

PERSONNEL - SUB ELEMENT C.
[As required by WAC 118-30-060(2)(i)]

PURPOSE: To provide for the effective utilization and management of local or requested personnel resources.

OPERATIONAL CONCEPTS

A. Emergency Responsibilities.

1. Kittitas County Emergency Management is responsible for coordinating emergency personnel. This involves:
 - a. Identification and registration of available personnel resources as emergency workers. (RCW 38.52.310).
 - b. Utilizing temporary emergency workers by registering and classifying them as to ability and skills. This should be done on conjunction with the Red Cross volunteer resource capabilities.
 - c. Coordination of training requirements for emergency workers, as necessary
 - d. Calling out registered emergency workers.
 - e. When necessary, initiating requests for additional personnel assistance through the State Emergency Management
 - f. Processing emergency worker liability or other claims, if necessary (RCW 38.52.210).
2. In an actual emergency, Kittitas County, and city departments or agencies, private and volunteer organization are responsible for:
 - a. Administrative Functions - Documenting all emergency/disaster related expenditures and obligations for auditing and reimbursement purposes.
 - b. Support Functions - Providing personnel as agreed upon, contracted for, or designated in mutual aid agreements.

B. Policies and Objectives

1The Kittitas County Emergency Management Organization or applicable municipal organizations including county and municipal departments, state and federal agencies, local political subdivisions, volunteer and other their personnel, services and facilities will be utilized as the emergency management staff (RCW 38.52.110).

2. Locally organized and trained volunteer groups will provide the majority of specialized emergency personnel resources for areas such as Damage assessment, shelter operations, mass care and feeding, handling donated goods and the like. These groups include, but are not limited to:
 - a. Kittitas Valley chapter of the American Red Cross
 - b. Salvation Army
 - c. Local Church groups
 - d. Local school districts
 - e. Law enforcement reserve groups
 - f. Kittitas County Sheriff's Office Reserve Association
 3. Any additional personnel assistance will be coordinated through the State Emergency Management.
 4. Local personnel resources will be utilized on a first priority basis.
 5. Responding agencies shall notify Kittitas County Emergency Management of all requests for additional personnel.
3. The Base commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Assistance from the Yakima Training Center MAST unit may be made directly. Other requests are to be made through the State duty officer at EMD at Camp Murray.

The National Guard is available primarily after activation by the Governor's office. Local government must demonstrate that the need is indeed beyond local capability.

OPERATIONAL CONCEPTS

The EOC is the lead agency for the recruitment and allocation of additional personnel and may assist departments identifying employees who can be released to assist in the disaster. Additional employee needs may be met by hiring temporary extra-hire persons.

The EOC will manage the tracking and coordination of the employees who possibly will be required to work “out of class” during a disaster.

The Director of the EOC may designate a Human Resources Coordinator during EOC operations to coordinate personnel needs and act as a liaison between volunteer groups and employees .

Trained volunteers from organized SAR groups and CERT teams provide initial emergency man power for field operations. These organized and trained volunteers may be used as team leaders for untrained volunteers who would be assigned to them to perform specific tasks.

It is expected that during a disaster large numbers of local persons will volunteer to assist. Staging areas may be designated where persons will be able to register to assist.

RESPONSIBILITIES

Each individual department assigned a position in the Emergency Management organization will find a check list of the assigned department’s responsibilities in the following section. All departments other than the executive group shall be listed in this section, including such organizations as the American Red Cross, Salvation Army, KCSO and the Kittitas County Health Dept.

Each section is set up to include a checklist indicating the responsibilities of each department named. These responsibilities are not all inclusive and may change as the situation dictates. Not all items listed will need to be implemented, as each emergency situation will differ.

The department for which the incident most resemble the normal “day to day” operations will take the lead on developing, carrying out and updating their responsibilities as listed in the section. For example: the Police Department is normally responsible for traffic control within city limits. This responsibility would carry through as traffic control is needed during an evacuation.