

**KITTITAS COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN  
BASIC PLAN**

**INTRODUCTION**

**A. Mission**

The Kittitas County Emergency Management system is established to assist government in its responsibility to preserve lives, protect property and the environment, and to ensure public health in times of natural or technological disasters, and to take the actions necessary to mitigate the effects of such disasters to the extent possible.

This duty is served by adopting a system of emergency management programs, plans and procedures that define emergency strategies, recognize jurisdictional differences, identify resources, combine essential services, define the responsibilities of each participant, develop citizen self-sufficiency; provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community, and create an atmosphere of interagency coordination.

**B. Purpose**

This document is the disaster plan required by law and is the basis upon which an integrated system of emergency management is established for Kittitas County, and the cities of Cle Elum, Kittitas, Thorp, Vantage, South Cle Elum Roslyn, Ronald, Easton and Ellensburg in accordance with the requirements of Chapter 38.52 Revised Code of Washington.

**C. Scope**

This plan considers the emergencies and disasters likely to occur in Kittitas County as described in the 2004 Kittitas County Hazard Vulnerability Analysis (HVA) and provides:

1. A comprehensive framework for effective use of government, private sector and volunteer resources.
2. An outline of local government responsibilities in emergency management activities as described under RCW 38.52 and other applicable laws.

**D. Organization**

**EMERGENCY MANAGEMENT COUNCIL** (As established according to RCW 38.52.070): Is made up of the Board of Commissioners of Kittitas County and the mayors of Cle Elum, South Cle Elum, Kittitas, Roslyn and Ellensburg. The Emergency Management Council:

1. Establishes an overall emergency management policy.

All of the personnel, services and facilities of local government become part of the emergency management organization as needed in times of community crisis. Other governmental and quasi-governmental agencies may commit their resources under the coordination of this plan by means of cooperative agreements or as otherwise required.

Many private agencies and organizations have assumed emergency roles during disaster. By doing so they become a part of the emergency management organization according to this plan, and agree to coordinate their activities in the same manner as the local government agencies.

## **POLICIES**

### **A. Authorities**

This plan was developed, promulgated, and is maintained pursuant to the following local, state and federal statutes and regulations:

1. Inter-local agreement of Kittitas County Emergency Management.
2. Kittitas County resolution #\*\*\*\*\*
3. Washington State Emergency Services statute, Chapter 38.52 Revised Code of Washington, as amended.
4. Public Law 920, Federal Civil Defense Act of 1950, as amended.
5. Code of Federal Regulations, Title 44, Part 205
6. Public Law 93-288, Disaster Relief Act of 1988, as amended.
7. Contractual agreements between Kittitas County Emergency Management and the City of Ellensburg.

### **B. Assignment of Responsibilities**

**LOCAL GOVERNMENT RESPONSIBILITIES:** In carrying out the provisions of the emergency management program, the legislative authority of the political subdivisions of the state are responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (reference RCW 38.52.110). Details on the emergency responsibilities of each county or city department are located in the supporting plans of the respective jurisdictions.

**LEGISLATIVE AUTHORITY (BOARD OF COUNTY COMMISSIONERS/CITY COUNCIL / MAYORS)** Responsible for:

1. **EMERGENCY MANAGEMENT:** Participation in the emergency management program and provide overall direction in the development of emergency preparedness, response and recovery programs.
2. **PROCLAMATION OF EMERGENCY:** Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of

- emergency. In order to request state or federal assistance a proclamation of emergency must be made by the local legislative authority.
3. LOCAL GOVERNMENT RESOURCES: Ensure that all available local government resources are used to the maximum extent possible in responding to the needs of the community in a crisis.
  4. EMERGENCY EXPENDITURES: Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.
  5. PRIORITIZING EMERGENCY RESOURCES: Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.
  6. IMPRESSMENT OF CITIZENS: Command the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor.

In addition to the above responsibilities, the city of Ellensburg is responsible for:

1. Designating a City of Ellensburg emergency management official through the Ellensburg Fire Department, who will assist in the development and implementation of this plan and act as the liaison between the City of Ellensburg and Kittitas County Emergency Management.
2. Promulgation and enforcing the provision of the plan dealing with the City of Ellensburg.
3. Providing any other assistance contractually agreed upon.

