Departments

a. Follow ICS on all responses to emergencies or disasters.

b. Provide field EMS resources.

d. Request additional field EMS resources, (mass casualty plan).

e. Coordinate the transport of ill or injured persons with OMC.

5. Emergency Management

a. Coordinate resource requests and obtain additional resources from county, state, and other sources.

c. Coordinate information between agencies.

c. Request critical incident stress teams.

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

a. Respond when requested by incident command staff.

b. Monitor conditions that may influence public health.

d. Perform field sampling and testing.

c. Warn command staff of potential health threats to responders.

e. Issue health advisories to the public, as appropriate.

7. Sequim Emergency Management

a. Establish mass care operations when requested by Incident Commander.

b. Establish mass care following the Red Cross Disaster plan

G. Recovery Activities

Support recovery activities consistent with their department's mission and capabilities. Create after-action and Lessons Learned reports.

RESPONSIBILITIES

A. Primary Agency

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

B. Support Agencies

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

EMERGENCY SUPPORT FUNCTION - NINE
SEARCH & RESCUE

PRIMARY AGENCY: Sequim Police Department

SUPPORT AGENCIES: Clallam Fire District 3
Sequim Emergency Management
Clallam County Emergency Mngt
Clallam County Sheriff
Community Emergency Response Teams
Amateur Radio Emergency Services (ARES)
U.S. Coast Guard
Olympic National Park

INTRODUCTION

A. Purpose

To provide for the effective utilization of Search and Rescue resources and provide for the control and coordination of various types of search and rescue operations involving persons in distress, resulting from an emergency, disaster or catastrophic event.

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, that references the National Search and Rescue Plan, along with other documents.

Sequim Police Department (SPD) is the lead for land-based search and rescue operations within the city limits. SPD will coordinate with other agencies such as the Clallam County Sheriff's Office (CCSO), as needed for larger operations that require additional resources. SPD or CCSO may call on trained SAR volunteers to conduct mass search operations.

Clallam Fire District 3 (CCFD3) is lead for Urban Search and Rescue (USAR) operations, that consist of specialized rescue in partially collapsed structures as well as extraction from vehicles, water, confined space, trench and high angle environments. CCFD3 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.

Air search and rescue is defined by RCW Chapter 47.68 and WAC Chapter 468.200.

POLICIES

A. Land 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, are coordinated with Clallam County Emergency Management.

B. Air SAR for missing or downed civil aircraft is the responsibility of Department of Transportation (WSDOT) and appropriate Federal agencies (Chapter 47.68 RCW) and WAC (Chapter 468.200).

C. 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 and Unified Command will be used for multi-agency/multi-jurisdiction SAR operations.

D. Sequim and Clallam Fire District 3 adheres to State law (Section 38.52.010 [7] RCW) to encompass both wilderness and disaster Search and Rescue (SAR), that 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, incapacitated or 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 are used. Nothing in this section will affect appropriate activity by the Department of Transportation under chapter 47.68 RCW.

SITUATION

A. Emergency/Disaster Hazards and Conditions

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

B. Planning Assumptions

1. No guarantee of a perfect response system is expressed or implied by this ESF. Sequim 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. Roads providing access to SAR points may be obstructed or impassable.

5. Fires, landslides, flooding and hazardous materials releases will compound problems.

6. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.

7. The effects of earthquakes, aftershocks, secondary and cascading events, and other disasters will threaten survivors and search and rescue personnel.

CONCEPTS OF OPERATIONS

A. General

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

2. SAR operations will normally be controlled from a field command post location (ECC/CCEOC).

3. Responders may face different hardships or hindrances after a disaster because of extensive damage to infrastructure, environmental issues, downed power lines, unstable foundations, and exposure to various hazardous chemicals or blood-borne pathogens. Large-scale SAR may utilize the ECC or CCEOC for coordination of resources.

4. In the event of a SAR emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene. Control of all emergency search and rescue functions will remain the responsibility of the SPD. SPD also participates in Project Lifesaver and uses their specialized equipment and training to bring registered participants home who suffer from a cognitive condition.

5. The United States Coast Guard directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).

6. The United States Air Force directs search operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or things of national significance, or aircraft of international origin and management of resource for inland SAR missions.

7. Upon notification of a SAR emergency, Sequim Emergency Management may request that CCEM advise the state Division of Emergency Management of any SAR mission that utilizes volunteers and request a mission number. This

extends liability coverage to participating registered personnel and equipment. The Sheriff's office may also request the mission number.

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

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

B. Organization

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

2. Clallam County Fire District #3 is the lead agency for urban search and rescue operations and will conduct rescue operations commensurate with the availability of equipment and trained personnel.

C. Procedures

1. The ESF-9 Coordinator is responsible for SAR resources and operations within the City.

2. Coordination with all supporting and other appropriate departments, agencies, and organizations will be performed to ensure continual operational readiness.

3. Applicable plans for appropriate use of personnel and equipment tasked for SAR missions will be activated upon initial coordination of rescue mission. SPD will contact CCEM for Washington State Emergency Management for a State Mission Number

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.

D. Mitigation Activities

1. Provide ongoing public education through CERT and other volunteer organizations.

2. Maintain SAR procedures.

E. Preparedness Activities

1. Appoint a coordinator of SAR operations.

2. Establish systems to coordinate requests for SAR resources.

3. Develop and maintain procedures for response to SAR operations.

4. Assist in the organization of SAR units.

5. Develop, coordinate and maintain a training program for personnel and volunteers for SAR operations.

F. Response Activities

1. Initiate, coordinate, and direct land search and rescue operations within Sequim, except those operations.

2. SPD will request urban search and rescue assistance through CCFD3.

3. Request land search and rescue resource assistance through mutual aid agreements.

4. Establish ICS for SAR operations.

G. 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 ECC.

RESPONSIBILITIES

General

All primary and supporting ESF agencies must have established disaster related policies, systems, and procedures for:

1. Personnel accountability, safety, lines of authority and succession

2. Providing logistical support to their personnel and equipment

3. Facility/infrastructure damage assessment, reporting, repair and restoration.

4. Continuity of Operations to maintain essential services

5. Direct land rescue operations.

6. Ensure staff are adequately trained to handle SAR operations.

7. Establish mutual aid agreements and other plans for the sharing of resources during a SAR operation.

RESOURCE REQUIREMENTS

Sequim 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 CCEOC through ECC.

EMERGENCY SUPPORT FUNCTION - TEN
HAZARDOUS MATERIALS

PRIMARY AGENCY: Washington State Patrol

SUPPORT AGENCIES: Washington State Department of Ecology
Clallam County Fire District 3
Sequim Police Department
Sequim Emergency Management
Sequim Public Works
Clallam County Emergency Management

911 Dispatch Center (PENCOM)
Clallam County Health Department
Mutual Aid Agencies

Washington State Department of Ecology
Washington State Department of Transportation
Federal Agencies, if required

INTRODUCTION

A. Purpose

The Purpose of this ESF (ESF-10) is to designate Sequim responsibilities for managing and minimizing exposure to an emergent or potential hazardous materials incident, oil spill or other unanticipated release or spill.

