

**KITTITAS COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
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** Were intentionally omitted to stay consistent with FEMA's plan development guidelines. FEMA plans to add these ESF's in the future, however they have not been assigned under current plan guidance.

**KITTITAS COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
EXECUTIVE SUMMARY
USE OF THE PLAN**

A “disaster” is defined as a great misfortune, catastrophe or sudden calamitous event which brings great damage, loss or destruction. The Kittitas County area is vulnerable to natural, man made, and/or technological related disasters.

When a disaster threatens or strikes, county and city governments will take the lead in managing emergency public health, safety and welfare services. The response will be widespread, extending beyond the usual boundaries of departments providing emergency services and requiring cooperation of governmental and private sector units which do not normally respond to emergency situations. Since the state and federal governments will provide only supporting services for disaster mitigation, response and recovery, the leadership of the legislative authorities is of critical importance.

The Kittitas County Comprehensive Emergency Management Plan is for the use of officials in providing emergency management preceding, during and following disasters. It gives the policies, information, recommendations and guidance necessary for the officials making operational decisions.

In order to ensure a workable plan, department heads and agency managers are directed to:

Support the planning efforts.

Adhere to this plan.

Develop supporting documents (Suggested Operating Procedures & check list).

Implement this plan for their departments / agencies.

Assure that all personnel within their departments / agencies are trained in this plan and their responsibilities in emergency/disaster operation.

BOARD OF KITTITAS COUNTY COMMISSIONERS:

Chairman **Date**

Date

Date

MAYORS

City of Roslyn **Date**

City of Kittitas **Date**

City of South Cle Elum **Date**

City of Cle Elum **Date**

City of Ellensburg **Date**

KITTITAS COUNTY EMERGENCY MANAGEMENT

Director **Date**

Revised: November 30, 2003

**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.

APPENDIX ONE
DIRECTION AND CONTROL

PURPOSE

To provide for the effective direction, control, and coordination during an emergency or disaster operation.

SCOPE

This appendix provides for a clear line of authority with provisions for local government succession of command and how the command structure works.

OPERATIONAL CONCEPTS**POLICIES AND OBJECTIVES**

- A. In the event of a disaster which is beyond the normal capabilities of local government, a local proclamation of emergency shall be made by the legislative heads of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities under 300,000 in population. This proclamation is prepared by the Sheriff/Director of the Kittitas County Sheriff's Office/Emergency Management, or designee and is approved and signed by the legislative heads of the effective government as an ordinance or resolution. This proclamation is a prerequisite for state assistance. Under RCW 70.05 the local health officer may declare a state of emergency in medical emergency situations.
- B. The legislative heads of government, department heads and other officials may operate from the Emergency Operations Center or an alternative Command Post during emergency or disaster situations. The concept is that information from the field will be coordinated at the Emergency Operations Center and policy decisions will be made by the elected and/or senior government officials.
- C. Coordination of emergency procedures is the responsibility of elected officials and local authorities at all levels of government. This understanding is especially important for policy decisions and the responding organizations with operational responsibilities at the scene.
- D. Emergency situations not requiring activation of the Emergency Operations center, but which require coordination of decision making by several agencies at the scene may be conducted from a Command Post. On-scene direction and control of emergency operations will follow concepts of the Incident Command System.

- E. Incidents which are minor in magnitude and do not require significant coordination with other agencies may be managed from command vehicles at the scene, as appropriate.
- F. Kittitas County may acquire a helicopter from another agency to be used for special assistance and for providing direction and control of incidents which require aerial reconnaissance or special coordination due to geographical, topographical, economical, or time related constraints.
- G. During an Emergency Operation Center activation period the Kittitas County Sheriff's Office Emergency Management staff is responsible for control and management of the EOC.
- H. All departments are responsible for providing trained personnel and resources to staff the EOC on a 24 hour basis for extended periods, when necessary.
- J. Kittitas County Emergency Management provides the means for coordinating the local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, Kittitas County Emergency Management will provide the necessary liaison for state and federal assistance.