**CHAIRMAN OF BOARD OF COUNTY COMMISSIONERS / CITY MAYORS:** Shall act for the legislative body as the single point of contact for emergency policy decisions and as otherwise empowered. Their primary duty is to act as the point of contact between jurisdictions at the policy level with regard to issues of joint interest.

**EMERGENCY MANAGEMENT DIRECTOR/SHERIFF:** Responsible for establishing and maintaining emergency response capabilities, including planning, staff training, development of incident facilities, dissemination and implementation of plans.

**INCIDENT COMMAND AGENCIES:** Responsible for providing trained incident managers and staff when required; responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities, at the incident.

**PARTICIPATING AGENCIES AND ORGANIZATIONS:** Responsible for providing staff as appropriate in time of emergency, participating in training and exercises, providing representatives to the incident management as a point of contact during emergencies, committing agency workers, equipment and resources to the cooperative effort.

### **C. Limitation**

No guarantee is expressed or implied by this plan of a perfect response system. The possibility of local resources becoming overwhelmed is a reality, the participating jurisdiction's can only endeavor to make a reasonable effort to respond based on the situation, information and resources available at the time of the disaster.

Not all emergency situations can be foreseen. The community emergency management system must be able to adapt rapidly to unique conditions. This may include multi-jurisdictional situations as well as simultaneous events. No attempt will be made in this document to specify all the possibilities and intricacies associated with disaster which might conceivably develop.

The disaster response and relief activities of government may be limited by:

1. Inability of the general citizenry to survive on their own for more than three days without additional supplies of water, food, shelter and medical supplies.
2. Lack of police, fire, emergency medical services and public works response due to damage to facilities, equipment and shortages of personnel.
3. The shortage of critical drugs and medicines at medical facilities.
4. The shortage of trained response personnel and equipment needed to handle a disaster
5. Damage to lifelines, such as roads, rail, utilities and communication networks.
6. Damage to response communication networks, telephone and/or overload of the 9-1-1 system.
7. The delay of arrival of outside assistance from either the state or federal level.
8. The limited number of public safety responders in a rural jurisdiction.
9. There is no guarantee of a perfect response system. Resources may be overwhelmed and response limited.

## **SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

The Kittitas County area is subject to a full range of natural and technological hazards (see Kittitas County Hazard Vulnerability Analysis, 2004) that could represent a serious threat to public safety, health, property and the environment. This plan is designed to help meet the unique needs of the impacted populous, whatever the nature and scope of the incident. This plan is developed in accordance with an "ALL HAZARDS" approach.

Because of the topographical nature of the Kittitas County area and limited response resources in some of the areas and the relative isolation from timely outside assistance, a comprehensive method of sharing resources and effectively combining local forces is necessary.

Geographical separation of the population centers requires developing plans and procedures that are sensitive to the unique needs of each community while retaining central coordination in order to ensure uniform county wide response and recovery, as appropriate.

### **B. Planning Assumptions**

Coordination between emergency response organizations is a daily reality. This interaction is based on the frequent and routine practice of those relationships.

Demand on emergency response agencies becomes much greater in times of crisis, and the prioritization of response to an emergency becomes critical. In addition, the resources of many of the supporting public and private organizations, that normally do not interact except in a crisis, need to be mobilized in a cooperative basis.

There are areas of Kittitas County that are geographically isolated, such as the canyons off of the Yakima River Valley and the Cle Elum River Valley. In the event of a wide spread disaster the community cannot rely on significant outside assistance. The primary response to disaster falls on local government and each individual citizen.

Citizens, businesses, government agencies, and industries will utilize their own resources and provide for themselves during the first three days of an emergency or disaster.

Emergency response organizations will be both the SOURCE and the FOCUS of authority and coordination point for problems.

Implementation of some portions of this plan may not require a proclamation of emergency. Initial response can be activated by the designated lead agency. However, in times of emergency with significant community impact, a proclamation of emergency is necessary in order to activate certain powers, to make an extraordinary commitment of local resources, or as a prerequisite to seeking state and federal disaster assistance.