B. Scope

Provides for the coordination and definition of functions performed by responders to an actual or potential release of hazardous material.

Agencies responding to hazardous materials releases have their own internal procedures. This ESF does not supersede those procedures; instead, it is designed to support the coordination of the efforts of the various agencies responding to the same incident.

POLICIES

A. Management of a hazardous materials incident will follow ICS.

B. The Washington State Patrol (WSP) will be the incident command authority for all hazardous materials incident occurring anywhere in Clallam County, including within the

boundaries of Sequim. The Oil Spill & Hazardous Materials Response Plan (HAZMAT plan), see County CEMP ESF #10 annex, refers to all events in Clallam County.

C. All actions taken at a Hazardous Materials Incident will be defensive in nature. 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 and will be within the capabilities of the personnel on scene. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC's). It is the responsibility of each LECP to develop comprehensive Hazardous Materials Response Plan.

D. 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.

SITUATION

A. Incident Conditions and Hazards

1. The volume and distribution of hazardous materials in a community determines the likelihood of an event. Transportation routes pose a major threat because of the volume and variety of Hazardous materials being transported over them.

2. The threat presented by hazardous materials incidents is often to both the public health and safety and the environment. While most hazardous materials incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste release. It is important to access the characteristics of the hazard, acquire the necessary resources and develop a site–specific emergency response plan, from a defensive position.

B. Planning Assumptions

1. A Hazardous materials incident may develop slowly or occur without warning. It may also occur as the result of a secondary hazard, such as earthquakes, fires or floods.

2. Actual or threatened releases of hazardous materials, oil spills, and other releases often require an immediate response from a defensive position.

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

The length of time available the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

Vulnerable and special needs population may require assistance to evacuate during an emergency.

Protective actions that may be necessary for the public in the affected area may include sheltering in place; evacuation; protection of animals; water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity/urgency of the situation, characteristics of the area, population involved, and weather and road conditions.

CONCEPTS OF OPERATIONS

A. General

1. The concepts of operations for Hazardous Material Incidents will follow the principles set forth in the Clallam County Local Emergency Planning Committee (LEPC) Hazardous Materials Response Plan (2022).

2. A hazardous materials incident includes but is not limited to the following conditions:

    a. Any release of hazardous material that poses or has the potential to pose a threat to public health, safety or the environment.

    b. Any condition that has the potential to become a release that will pose a threat to public health, safety or the environment.

Response to a Hazardous Materials incident may be defensive or non-intervention based on the nature of the release.

Responding departments will perform only to the level trained and equipped.

Primary consideration will be protection of the life, environment, and property.

The priority of the incident commander will be to identify the release product and determine the appropriate protective actions to protect life, environment, and property.

All responders will assist with the identification of the party responsible for the hazardous materials incident through the collection and reporting of relevant information related to their response activities.

Medical facilities within Clallam and Jefferson Counties are limited in the capability to receive contaminated patients:

a. Decontamination operations should be conducted on-site in accordance with the response agencies established procedures and capabilities to preclude contamination of EMS personnel/vehicles and subsequent contamination of medical personnel/facilities.

b. When contaminated victims must be transported to a medical facility the IC or their designated representative must contact the receiving medical center so that they may initiate preparations to set up decontamination stations and ensure staff/facility safety.

B. Procedures

1. When an incident occurs, CCFD3 will initiate ICS until Sequim PD and WSP arrive on scene. All jurisdictions will go into unified command and use the incident Command System to manage the incident.

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) to include cleanup costs and reimbursement.

3. Upon notification of a Hazardous Materials Incident, Clallam County Emergency Management will obtain a State Mission number to extend liability coverage to registered local volunteers and equipment responding in a specialized or general support capacity if the incident commander requests such assistance.

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

5. Command of a Haz-Mat incident will be initially from a field command post location until the incident stabilizes. The ECC may be activated to assist with on-scene operations, making notifications and responding to requests for resources.

   The State Department of Ecology is responsible for 24-hour environmental pollution prevention, preparedness and response within the State of Washington. They are the pre-designated State agency for incidents that occur on 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.

   The State Department of Ecology acts as the lead agency for spill abatement, response, containment and cleanup efforts to waters of the State. Refer to the 2018 Northwest Area Contingency Plan (NWACP). The NWACP is a joint agreement between the U.S. Coast Guard, U.S. EPA and the State of Washington.

C. Procedures

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

1. Establish an isolation area and move all people out of that area.

2. Establish perimeter control / area security.

2. Establish and identify command post and staging locations. Establish ICS.

3. Take measures to protect the public and the safety of responders.

4. Call for necessary help from mutual aid jurisdictions, State Department of Ecology.

5. Ensure that public health departments are advised and incorporated into the command system.

6. Monitor the progression of the incident.

7. Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.

D. Mitigation Activities

1. 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.

E. Preparedness Activities

1. Manage and enforce City Codes relating to the storage, use and handling of hazardous materials to lessen the impact of a hazardous materials incident.

2. All agencies should ensure that all personnel that have the potential of responding to a Haz-Mat incident have the appropriate level of training. Evaluate first responders for adequacy of training programs.

3. Work with the CCEM to conduct a hazardous materials exercise on an annual basis.

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

5. Assist the public and private sector in coordinating plans and procedures that meets Washington Industrial Safety and Health Administration (WISHA) regulations.

F. Response Activities

The response and recovery resources available to Sequim come from federal, state and local partners, public and private stakeholders and non-governmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs) and contracts or through emergent contracting in accordance with Revised Code of Washington (RCW) 38.52.070.

Act as Incident Command for oil or hazardous material spill, except where another party has already been designated.

Make emergency notifications

Determine source and course of the incident

Identify the responsible party for a hazardous material, oil spill, or release incident.

Ensure that source control, containment, cleanup, and disposal are accomplished.

Assist in monitoring and ensuring the safety of first responders and the public.

Initiate enforcement actions, as appropriate.

Coordinate spill response with other local, State, tribal and Federal agencies, using Unified Command.

Establish a Joint Information Center (JIC) with involved agencies and the responsible party to provide current and accurate information to the community.

Notify the appropriate agencies of the potential injury to fish, shellfish, habitat or other wildlife

G. Recovery Activities

Coordinate decontamination and clean-up activities for all responding personnel.

Support Community recovery activities

Contribute to the compiling of After-Action and Lessons Learned reports.

Develop and implement mitigation strategies.

RESPONSIBILITIES

a. Coordinate the response and recovery efforts to hazardous materials incidents.

b. Develop Hazardous materials standard operating guidelines.

RESOURCE REQUIREMENTS

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

Safe, effective and coordinated response to a hazardous materials incident requires spill knowledge and training.