LEGISLATIVE AUTHORITIES

- A. The Kittitas County Board of County Commissioners:
 - 1. Are the legislative authorities of Kittitas County and are responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
 - 2. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.
- B. Mayor's, Mayor Pro-Tem, and city councils of cities within Kittitas County:
 - 1. Are the legislative authorities of their city and are responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
 - 2. In the event a majority of the Council/Commission is not available, the remaining Council/Commission may make decisions dealing with an occurring emergency or disaster.

DESIGNATION OF SUCCESSORS

Succession will be done when there is no available elected executive officials to make policy decisions.

Upon the availability of any elected executive official, succession to non-elected personnel will cease.

A. County government

If the entire legislative authority body is unavailable, then this authority falls on the remaining county elected officials (except judges), with the Prosecutor acting as the Chair of this body. The Director's of Public Works and Emergency Management shall also be included in this body.

In the event no elected officials are available, emergency authority will fall to the senior prosecuting attorney present with assistance from the Director's of Public Works and Emergency Management.

B. City government

If the entire elected legislative authority (Council / Commission) body is unavailable, then this authority falls to the available department heads, with the City Administrator acting as chair of this body.

Executive policies and decisions will be made by the available department heads. In the event no department heads are available, then the assistant departments heads will fill this void.

C. Emergency Management Responsibilities of non-elected successors acting as legislative authority

1. Shall abide by any and all procedures pre-determined by the elected officials for their particular political sub-division.
2. Shall make only those decision necessary to support the emergency or disaster operations.
3. Shall commit funds to the emergency/disaster operation as provided in the Revised Code of Washington.

EMERGENCY RESPONSIBILITIES

- A. The Kittitas County Commissioners and City Mayors are responsible for:**
1. Establishing the emergency policies and decisions throughout all phases of emergency management affecting their respective jurisdictions and coordinating these policies with all affected jurisdictions.

2. Making legislative representation available to the EOC or other command structure for policy decision making, as appropriate.
 3. Communicating policies and goals to the Incident Commander.
 4. To establish a line of succession in the event they are not available during an event.
 5. Authorizing emergency expenditures.
- B. Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions are responsible for:
1. Appointing and training a line of successors to insure and adequate emergency operation in their absence.
 2. Development of Suggested Operating Procedures (SOP) for operations that are consistent with the overall Emergency Operations Plan, including how the department will function in the event the department head is unavailable.
 3. Maintaining direction and control over their departments/agencies.
- C. The Sheriff/Director of the Kittitas County Emergency Management is responsible for:
1. Coordinating government activities taken to mitigate and prepare for, plan for, respond to, or recover from an emergency or disaster situation as provided an RCW 38.52.070.1.
- D. The Public Safety Answering Points (PSAP) of the City of Ellensburg Police, City of CleElum Police, Central Washington University Police and Roslyn Police are responsible for:
1. Providing for capabilities to expand dispatch or operate as an EOC for the purpose of:
 - a. Direction and control of their operation for a localized incident.
 - b. Acting as a secondary operations center for coordination with the County's EOC.
- E. Upon notification of an actual emergency or disaster, responding governmental and volunteer organizations are responsible for:
1. Maintaining their own internal emergency direction and control. However, this authority is subject to the overall direction and control of the executive heads of the political subdivision involved, and/or the local Incident Commander directing operations at the scene.

ESSENTIAL ACTIVITIES

- A. Essential services and activities which are to be directed, controlled, and coordinated include, but are not limited to:
1. Police and fire protection for the risk area.
 2. Search and Rescue.

3. Emergency medical services.
4. Public Works activities.
5. Energy production or distribution.
6. Production, processing, warehousing, and distribution of life support essentials such as food, fuel and pharmaceuticals.
7. Water and sewage treatment, solid waste disposal.
8. Transportation
9. Public safety communications
10. Operations of essential financial institutions.

INCIDENT COMMAND SYSTEM (ICS)

Management of an incident will follow the concepts of the incident command system. See page 7 (Direction and Control) in the Basic Plan for further detail.