Nothing in this plan is intended to diminish the emergency preparedness responsibilities of each participating jurisdiction. The first priority is to the needs of the citizens within its territorial limits; and each jurisdiction understands their right to attend to their own circumstance before committing resources to the cooperative disaster response. Participation in the mutual aid agreements are entirely voluntary.

A free market economy and existing distribution systems should be maintained as the primary means for continuing operations of the economic and private sector systems, however normal business procedures may require modification to provide essential resources and services.

Federal and state agencies will respond, when requested, according to their established plans and will incorporate into the local Incident Command System, as appropriate.

## **CONCEPTS OF OPERATIONS**

### **A. General**

Emergency Management in Kittitas County is conducted under the universally accepted four emergency management phases of mitigation, preparedness, response and recovery. Emergency preparedness is a constant and continuous process.

The comprehensive emergency management plan is designed to support the actions of local government agencies in their efforts to conduct the four phases of emergency management activities.

The Kittitas County Sheriff/Director of Emergency Management is responsible for the administration and overall coordination of the emergency management program for Kittitas County, its cities, and with contracted agencies.

**B. Emergency Management Concepts**

When a disaster is imminent or has occurred, participating jurisdictions/agencies operate under these basic guidelines:

1. Determine the scope of the situation; mobilize and commit initial emergency response resources as required by the nature of the emergency.
2. Establish incident command and assume coordination of local resources. Take action to protect lives, property and the environment.
3. Activate the appropriate segments of the emergency management organization.
4. Activate and staff Emergency Operations Center, Expanded Dispatch or Mobile E.O.C. as appropriate.
5. Establish liaison with adjacent jurisdictions, if appropriate.
6. Call for mutual aid resources, if needed.
7. Obtain proclamation of emergency if necessary to activate emergency powers. Suspend normal non-essential activities, and divert local resources to augment disaster response and recovery.
8. If disaster conditions appear likely to exceed local capabilities, request support from the state through State Emergency Management. A local proclamation of emergency will be necessary.
9. State Emergency Management will evaluate local resource commitment, and state resources may be authorized if available.
10. In the event that the capabilities of state government are exceeded, federal disaster assistance may be requested by the Governor. A disaster declaration by the President will be necessary in order to release certain federal aid.
11. Establish local policies and control mechanisms to restore equilibrium, minimize economic dislocation, stabilize prices, preserve existing institutions and organizations, re-establish community services.
12. Mobilize available local, state and federal resources to restore the community to its pre-disaster state to the fullest extent possible.

**C. Direction and Control**

**National Integrated Incident Management System (NIIMS):** The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. The authority of the incident commander is limited to those powers specifically granted by statute or derived from the plan. Emergency response and supporting agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.

**Incident Command Agency:** Designation of the incident command agency, and assumption of incident coordination, will follow statutory responsibilities when applicable. Designation of the incident commander is based on the following criteria:

1. Specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan.
2. Recognized expertise of official or agency personnel.
3. Assumption of responsibility by the official agency.

**Response for Levels of Incident Severity:** Planning and response actions will be based on the severity of the incident. Identification of plan conditions will provide for some activation to take place automatically, while retaining the necessary control over major commitment of resources at the legislative level. Response levels may be terminated or reduced at any time by the same authority.

1. **LEVEL 0:** Daily, routine emergency response. Disaster readiness is achieved by the maintenance of twenty-four hour coverage by local emergency services agencies operating on internal procedures.
2. **LEVEL 1:** Unusual occurrences which can be dealt with using existing local resources without outside help (or minimal mutual aid assistance), and which are short term in nature and limited in scope. Incident command is routinely established in the event that the situation expands unexpectedly. A command post will be established, the concept of expanding dispatch can be used or the EOC can be activated Level 1 as a resource coordination center, as appropriate.
3. **LEVEL 2:** Situations which are larger in scope and require the use of mutual aid resource, or special procedures for dealing with the emergency. Single jurisdiction/multi-agency events where broader applications of ICS protocols are required to ensure coordination. A command post will be established if site specific, and the EOC may be activated as appropriate.
4. **LEVEL 3:** Broad scope community emergencies with long term impact representing a significant threat to life, property and/or the environment; requiring a substantial commitment of personnel, equipment and facilities; requiring considerable outside help. Multi-jurisdictional / multi-agency events which require unified command in order to ensure effective coordination. EOC should be activated to coordinate resources and information.