EMERGENCY SUPPORT FUNCTION - ELEVEN
AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCIES: Clallam County Emergency Management (CCEM)
Sequim Emergency Management

SUPPORT AGENCIES: Clallam County Health and Human Services
Sequim City Council
Sequim Food Bank
Sequim Department of Community Development

INTRODUCTION

A. Purpose:

To provide for the distribution of food, water, and donated goods to displaced individuals, city residents, or emergency workers in the event of a disaster or long-term recovery period.

Maintain awareness regarding natural, cultural, and historic resources, what potential disaster impacts and how to mitigate damage and preserve such resources. See Clallam County CEMP ESF 11-4.

Guidelines for a rapid response to Animal Health Events that impact the health, safety and welfare of humans and animals rest with CCEM with City of Sequim representation. See Clallam County CEMP ESF 11-2 and 11-5.

B. Scope:

Applies to all agencies that perform food and water distribution for the public.

County CEMP ESF 11-2 intends to address all animal rescue and sheltering needs throughout Clallam County during a major emergency, or disaster, including opening of alternative animal shelters in Clallam County.

POLICIES

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

Sequim will coordinate with community, humanitarian, and social services organizations including Clallam County Health and Human Services as appropriate.

The City will coordinate with the County and State for the protection of natural, cultural, and historical resources prior to, during and/or after an incident.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Several types of hazard conditions could affect the safety, delivery and adequacy of food and water to the public.

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

A large-scale event could affect natural, cultural, and historical resources.

B. Planning Assumptions

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

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

3. The following are considered infrastructure most vital to the resource capabilities of the eastern Clallam County area:

    a. City of Sequim

    b. City of Port Angeles

    c. Clallam PUD water services

CONCEPT OF OPERATIONS

A. General

1. CCEM will develop and maintain a list of food and water resources and will develop agreements with these resources, as appropriate. This will be maintained in the Clallam County Comprehensive Emergency Management Plan. Support agencies will support Clallam County by providing guidance and training on food and water resource distribution.

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

3. As appropriate, the City Council may secure food and water resources by purchasing them.

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

B. Organization

1. The CCEM will follow their internal disaster plan and coordinate activities.

2. Primary and supporting organizations in Clallam County will coordinate efforts to carry out the provision of ESF 11. When resources with the county are in imminent danger of exhaustion, the County will request mutual aid or WAEMD support to supplement local capability.

C. Procedures

Clallam County has been designated to receive enough food and water during disasters and catastrophic events to supply Community Points of Distribution (CPOD) sites. Clallam County is following the protocols, processes, and logistical system set out by the Washington State Emergency Logistics Program to determine appropriate CPOD sites and train volunteers to staff CPOD operations in Clallam County. The existing procedures of the human services organizations for distributing food will be followed and coordinated through CCEOC, ECC and the Sequim Food Bank

Donated goods may overwhelm our community during a disaster. Logistics will develop a plan to coordinate donated goods. The Public Information Officer will coordinate and provide information regarding Donated goods.

D. Mitigation Activities

1. Primary Organizations

a. Ensure that local disaster kits with first aid supplies and three-day potable water and food supplies will be available at locations deemed essential.

b. Train staff and public on the importance of sheltering in place, stressing the “Camping in Your House” and “30 Days on Your Own” preparedness programs.

E. Preparedness Activities

1. Clallam County Emergency Management

a. Maintain inventory list of available food inventories and suitable CPOD sites.

b. Develop and maintain contacts with local food distributors and agreements to provide assistance during a disaster situation.

c. Develop an inventory of suitable sites for feeding centers.

2. Support Agencies

a. Develop and maintain procedures for the support for distribution of food and water, including policies for rationing.

b. Develop relationships with primary agencies, including liaison positions.

F. Response Activities

1. Primary Organization

Respond to emergencies or disasters following organizational guidelines and procedures.

2. Support Agencies:

Respond to emergencies or disasters following organizational guidelines and procedures.

G. Recovery Activities

1. Primary Organizations

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

2. Support Agencies

Coordinate food and water distribution with primary agencies.

RESPONSIBILITIES

A. Primary Organizations

1. Coordinate food allocations.

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

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

4. Act as emergency food coordinators and:

   a. Are responsible for determining the location where food can be stored.

   b. Coordinate personnel for the distribution of food to the public.

   c. Are responsible for the management of the food distribution activities.

   d. Coordinate food distribution with other community service groups.

5. Purchase food stocks, within their fiscal capabilities.

B. Support Organizations – City Council

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

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

C. Support Organizations - CCEM

1. Coordinate resource information and needs between agenciesProvide coordinated information from all involved agencies for reporting purposes to the City Council.

.EMERGENCY SUPPORT FUNCTION - TWELVE
ENERGY

PRIMARY AGENCY: City Council

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

INTRODUCTION

A. Purpose

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

B. Scope

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

POLICIES

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

The authorities will determine energy priorities during a disaster.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Most of the hazard conditions that are stated within the Basic Plan could affect this ESF. Particular attention should be given to those types of disasters that could have widespread effects, such as earthquakes, flooding or severe weather.

B. Planning Assumptions

1. The occurrence of a major disaster could destroy or damage portions of the county's energy and utility systems and disrupt petroleum supplies.

2. Widespread and possibly prolonged electric power failures could occur in a disaster.

3. The transportation, media and telecommunications infrastructures will be affected.

4. Delays in the production, refining, and delivery of petroleum-based products occur because of transportation infrastructure problems and loss of commercial power.

CONCEPTS OF OPERATIONS

A. General

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

1. Assessing fuel and electric power damage.

2. Energy supply and demand.

3. Identifying requirements to repair energy systems.

4. Coordinating closely with federal, state, and local jurisdiction officials to establish priorities to repair damaged energy systems.

5. Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.

6. Assessing the requirements for restoration.

B. Organization

1. The electric power within Sequim is distributed by the Public Utility District #1 of Clallam County (PUD), that receives hydroelectric power from

the Bonneville Power Administration. Many end users with high reliability needs (e.g., hospitals, public safety) have their own in-house generation sources.

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

A. Mitigation Activities

1. Primary agency
None

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

B. Preparedness Activities

1. Primary Agency

a. In conjunction with Emergency Management, develop programs for energy conservation, fuel allocations, curtailment data collection and analysis, and passes information on to public and private utilities.

b. Coordinates with local jurisdictions to develop reasonable supplemental energy utility resource plans.

2. Support Agency - Emergency Management

a. Maintains lists of public and private utilities including names, addresses, and telephone numbers of key officials.

b. Develops and maintains an inventory of energy, utility, and petroleum contacts and resources.

c. Provides other support to primary agencies, as requested.

3. Support Agency – Public Utility District #1 of Clallam County

a. Develops and maintains operating procedures for actions to take during an emergency or disaster.

b. Ensures personnel are trained in emergency operations

C. Response Activities

1. Primary Agency

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

2. Support Agency - Emergency Management

a. Coordinates public information concerning energy, utilities, and petroleum emergencies with the legislative authorities.

b. Provides liaison support between the utility districts and the legislative authorities.

c. Performs damage assessment estimates.

d. Coordinates information concerning energy, utility, and petroleum resource shortages between energy providers and the legislative authorities.