EMERGENCY OPERATIONS CENTER

EMERGENCY OPERATIONS CENTER - ACTIVATION

AUTHORITY TO ACTIVATE

- A. The decision for partial or full activation of the Emergency Operations Center will be in conjunction with the level of plan activation, as follows:
 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.
- B. The following governmental officials have the authority to activate the Emergency Operations Center, regardless of the activation level:
1. Sheriff/Director of Emergency management, or designee.
 2. Kittitas County Commissioners.
 3. City mayors and city public safety agency heads have the authority to activate their EOC and request County EOC activation for support.

STAFFING NOTIFICATION

- A. It is recognized that the need for emergency staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel required during the response phase. Actual staff's alerting procedures are outlined in the Kittitas County Emergency Management Duty Officer Book, and includes the use of pagers and telephones.
- B. During a major emergency or disaster, it may become necessary to staff the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions will provide the requested personnel. Staffing for the EOC will include, but not limited to personnel from the following departments:
1. Emergency Management Staff
 2. Sheriff's office - Command level
 3. Public works / Road department - Road supervisor / foreman
 4. Red Cross
 5. Building department - Admin. assistant
 6. Fire services
 7. Utilities
 8. Public transportation (KCAC)
 9. Legislative authorities of affected jurisdictions
 10. Others, as appropriate.

LEVELS OF ACTIVATION

A. Limited Activation (Expanded Dispatch):

When careful scrutiny of an on-going emergency is advisable limited activation of the County Emergency Operations Center may be desirable. This is done by using the concept of expanded dispatch. Personnel from Kittitas County Emergency Management will augment the 9-1-1 Communication Center Staff to assist in incident coordination and resource coordination.

B. Full Activation:

As centralized direction, control and coordination of disaster response activities becomes necessary for management of large scale, full disaster operations, activation of the Emergency Operations Center may occur. At this level of operation, all components and sections will be staffed for the duration of the incident, or a period estimated to be from two days to two weeks.

EMERGENCY OPERATIONS PHYSICAL CHARACTERISTICS**A. Location**

The Kittitas County EOC is located in the basement of the Kittitas County Communications center 700 Elm View Road. The EOC is within the Kittitas County 9-1-1 center which houses the Kittitas County Sheriff's Office and Fire communications.

B. Equipment

1. Two way radios - The Kittitas Co. EOC is equipped with public safety radio communications capabilities. The EOC can communicate on all local public safety frequencies.
2. Amateur radios - The EOC has an amateur radio room with complete radio capability, including packet radio for the transmission of hard copy information.
3. Telephones - The EOC has a bank of telephones to be used in the event the center is opened. The EOC also has fax capabilities
4. EIS - The EOC has computer equipment and the state's Emergency Information System
5. Back-up generator - is located in the Communications Center and is tested monthly and every quarter under load. The generator has a 14 day fuel capacity.

C. Back-up Communications Centers.

The Kittitas County EOC is also utilized as a back up communications center and is equipped with Public Safety radio communication capabilities and 9-1-1 telephones. The EOC is also physically connected with the Kittitas County 9-1-1 center so that it can be operated in tandem with the 9-1-1 center, as appropriate.

APPENDIX TWO

WARNING and EMERGENCY PUBLIC INFORMATION

PURPOSE

This appendix provides the structure for immediate dissemination of warnings and alerts to key officials and the general public.

SCOPE

The warning and emergency public information system is to provide for coordination of information released to the news media and the general public in time of crisis in addition to warnings. These systems are multi-jurisdictional multi-agency process and effect all responding organizations.

ORGANIZATION

- A. **WARNING OFFICER:** The Sheriff/Director of Kittitas County Emergency Management (or designee) will act as warning officer for Kittitas county. The Sheriff/Director may designate alternate warning officers, as appropriate.
- B. **INFORMATION OFFICER:** Each jurisdiction / agency will define how their information officer is appointed and the scope of their duties. The joint information center concept will be recognized in the event of a multi-jurisdictional event.