5. LEVEL 4: Are recovery activities. These activities include long-term reconstruction of public facilities, detailed damage assessment (joint local/state/federal teams), debris clearance, establishment of disaster assistance centers, and community restoration projects.

**Implementation of the Plan:**

1. LEVEL 1: The appropriate incident command agency, or the first incident command agency representative on scene, may activate Plan Level 1 protocols under the following guidelines:
  - a. The incident falls within a specific category for activation of unusual occurrence protocols at Plan Level 1 in accordance with the plan.
  - b. The incident is of such nature and scope as to appear to require unique direction and control protocols in order to ensure effective multi-agency coordination.
2. LEVEL 2: The Sheriff/Director of Emergency Management or Chief Law Enforcement officer of the impacted jurisdiction may order activation of Plan Level 2 protocols under the following guidelines:
  - a. The incident falls within a specific category for activation of the provisions of this plan at Plan Level 2.
  - b. The incident has occurred, or appears to be imminent based on the best information available, which is of such nature and scope as to require an extraordinary commitment of local emergency response and recovery resources in order to meet actual or potential community needs.
  - c. The resources activated at Plan Level 1 appear to be inadequate, and acceleration of response is necessary in order to meet emergency needs.
3. LEVEL 3: The legislative body of each jurisdiction impacted by the disaster (Board of County Commissioners / Mayors / City Councils) may activate this plan by proclamation of emergency under the following guidelines:
  - a. An incident has occurred, or is clearly imminent based on the best information available, which is a significant threat to life, property or environment, and when such event is of such nature and scope as to exceed the ability of local government to respond effectively to the needs of the community without the imposition of emergency powers.
  - b. The emergency response and recovery resources activated at Plan Level 2 appear to be inadequate and acceleration of response is necessary in order to meet emergency needs.

4. LEVEL 4: The legislative body, with the recommendation of either the Incident Commander, Sheriff/Director of Emergency Management or Chief Law Enforcement Officer may terminate the response phase (Level 1, Level 2 or Level 3) and move into a disaster recovery mode when appropriate.

#### D. Emergency Operations Facilities

**Mobile Command Post (MCP):** Incident command can be facilitated by the use of a Mobile Command Post. The MCP can be used for site-specific direction and control of incidents or it can be used as an alternate EOC, as appropriate. The Mobile Command Post is maintained by Kittitas County Emergency Management and has public safety communications capabilities. The MCP has the ability to be self sufficient and is equipped with power generation.

The MCP can function as a back up 9-1-1 center. In the event of an incident that forces the evacuation of the Kittitas County 9-1-1 Center, the MCP can be moved to the General Telephone building and 9-1-1 phone lines can be moved into the MCP from that location.

**Expanded Dispatch:** In the event an incident requires additional resource coordination, but does not warrant an EOC opening, dispatch can be expanded by use of emergency management staff, working with the 9-1-1 Communications Center. With the close proximity of the EOC to the Kittitas County 9-1-1 Center (KITCOM), the EOC facilities can assist the 9-1-1 Center during this phase.

**Emergency Operations Center (EOC):** The EOC is utilized in large scale incidents for coordination of resources; incident information coordination and as a point of contact for legislative authorities. Public safety agencies will make available a command level personnel for staffing of the EOC and all other agencies and departments will make personnel available to the EOC, as appropriate.

The Kittitas County EOC is located in the KITTCOM Facility.

**Staffing Responsibility:** Each participating agency will identify and a train personnel in incident command positions as identified in the plan, as appropriate.

#### E. Mitigation Activities

1. County and City Agencies should develop a mitigation plan to establish interim and long-term actions to eliminate hazards, or to reduce the effects of those hazards that cannot be eliminated.