3. Support Agency – Public Utility District #1 of Clallam County

Respond as appropriate as described in their operating procedures.

D. Recovery Activities

1. Primary Agency

a. Determine priorities among users if an adequate utility supply is not available to meet all essential needs.

b. Make a request for assistance from Clallam County and the State.

c. Assist in the administration of energy allocation program in accordance with the Governor's emergency powers.

2. Support Agency - Emergency Management

a. Compile damage and operational capability reports.

b. Provide liaison between the utilities and legislative authorities.

3. Support Agency – Public Utility District #1 of Clallam County

   a. Provide damage and operational capability reports to Emergency Management, as appropriate.

   b. Follow in-house procedures for the repair and restoration of transmission lines, pipelines, etc. to return the service to normal.

RESPONSIBILITIES

A. Primary Agency

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

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

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

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

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

B. Support Agency - Emergency Management

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

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

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

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

2. Independent companies and political subdivisions that supply local energy or water resources will continue to operate to the best of their ability. Requests for

local support and resources will be coordinated through Sequim Emergency Management.

RESOURCE REQUIREMENTS

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

2. Inventory lists of fuel storage areas.

3. Necessary personnel and equipment to restore power to affected areas in a timely manner. See ESF#12-Energy/Personnel-Sub Element.

4. *National Response Framework*, ESF#12-Energy.

5. Clallam County Emergency Management.

6. Washington State Comprehensive Emergency Management Plan

EMERGENCY SUPPORT FUNCTION - THIRTEEN
PUBLIC SAFETY AND SECURITY

PRIMARY AGENCY: Sequim Police Department

SUPPORT AGENCIES: Sequim Emergency Management
Clallam County Sheriff's Office (CCSO)
Other local, state and federal Law Enforcement
Clallam County Emergency Management
Clallam County Fire District 3

INTRODUCTION

A. Purpose

To provide for effective coordination of law enforcement operations during emergencies or disaster situations.

B. Scope

The intent of this ESF is to outline the law enforcement procedures required to effectively respond to a city-wide emergency or disaster. Sequim Police are responsible for enforcement of laws, traffic control, investigation of crimes, and other public safety activities with the City. A large-scale incident or disaster could overwhelm the capability and resources of the City.

POLICIES

Coordination between Sequim Police Department and other law enforcement agencies is facilitated by the Washington mutual Aid Peace Officers Powers Act (RCW 10.93). The Police Department will, within the limits of their resources and authority, coordinate with other local, state and federal law enforcement organizations to support essential law enforcement operations.

Inside Sequim, law enforcement operations are the responsibility of the Police Chief. In the event additional resources are needed, they will be requested through the ECC or PenCom.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Any large-scale incident, natural or human caused, holds potential for causing disruption and the need for control and coordination by law enforcement to ensure the safety and security of our citizens.

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

B. Planning Assumptions

Local, Tribe, Washington State Patrol, US Coast Guard, and US Customs and Border Protection plan, exercise, and respond collaboratively under the direction of the Sequim Emergency Management and ECC on events in Sequim.

Local resources are to be exhausted prior to seeking assistance from the Clallam County Emergency Operations Center for the assistance of Clallam County Emergency Management.

CONCEPTS OF OPERATIONS

A. General

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

2. In an emergency beyond the capabilities of the local law enforcement agency, additional personnel will be provided locally through mutual assistance agreements.

3. The Clallam County Sheriff's Department will advise or assist within the city but may not supersede the authority of the Police Chief.

4. All emergency traffic regulations, particularly those involving roadblocks, re-routing, etc., will be closely coordinated with the head of the appropriate public works department i.e. Department of Transportation, County and City Road Supervisors or Engineers.

B. Procedures

1. Law enforcement response will be in accordance with the operational procedures and the Sequim Comprehensive Emergency Management Plan.
2. A Commander or designee of the Police Department will report to the City ECC, if activated, to coordinate law enforcement activities with other response functions.
3. Command and support staff will report to the Department's Operations center to provide overall policy development and management of police operations.

4. If it is apparent that a large-scale incident has occurred and normal communication channels are disrupted, off-duty personnel are instructed to contact their supervisor for instructions. If they cannot make contact, they are instructed to report to the Police Department or nearest City, County, or Fire District 3 facility to offer assistance and receive instructions.

C. Mitigation Activities

Primary Agency

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

Support Agencies

1. None

E. Preparedness Activities

Primary agency

1. Maintain procedures to recall off duty officers should an incident occur. Develop and maintain operational guidance for the effective use of its resources.

2. Ensure that all personnel within their jurisdiction including regulars, reserves or auxiliaries, are trained in emergency management procedures, particularly involving traffic control, evacuations, and search and rescue operations.

3. Participate in local emergency response exercises and training.

4. Coordinate and maintain liaison with local support agencies and state and federal law enforcement agencies.

Support agencies

1. Develop and maintain operational guidance for the effective use of its resources.

2. Ensure that all personnel within their jurisdiction including regulars, reserves or auxiliaries, are trained in emergency management procedures, particularly involving traffic control, evacuations, and search and rescue operations.

3. Participate in local emergency response exercises and training.

F. Response Activities

Primary agency and Support Agencies

1. Ensure that warnings are disseminated, utilizing PENCOM and all available emergency communication capabilities (Everbridge).

2. Conduct search and rescue operations.

3. When needed, law enforcement personnel providing emergency assistance will maintain their own autonomy, with their subsequent actions coordinated by the head of the requesting jurisdiction.

4. Documentation of expenditures for emergency/disaster related obligations. This is for reimbursement and auditing purposes.

5. Designation of a staff member to specifically plan for and assist families of on-duty officers.

6. Review plans and standard operating procedures and assure that all law enforcement personnel are informed of existing or revised procedures.

7. Provide senior level representation at the Sequim Emergency Coordination Center or mobile Command Post in multi-agency operations.

8. Coordinate needs for augmentation of forces with Sequim Emergency Management.

G. 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 ECC.

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 and Lessons Learned reports.

RESPONSIBILITIES

1. Responsible for the law enforcement services within the City as outlined in departmental guidance documents.

2. Keep and preserve the public peace and safety. Additional tasks include, but are not limited to:

    a. Law enforcement

    b. Emergency evacuations

    c. Search and rescue activities

    d. Enforcement of emergency orders designated by the City Council

    e. Emergency traffic control

    f. Security and perimeter control at incident scenes, shelters/staging areas in the City, and the ECC when needed

    g. Provide resources for warning and emergency information.

RESOURCE REQUIREMENTS

Resources requirements for this ESF are those that are needed to accomplish the task of Law Enforcement, i.e. vehicles, travel, etc. to their staff. External support agencies will provide commissioned officers, vehicles, and traffic control equipment, as requested.

ESSENTIAL SUPPORT FUNCTION –THIRTEEN

PUBLIC SAFETY AND SECURITY

APPENDIX ESF 13-A

EVACUATION AND MOVEMENT

PRIMARY AGENCIES: Sequim Police Department (SPD)

SUPPORT AGENCIES: Sequim City Council
Sequim Emergency Management
Sequim Public Works /Roads Department (CCPW/R) Clallam County Fire District #3 (CCFD#3)
Clallam County Emergency Management (CCEM)
Clallam Transit (CT)
Local, Tribe, State and Federal Law Enforcement agencies (LE)

INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts in safely evacuating the public from a threat to life and/or health.

B. Scope

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

C. Limitations

An emergency or disaster situation involving the Sequim could require the evacuation of a large number of people in or near a threatened or stricken area. However, the coordination of a major evacuation may be extremely difficult due to several local

conditions, including the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and means of transportation. This is especially true for those individuals who are at risk medically, the elderly, and the handicapped.

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

POLICIES

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

The Law Enforcement agency of an affected jurisdiction is operationally in charge of evacuations within their area of responsibility.

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

SITUATION

A. Emergency/Disaster Conditions and Hazards

Any disaster situation could cause the need for evacuation. Of particular concern to Sequim is from earthquake/tsunami, flooding or wildfire, that could cause the need for an immediate evacuation, with very little time to plan for the specific evacuation.

B. Planning Assumptions

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

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

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

4. Shelter operations are to have sufficient sanitation and cooking facilities, including food storage (cold and frozen storage if power is still intact) to maximize the use of available products.

CONCEPTS OF OPERATIONS

A. General

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

2. Sequim Emergency Management will coordinate with the Clallam County Emergency Operations Center for additional local, state or federal assistance, if required.

3. Operational priorities are to be established by the Police Chief, working with the other responding agency heads from the Sequim Emergency Coordination Center, or other established Command Center.

4. Levels have been established as follows:

   a. **Precautionary** – The public is advised by an alert notification system and/or local media and available means of a potential for an evacuation.

   b. **Level 1** – The public is advised by door-to-door method, enhanced telephone notification system, and media that an area has the potential of being evacuated and that all citizens within that area should be ready to evacuate immediately.

   c. **Level 2** - An area is being evacuated and the public is requested to leave that area immediately and there will be no further warnings.

5. Warning will be accomplished by all means available.

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

B. Organization

The responsibility of carrying out this ESF is Law Enforcement. Unified Command will be used in the decision-making process when dictated by the size of the event.

C. Procedures

Existing agency procedures for the operation of shelters, feeding and movement of the populous are to be followed.

D. Mitigation Activities

1. Primary Agencies

None

2. Support Agency – CCEM and ECC

Ensure that shelters are capable of handling an influx of evacuees.

E. Preparedness Activities

1. Primary Agencies

a. Develop and maintain evacuation procedures and ensure that personnel are trained in the implementation of these procedures.

b. Develop and maintain procedures to coordinate with human services organizations through the CCEM and ECC to address the opening of shelters and reception areas.

2. Support Agency – Local volunteer organizations

a. Develop and maintain procedures for handling displaced people from an evacuation.

b. Develop a volunteer family preparedness program.

c. Develop and maintain 24-hour contact/call-out procedures so that public safety can contact a representative.

3. Other Support Agencies

a. Develop and maintain procedures on their roles and responsibilities during an evacuation.

b. Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.

F. Response Activities

1. Primary Agencies – Sequim Police Department

a. Responsible for implementing and coordinating emergency evacuations. This is done in the event of a situation that immediately threatens an area and there is no time to obtain a proclamation from elected officials.

b. Responsible for determining when and how the public can re-enter the evacuated area(s).

c. Provides security for evacuated areas.

d. Document evacuation status and disseminate status to appropriate personnel, agencies and the public on a continual and timely basis.

2. Support Agency - Incident Commander

a. In the event an incident requires an emergency evacuation, such as a hazardous materials incident, flooding, fire, or any other localized incident, the incident commander has emergency authority to call for an emergency evacuation of a potentially affected area.

b. Alert CCEM and ECC as soon as possible for the opening of shelters.

c. Document justification for calling for an evacuation and advise the City Manager and City Council as soon as practical.

3. Support Agency – Sequim City Council

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

4. Support Agency - Emergency Management

a. Provide support to law enforcement, as appropriate.

b. Coordinate public information/instructions with local public safety agencies and the media.

c. Act as the point of contact for shelter opening, tracking of displaced people and other activities as appropriate.

5. Support Agencies – CCEM and ECC

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

6. Support Agencies – Sequim Public Works and WSDOT

a. Assist with request for additional personnel.

b. Provide traffic control signs, barricades, etc.

c. Assist in the determination of safe evacuations routes.

7. Support Agency – Clallam Transit and Private Transportation Agencies

a. Provide transportation (buses) for:

ii. Emergency shelters.

ii. Movement of citizens out of an affected area, as needed.

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

G. Recovery Activities

1. Primary Agencies

a. Evaluate the safety of an evacuated area prior to allowing citizens back in.

b. Provide a detailed summary of actions taken and cost relating to the evacuation.

2. Support Agencies

Perform recovery as outlined in departmental procedures.

RESPONSIBILITIES

Primary Agencies

Performing evacuations for the protection of the public and coordinating the provisions of this Emergency Support Function.

Support Agencies

Support the Primary Agencies' goals in the accomplishment of evacuation and movement.

RESOURCE REQUIREMENTS

1. Trained personnel.
2. Emergency shelters
3. Reception areas and tracking of displaced people.
4. Equipment to facilitate moving the populous, such as:
    a. Vehicles
    b. Barricades
    c. Communication equipment

EMERGENCY SUPPORT FUNCTION - FOURTEEN
LONG-TERM COMMUNITY RECOVERY

PRIMARY AGENCY: Sequim Emergency Management
Clallam County Emergency Management

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

INTRODUCTION

A. Purpose

The purpose of this ESF is to establish uniform policies and planned activities for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster.

B. Scope

This ESF addresses recovery planning, mitigation, and actions needed to stabilize or promote redevelopment of the whole community to move the community towards resumption of normal, or new normal activities. The recovery process defines capabilities necessary for the impacted communities to rebuild infrastructure systems, complete debris removal and demolition, rebuild or repair and support long term housing, resumption of economic development, distribution of potable water, food and critical goods, support the provisions of health systems and social and community services, and restore natural and cultural resources. Recovery and restoration actions following any emergency or disaster will be determined by the specific event.

POLICIES

A. Emergencies or Disasters

Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin with CCEM and ECC working to assemble data on the extent of damage. If warranted, the Director of Emergency Management may recommend to the City Council to make a Proclamation of Emergency to seek assistance from the Governor's office and the state. This proclamation is the first step to obtaining a Presidential Declaration of Disaster (federal assistance).

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

1. Sequim Emergency Management will coordinate the collection of post damage assessment information for both public facilities and individual damage assessments. This information will be forwarded to Clallam County Emergency Management per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (administered by the Federal Emergency Management Agency and other programs) for a determination of whether the city will be recommended for federal individual assistance, public assistance, or both.

2. Whenever Sequim qualifies for state and/or federal individual disaster assistance, individuals, families, and businesses will be referred to applicable state and federal programs, or to volunteer agencies.