2. As a minimum, mitigation should consider the following strategies:
  - a. Remove or eliminate the hazard.
  - b. Reduce or limit the amount or size of the hazard.
  - c. Segregate the hazard from that which is to be protected.
  - d. Reduce the likelihood of a hazard occurring.
  - e. Establish hazard warning and communication procedures.
  - f. Conduct training and education, plan testing exercises, and plan maintenance.

#### **F. Preparedness Activities**

1. Agencies should develop and implement actions to be taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event a disaster occurs.
2. Lines of authority should be identified and documents for the continuity of government, should be protected. Internal agency individuals and departments, and external agencies with responsibilities during assessment and mitigation, preparedness, response, and recovery phases should be identified and documented.

#### **G. Response Activities**

1. Agencies should establish response strategies and actions to be taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property, and enhance the effectiveness in disaster recovery and business resumption.
2. Agencies should establish the following response procedures for:
  - a. Processing emergency call information.
  - b. Activation of disaster management plan.
  - c. Notification of personnel who have disaster management duties.
  - d. Mobilization or demobilization of services.
  - e. Continuity of government.
3. Communications procedures, including data and voice, in support of disaster management should be established.
4. Procedures to disseminate and respond to requests for pre-disaster, disaster, and post-disaster information involving employees, responders, the public, and the media should be established.
5. Procedures to authorize, initiate and accomplish evacuation or sheltering in place should be established.

6. Agencies should establish procedures for:
  - a. Control of access to the area affected by the disaster.
  - b. Identification of personnel engaged in incident activities.
  - c. Accountability of personnel engaged in the incident.

#### **H. Recovery Activities**

1. Agencies should establish disaster recovery and business resumption strategies and activities to return vital life support systems to minimum operating standards and long-term activity designed to return life and business operations to normal levels.
2. Agencies should identify recovery task and responsibilities in order to achieve short and long term goals and objectives. Agencies should include, but not limited to, the following recovery tasks and responsibilities into their disaster management plan:
  - a. Organization and staffing for continuity of government.
  - b. Essential records recovery and restoration.
  - c. Resource procurement.
  - d. Restoration of utility services.
  - e. Record keeping and documentation.
  - f. Public and employee information.
  - g. Agency, entity, and community coordination.
  - h. Debris and waste removal.
  - i. Restoration and salvage including upgrading damaged areas if it can be shown that upgrades will reduce damage in similar disasters.
  - j. Personnel reunification.
  - k. Identifying of resources and obtaining funding.
  - l. Review and/or improvement of CEMP

### **RESPONSIBILITIES**

#### **A. Purpose**

To identify agency and other participating organization responsibilities for emergency management. Agencies and organizations should be prepared to mitigate, prepare for, respond to, and recover from an emergency or disaster.

**B. Agency or other department responsibilities**

Responsibilities for agencies and other participating organizations are:

1. Board of County Commissioners.
  - a. Proclaims, as necessary, local proclamation of emergency as prescribed in Chapter 36.40.180 Revised Code of Washington.
  - b. Directs emergency legislative policy pertaining to an emergency or disaster.
  - c. Provides liaison to other county commissioners or to the Governor in emergency or disaster related matters.
  - d. Request state assistance from either the Governor or other appropriate state agencies.
  - e. Issues, amends, or rescinds the necessary orders, rules and regulations to carry out emergency management operations.
2. City Mayors / Councils/City Manager
  - a. Proclaims, as necessary, local proclamation of emergency as prescribed in Chapter 35.33.081 revised Code of Washington.
  - b. Directs emergency legislative policy pertaining to an emergency or disaster.
  - c. Provides liaison to other city mayors, the board of county commissioner or to the Governor in emergency or disaster related matters.
  - d. Request state assistance from either the Governor or other appropriate state agencies.
  - e. Issues, amends, or rescinds the necessary orders, rules and regulations to carry out emergency management operations.
3. Fire Service
  - a. Coordination of fire suppression and prioritization of response.
  - b. Provides emergency medical response support, as appropriate.
  - c. Provides Incident Command System (ICS) trained personnel for incident management.
  - d. Provides evacuation support personnel.
  - e. Assists with heavy rescue where necessary.
  - g. Send representative to EOC.
  - h. Coordinate fire mutual aid resources.