3. When individuals, families, and businesses do not qualify for state or federal assistance, or whenever the Sequim declares a local emergency, that is not followed by a state or federal declaration, referrals to assisting non-governmental agencies, faith-based organizations, and social service organizations will be provided.

Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through state and federal programs, as available.

PLANNING ASSUMPTIONS

A. Any major emergency or disaster conditions and hazard could create a need for recovery and restoration.

B. An emergency or disaster that has occurred could be a situation that has caused significant damage and could cause our jurisdiction to need support and act upon the recommendations of the County, State and/or federal agencies.

C. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, shelter, fuel, clothing and transportation following a disaster event.

D. Disaster preparedness activities will provide best practices to individuals, businesses, and schools as the immediate basic needs will be the responsibility of the individual, business, and schools.

E. Needs not met by individual responsibility will be referred to established nongovernmental agencies, faith-based organizations and social service organizations.

F. Organizations or agencies, whether public or private, providing utility services prior to a disaster, will have and will implement plans to continue that service during recovery and restoration

CONCEPTS OF OPERATIONS

A. A unified coordinated effort is required for successful recovery. Sequim will work towards increased coordination efforts as central to efficient, effective and timely recovery. Coordination following any incident will allow recovery leaders to identify needs and priorities more effectively, reallocate existing resources, engage traditional and nontraditional whole community partners and identify other assistance.

1. Emergency Management will:

   a. Provide guidance to the City Council concerning issues of recovery and restoration.

   b. Determine the economic and environmental impact to Sequim.

   c. During the response phase, document damage throughout the city and county, evaluate community needs, and commence planning for recovery and restoration.

   d. Determine the measures for losses necessary to continue recovery.

   e. Assist in public information activities such as public announcements on recovery and restoration and instructions on applying for assistance programs.

   f. Provide liaison between the county, state or federal agencies dealing with recovery efforts.

2. Affected Departments/Agencies will:

   a. Coordinate recovery and restoration efforts with Emergency Management.

   b. Provide necessary staff to support local recovery and restoration efforts.

   c. Provide damage and cost assessments, as appropriate.

B. Organization

In the event of a catastrophic disaster, the City Council will be advised by the City Manager and City Attorney. The county's Comprehensive Emergency Management Plan identifies the County Administrator as an advisor, and the Treasurer, Auditor, and Assessor as appointed members to the Disaster Recovery Team regarding direct recovery and restoration efforts. Emergency Management will also have representatives on this ad hoc committee. In the event of the inability of any of these to participate, recovery and restoration efforts will be accomplished by a majority of those positions that are available to serve.

C. Procedures

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

2. Recovery and restoration tasks may include:

    a. Formation of a damage assessment task force.

    b. Priority of effort.

    c. Support requirements.

    d. Coordination requirements.

    e. Reporting requirements.

D. Mitigation Activities

1. Primary Agency

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

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

2. Support Agencies

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

E. Preparedness Activities

1. Primary Agency

a. Prepare recovery and restoration plan.

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

2. Support Agencies

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

F. Response Activities

1. Primary Agency

Initiates the documentation of disaster effects and other needed information for recovery and restoration

2. Support Agencies

a. Respond as stated in departmental guidelines.

b. Document disaster related events, including cost.

c. Coordinate with Emergency Management, as requested to ensure recovery and restoration efforts.

G. Recovery Activities

1. Primary Agency

a. Provide the EOC or other location for the coordination of recovery and restoration information.

b. Receive recovery and restoration information from all support agencies and reports on the information to the legislative authorities.

c. Provide liaison with state and federal agencies when dealing with recovery and restoration efforts.

2. Support Agencies

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

RESPONSIBILITIES

A. All Primary and Support Organizations:

1. Include recovery and restoration activities in organizational training and exercise programs. Crosstrain with other organizations in drills and exercises to evaluate recovery and restoration procedures.

2. Implement recovery and restoration procedures following an emergency, or disaster.

3. Provide the Public Information Officer with relevant information for distribution to the public.

4. Provide Liaison to work in the City of Sequim EOC, or at Area Command sites to work with state and federal assessors.

5. Support and assist other organizations with specific recovery and restoration needs as possible.

6. Coordinate with Olympic Peninsula Chapter of the American Red Cross to activate mass care facilities and individual assistance programs as needed and identified by American Red Cross staff, or upon request from Sequim EOC, or Area Commands.

7. Activate animal shelters as necessary.

B. Disaster Recovery Team:

1. Decide and direct the scope and timing of county involvement in collection, receipt and disposal of disaster related debris.

2. Recommend policy and provide directions on emergent issues not otherwise addressed or those for where there is disagreement or confusion regarding responsibility, scope, duration, coordination, or procedures.

C. Emergency Management:

1. Provide liaison to coordinate with private nongovernment agencies, faith-based organizations, and social service organizations and the business community to facilitate the provisions of recovery and restoration resources and services.

2. Arrange for establishment of a Disaster Recovery Assistance Center at the request of state or federal emergency management personnel.

3. Maintain files of disaster related recovery and restoration information provided during previous disasters.

4. Develop City of Sequim EOC procedures for coordinating recovery and restoration activities. Exercise and evaluate the effectiveness of these procedures.

5. Coordinate with the Public Information Officer on public information to be released on available services and assistance programs. Work with the PIO to coordinate content and distribution of recovery information with county, state and federal emergency management agencies.

6. Maintain a system of registering emergency workers for recovery and restoration activities.

7. Maintain a system for coordinating emergency volunteers, not otherwise qualified for registration as emergency workers for recovery and restoration activities.

8. Assist other organizations in identifying recovery and restoration activities and training opportunities.

9. Coordinate the Comprehensive Emergency Management Plan review after each activation to incorporate lessons learned.

REFERENCES

National Disaster Recovery Framework Washington State Emergency Management Disaster Assistance Guide for Local Government

EMERGENCY SUPPORT FUNCTION - FOURTEEN
LONG-TERM COMMUNITY RECOVERY

APPENDIX ESF 14-A

DAMAGE ASSESSMENT

PRIMARY AGENCY: Sequim Emergency Management

SUPPORT AGENCIES: City Council
Clallam County Fire District #3
Clallam County Emergency Mngt
Sequim Public Works
Department of Community Development
Clallam/Jefferson Chapter of the American Red Cross
Other department/agencies, as appropriate

INTRODUCTION

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

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

POLICIES

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

Other inspectors survey damages suffered by individuals and businesses if "Individual Assistance" is authorized. These activities are coordinated through a Disaster Field Office (DFO), if activated. Other damage assessment activities include "windshield surveys" of

affected areas. This assessment is a quick, cursory evaluation, usually accomplished by driving through the damaged areas.

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

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

SITUATION

A. Emergency/Disaster Conditions and Hazards

See Sequim Hazard Risk Assessments

B. Planning Assumptions

1. An emergency or disaster has occurred.

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

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

4. There may be a shortage of qualified damage assessment inspectors.

CONCEPT OF OPERATIONS

A. General

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

B. Organization

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

C. Procedures

1. Early Assessment Activity

Initial damage assessment information will come into the ECC where it is analyzed. If it appears that Sequim may meet the threshold for state/federal assistance, Emergency Management will coordinate with the county and/or state. This coordination will include a local proclamation of Emergency from the City Council and then a request for a PDA from the state. Based on the results of the PDA, the state will make recommendations to the Governor for further action.

2. Damage Verification

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

D. Mitigation Activities

Primary and Support Agencies will work together on Hazard Mitigation Plans.

E. Preparedness Activities

1. Primary Agency - Emergency Management

Prepare detailed administrative procedures to implement damage assessment programs.

Develop a list of critical facilities such as police departments, fire stations, hospitals, schools, power transmitters, water and wastewater treatment facilities, communication towers, emergency shelters, schools, government buildings, etc.

Maintain a registry qualified damages assessment emergency workers for ATC/20 (building evaluation for structural engineers and inspectors); FEMA 154 (rapid visual screening of buildings); and ATC/45 (safety manual for buildings).

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

a. Develop and maintain procedures to evaluate damage to real property.

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

3. All other Support Agencies

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

F. Response Activities

1. Primary Agency - Emergency Management

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

2. Support Agencies

Provide damage assessment information to Emergency Management.

G. Recovery Activities

1. Primary Agency - Emergency Management

a. Continue to collect damage assessment information.

b. Provide a method of public information to collect damage assessment information and to advise the public what information is being sent out from the state and federal governments.

c. Work with state and federal assessment teams while collecting information on Sequim.

2. Support Agencies

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

RESPONSIBILITIES

A. Primary Agency - Emergency Management

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

B. Support Agencies

Perform damage assessment tasks in support of this ESF.

RESOURCE REQUIREMENTS

A. Primary Agency - Emergency Management

1. Trained personnel
2. Facility/location where information can be coordinated.
3. Computer systems
4. Vehicles and fuel
5. Appropriate forms
6. Redundant communication systems and equipment
7. Appropriate post damage assessment forms and reference guides

B. Support Agencies

1. Trained personnel
2. Vehicles and fuel
3. Appropriate post damage assessment forms and reference guides

EMERGENCY SUPPORT FUNCTION - FIFTEEN
EXTERNAL AFFAIRS

ESF COORDINATOR

City of Sequim – Public Information Officer (PIO)

PRIMARY AGENCIES

Sequim Emergency Management
Clallam County Emergency Management (CCEM/Joint Information Center (JIC)

SUPPORT AGENCIES

PENCOM
Law Enforcement Agencies of Clallam County
Fire Agencies of Clallam County
City of Sequim Information Technology (IT)
Local Media outlets as defined in ESF #2

PURPOSE

Provides the structure to provide for accurate, coordinated, and timely dissemination of information, warnings and alerts to key officials, first responders, media, private business, impacted communities and the public.

SCOPE

To provide for coordination of information released to the news media and the public in times of crisis. These systems are multi-jurisdictional and multi-agency and affect all responding organizations.

ORGANIZATION

A. The Sequim Emergency Management (EM) Director (Police Chief) will be the lead.

B. The Sequim Public Information Officer (PIO) will coordinate public announcements.

RESPONSIBILITIES

A. Emergency Management is responsible for the rapid dissemination of warnings to key officials and the public on a 24-hour basis. Emergency Management will use the following:

1. IPAWS (Integrated Alert Public Warning System) - The primary IPAWS facility is

located in the Peninsula Communications 911 Center (PENCOM). The alternate IPAWS facility is located in the Clallam County EOC.

2. EMERGENCY ALERT SYSTEM (EAS): The EAS can be activated by designated local officials to broadcast official information to the public via local broadcast outlets. Each jurisdiction designates those officials authorized to activate EAS, as shown in the EAS Plan. In addition, the EAS is available specifically for

   Clallam County local events through radio stations KONP in Clallam County and KSQM in Sequim. Repeaters will allow emergency officers to announce warnings over these stations. The two stations are available for dissemination of warnings given on the EAS state and national levels.

3. CLALLAM ALERT SYSTEM: The Clallam Alert (Everbridge) can be activated by Clallam County Emergency Management to notify residents, responders, and businesses about risks to health and safety. Officials can send alerts about emergencies such as severe weather, floods, utility disruptions, or critical police activity. Emergency Alerts may be sent 24 hours a day based on severity. Residents can sign-up to receive information via phone, texting, and emails.

4. NOAA WEATHER RADIO: The National Oceanographic Atmospheric Administration (National Weather Service) issues weather alerts as needed.

B. PUBLIC INFORMATION OFFICER: The PIO will be the point of contact for the news media. Responsibilities of the PIO are:

1. Establish a joint information center (JIC) when appropriate.

2. Prepare information for release to the media and the public.

3. Obtain approval for all releases from the incident commander.

4. Coordinate all news media activities associated with the incident.

5. Coordinate the public information and rumor control process.

6. Monitor news media coverage of the incident.

7. Work closely with Emergency Management.

WARNING EMERGENCY RESPONSIBILITIES

A. Washington State Emergency Management Division:

1. Responsible for ensuring the receipt and dissemination of significant national and state warning information throughout the state.

2. Responsible for coordinating national, state, NOAA or other warnings via the National Alert Warning System (NAWAS).

B. Sequim Emergency Management:

1. Prepares and maintains local warning plans, procedures, and call lists.

2. Coordinates and helps to maintain communications capabilities that can be utilized for warning purposes.

3. Monitors Clallam County EOC who is the secondary NAWAS answering point.

4. Coordinates with area's primary EAS stations (KONP and KSQM radio) and ensures that the EAS plan is reviewed and updated.

5. Coordinates emergency public information.

C. The Peninsula Communications 911 Center (PENCOM):

1. Is the 24-hour point of contact for warning information for Clallam County and Sequim.

2. Is the NAWAS primary answering point.

3. Is responsible for disseminating warning information.

WARNING POLICIES AND OBJECTIVES

A. Statewide warning will be received by PENCOM. Upon receipt of warning PENCOM will distribute through established procedures.

B. In the event of any national, state, or local incident requiring warning dissemination, PENCOM will alert both CCEM and Sequim EM to include on duty personnel. The appropriate management personnel will activate the warning procedures, as necessary.

C. Warning to the public will be accomplished by all means available including the Emergency Alert System, National Weather Service Alert Weather radio system, Clallam

Alert, door to door, media, All Hazard Alert Broadcast Sirens, voice radio, or any other workable method.

EMERGENCY PUBLIC INFORMATION RESPONSIBILITIES

A. In the event of a major local, state or national disaster situation affecting Clallam County and Sequim, the EM will be responsible for the coordination, preparation, and dissemination of all emergency information through the PIO. Individual responding organizations or agencies, such as the American Red Cross, Salvation Army, etc., will speak for their own operations, as they choose. It is not the intent of the PIO to be a spokesperson for all agencies. The PIO's primary purpose is to coordinate information to ensure accurate information is being provided to the public and to monitor rumor control.