4. Law Enforcement
  - a. Coordination of traffic and crowd control.
  - b. Coordination of perimeter security, including coordination of scene ingress/egress.
  - c. Coordination of evacuation.
  - d. Maintenance of law and order.
  - e. Assistance to the Coroner with recovery of human remains.
  - f. Coordination of search and rescue activities
  - g. Provides Incident Command System (ICS) trained personnel for incident management.
  - h. Send representative to EOC.
  - i. Coordinate law enforcement mutual aid resources.
  
5. Public Works
  - a. Coordination of damage assessment relating to public works, infrastructure and facilities.
  - b. Emergency debris clearance from roadways and other infrastructures.
  - c. restoration of services to critical facilities.
  - d. Restoration of damaged streets, roads, and bridges.
  - e. Assistance with heavy rescue.
  - f. Provides heavy equipment.
  - g. Send representative to EOC.
  - h. Operation of the major street system.
  - i. Sanitary and storm sewer collection system.
  - j. Pump stations, pressure mains, and Regional Wastewater Treatment Plant.
  - k. Traffic control systems.
  - l. Debris removal.
  - m. Contract repair of infrastructure.
  - n. Maintenance of fleet vehicles.
  - o. Barricading of hazardous areas and unsafe infrastructures until repairs can be made.
  - p. Priority restoration/protection of streets and bridges, as well as waste treatment and collection systems.
  - q. Operate and maintain emergency generators.
  
6. Emergency Medical Services
  - a. Triage: On-scene medical command, operating within lead department's mass casualty protocols.
  - b. Medical resource coordination.
  - c. Pre-hospital needs assessment (number, type, and severity).
  - d. Casualty transportation.
  
7. Public Health
  - a. Food and water quality monitoring and control measures.

- b. Sanitation systems inspection.
  - c. Immunization and disease control.
  - d. Assistance with structure habitability assessment and other environmental health concerns.
  - e. Enforce the public health statutes of the state, rules of the state board of health and the secretary of health, and all local health rules, regulations, and ordinances within his or her jurisdiction.
  - f. Inform the public as to the causes, nature, and prevention of disease and disability and the preservation, promotion, and improvement of health within his or her jurisdiction.
  - g. Prevent, control, or abate nuisances which are determined to the public health.
8. American Red Cross
- a. Coordination of mass care functions with areas other human needs organizations.
  - b. Coordinate mass care plan and sheltering of displaced persons.
  - c. Staff, equip, supply and operate emergency shelters and mass feeding centers according to their established mass care / shelter plan.
  - d. Establish fixed or mobile feeding stations as appropriate.

9. Emergency Management
  - a. Establishes the local emergency management organization, to include staffing for normal activities and emergencies and disasters.
  - b. Prepares a comprehensive plan and program for the emergency management of local government. Advises and assists local agencies in the development of emergency or disaster plans and programs.
  - c. Prepares local proclamation of emergency for the Board of County Commissioners or Mayors.
  - d. Provides for the registration of emergency workers.
  - e. Obtains a state mission number for emergencies and disasters for the liability coverage and indemnification to registered emergency workers in accordance with Chapter 38.52.180 of Revised Code of Washington.
  - f. Provides for communications coordination and support.
  - g. Maintains a mobile command post and the emergency operations center for direction and control support.
  - h. Coordinates emergency and disaster information and request with state Emergency Management.
  - i. Maintains a continuous readiness and response capabilities through a 24-hour duty officer system.
  - j. Coordinates damage assessment efforts.
10. Prosecuting Attorney
  - a. Provides and coordinates legal advice to county agencies.
  - b. Reviews agreements, contracts, and other emergency or disaster related documents for form and content.
11. All Departments, Agencies, participating organizations

All organizations within local government have emergency management responsibilities. These responsibilities are included in the four phases of emergency management categories. Activities that may be undertaken include, but are not limited to:

- a. Preparing and maintaining a safe work place.
- b. Identify key personnel to staff organization during emergency situations.
- c. Develop and maintain a chain of command to ensure continued operations in the event key personnel are not available.
- d. Develop and maintain emergency management suggested operating procedures, and checklists.