B. In a localized emergency that involves a multiple agency response to a specific incident, the PIO will be assigned to the Incident Command Team.

C. When the Sequim ECC is activated, the PIO will be assigned to coordinate information distribution. The Sequim ECC will coordinate information by acting as the information collection point.

D. Other emergency public information responsibilities include planning and coordination of procedures with the local media to ensure effective dissemination of emergency information and/or subsequent public instructions.

E. The PIO will participate in a joint information center as appropriate.

F. For each incident, the affected command agency will determine the media's official point of contact. The location of this point of contact will be relayed to all appropriate communications centers and the Sequim ECC. During a large-scale incident, the legislative authority will have the opportunity to determine the location of the media's point of contact. They may also allow that authority to remain with the incident commander.

G. All Agencies:

1. In a major emergency or disaster situation, the release of all emergency information to the public will be coordinated by the PIO. The Sequim ECC can act as a coordination point, as appropriate.

2. Information concerning localized incidents will be released through the EM Director, ECC, the PIO, or by the Incident Commander.

H. Media: In a major disaster, designated members of the media may be assigned public information responsibilities at the Sequim ECC or will function from a field location to provide real time emergency public information or instructions.

I. In an emergency, the EM Director, IC or PIO is responsible for:

1. Distribution of information regarding emergency preparedness activities, by all available means. (This should be a coordinated effort with ECC)

2. Coordination and dissemination of emergency information and authorized news release to the public.

3. Establishing liaison with neighboring counties and their PIO in regional disasters, to avoid information overlap. JIC will resolve this.

4. Coordinating incident information between different commands and/or incident locations when appropriate and disseminating information to the appropriate commands and incidents.

EMERGENCY PUBLIC INFORMATION POLICIES AND OBJECTIVES

A. Prior to or during a local emergency, EM will coordinate the dissemination of emergency information and subsequent instructions to the public through the PIO. Priorities for release to the public include:

1. Presidential Declaration and announcements by federal officials.

2. Gubernatorial Proclamations and announcements or other state official announcements.

3. Information concerning individuals and families or the effects of the emergency on the population and resources.

4. City government instructions or announcements.

B. All information released during an emergency will be coordinated through the EM via the PIO to minimize confusion.

C. The Emergency Alert System and all available local communications and warning systems will also be utilized for disseminating emergency public information.

JOINT INFORMATION CENTER

In large events, or when more than one jurisdiction is impacted by an emergency, a Joint Information Center (JIC) will be established to coordinate the release of information. The designated PIO's will equally and cooperatively staff and operate the JIC.

COOPERATION WITH THE JIC

Sequim's PIO will cooperate as a member of the JIC regarding the release of information involving the incident.

DISSEMINATION OF WARNINGS AND INFORMATION TO SPECIAL POPULATIONS

There are limited provisions for special dissemination of warnings and information to people who are language, hearing or visual impaired. CCEM has the capability to provide warning messages by voice, text and email.

DISASTER VICTIM INFORMATION SYSTEM

The disaster victim information system provides for central coordination of casualty lists and other victim information. The disaster victim information system is coordinated by the American Red Cross.

RUMOR CONTROL

Each department will appoint staff as needed to work in coordination with the JIC and other public information systems for rumor control.

ESSENTIAL SUPPORT FUNCTION – FIFTEEN

ATTACHMENT A – Limited English Proficiency (LEP)

PURPOSE:

To ensure sufficient resources are mobilized during emergencies or disasters to provide accurate, coordinated, and timely life safety information to impacted individuals with limited English proficiency (LEP).

SCOPE:

To assist Access Functional Needs community members in planning for and surviving disasters that could occur and affect their welfare. This plan is an attachment to support multiple Emergency Support Functions, to include:

a. ESF -2 Communications, Information and Warning Systems

b. EFS -6 Mass Care, Emergency Assistance, Housing and Human Services

c. ESF -8 Public Health and Emergency Medical Services

d. ESF -15 External Affairs

POLICIES

General

It is the policy to provide timely, meaningful access for LEP persons to all programs and activities. Personnel will provide free language assistance services to LEP individuals whom they encounter or whenever an LEP person requests language assistance services.

LEP Communications

Emergency managers will keep life safety information simple, clear, and brief to promote ease and accuracy of translation.

In an emergency or disaster, Emergency Management will communicate life safety information to multiple languages likely to be spoken by those that live or frequent this community.

ESF-2

ESF-2 coordinates effective communications and warning systems for use in a disaster. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the city may supplement existing warning systems. Supplemental measures, including, but not limited to the use of ADA compliant technology may augment standard communications methods.

ESF-6 & 8

Mass care, Housing and Human Services will be provided to the whole community as needed during emergencies and disasters. The whole community includes individuals with disabilities and others with access and functional needs, including Limited English Proficiency. Pursuant to Title VI of the Americans with Disabilities Act, the Civil Rights Act, the Fair Housing Act, and SSB 5046, all agencies and organizations providing mass care, housing or human services will comply with state and federal laws.

Public Health and Emergency Medical Services will communicate with the Whole Community as needed during emergency response and disaster recovery operations.

ESF 15

Sequim recognizes the importance of providing vital health and safety information to affected populations. The City will work to ensure that information provided to the community is consistent, accurate, complete and promptly delivered to affected populations and the general public, including those with alternate communication needs.

SITUATION

General

People with access and functional needs may not be able to access or understand conventional warning systems.

Planning Assumptions

1. All public information staff will endeavor to keep stakeholders adequately informed, including those with alternate communication needs.

2. Public messaging will include specific information as to what people with access and functional needs should do in an evacuation and/or sheltering situation.

3. Evacuating displaced and other populations may include those with limited English proficiency.

4. Preparedness, response, and recovery efforts must incorporate and address the unique needs and circumstances of vulnerable populations, including LEP individuals.

CONCEPT OF OPERATIONS

General

Emergencies and Disasters may vary in size and significance. Management of emergencies and disasters should take a Whole Community approach to decision making, resource management, coordination among health, human services, and medical service providers.

ESF-2

Provision of communication related activities will take into account LEP populations and be planned according to state and federal regulations and guidance. Public information, advisories, and warnings will be in a variety of formats and languages and made accessible to those with alternate communications needs.

ESF-6

Some members of our community may be more vulnerable during and after a disaster. ESF 6 Primary and Support agencies will work collaboratively with partners to:

1. Monitor disproportionate impacts to vulnerable populations.
2. Develop strategies and operations that ensure equal access to services.
3. Mitigate barriers that may prevent access.
4. Address communication, medical, mental health and other human service needs of the most vulnerable residents.
5. Plan for unaccompanied minors and adults requiring care/supervision.
6. Plan for access to reunification tools such as the Red Cross Safe and Well program.

ESF-15

Public information may need to be translated for LEP populations to include American Sign Language (ASL). Interpreters and translation services will be coordinated by the EOC utilizing available resources. If local resources are not available, requests can be submitted via CCEOC for state resources.