RESPONSIBILITIES

- A. **WARNING OFFICER:** The warning officer is responsible for the rapid dissemination of warnings to key officials and the general public. Twenty-four hour capabilities may be accomplished by the designation of alternate warning officers. The warning officer will use the following facilities:
 - 1. **NAWAS (National Warning System)** - The primary NAWAS facility is located in the Kittitas County EOC. The alternate NAWAS facility is located in the Kittitas County 9-1-1 center.
 - 2. **EMERGENCY ALERTING SYSTEM (EAS):** The 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 active EAS.
 - 3. **NOAA WEATHER RADIO:** The National Oceanographic Atmospheric Administration weather alert radio system can be activated by the Warning officer and other locally designated officials.
 - 4. **PUBLIC SAFETY RADIO NETWORKS:** Local public safety communication centers and their paging capabilities will be utilized to

disseminate information throughout the public safety community, as appropriate.

- B. INFORMATION OFFICER: The information officer will be the point of contact for the news media. Responsibilities of the information officer 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 with warning officer, as appropriate.

WARNING EMERGENCY RESPONSIBILITIES:

- A. Washington State Emergency Management:
1. Is responsible for ensuring the receipt and dissemination of significant national and state warning information throughout the state.
 2. Is responsible for coordinating national, state, National Atmospheric and Oceanic Administration or other warnings via the National Alert Warning System (NAWAS) and the Law Enforcement Teletype system (NLETS).
- B. Kittitas County Department of Emergency Management:
1. Prepares and maintains local warning plans, Suggested Operating Procedures and call lists.
 2. Coordinates the enhancement and helps maintain county-wide communications capabilities which can be utilized for warning purposes.
 3. Is the primary NAWAS answering point.
 4. Coordinates with area's primary EAS station (KXLE radio) and ensures that the EAS plan is reviewed and updated, when appropriate.
 5. Coordinates Emergency Public Information.
- C. The Kittitas County Sheriff's Office communications center: (KITTCOM)
1. Is the 24 hour point of contact for warning information for Kittitas County.

2. Is the NAWAS secondary answering point.
3. Is responsible for disseminating warning information, as appropriate, to:
 - a. Kittitas County Emergency Management
 - b. Cle Elum Police Department
 - c. Ellensburg Control (Fire Communications)
 - d. Washington State Patrol
 - e. Ellensburg Police Department
 - f. Central Washington University Police Department
 - g. Appropriate administrative and field personnel
 - h. Kittitas Police Department
- D. KITTCOM (Fire Communications) is responsible for disseminating warning information, as appropriate, to:
 1. Kittitas County Fire Districts 1,2, 3, 4,5, 6,7, 8, 9
 2. Ellensburg Fire Department
 3. Cle Elum Fire Department
 4. Pangborn Airport Fire Services, Douglas County
 5. Ambulance Services (Cle Elum EMS, Ellensburg Fire)
- E. The Central Washington University Police Department Communications Center is responsible for disseminating warning information received from Kittitas County or any other source to their administrative and field personnel, as appropriate.
- F. All Public Safety Agency Communication Centers are responsible for:
 1. Testing warning systems and devices (daily / weekly depending on the system).
 2. Development and implementation of procedures.
 3. Training of all personnel.
 4. Maintaining warning point records.
 5. Recording communications systems status and advising of deficiencies.

WARNING POLICIES AND OBJECTIVES

- A. State-wide warning fan out will be received by the Ellensburg warning point at the Kittitas County 9-1-1 Communication Center over the National Warning system or

the law Enforcement Teletype Access System. Upon receipt of warning or test information the Kittitas County Sheriff's Office will fan out all warning information via the Law Enforcement Teletype System (ACCESS), telephone, and voice radio, as provided in their emergency Suggested Operating Procedures. (NOTE: The Kittitas County Emergency Management Office also has NAWAS.)

- B. In the event of any national, state, or local incident requiring warning dissemination, the Kittitas County Sheriff's Office or the initial agency contacted, will alert the Kittitas County Emergency Management duty officer. The Kittitas County Emergency Management duty officer will activate the warning procedures, as necessary.
- C. Warning to the general public will be accomplished by all means available including the Emergency Alerting System, National Weather Service Alert Weather radio system, helicopter, door to door, media, sirens, voice radio, or any other workable method.

EMERGENCY PUBLIC INFORMATION RESPONSIBILITIES

- A. In the occurrence of a major local, state or national disaster situation affecting Kittitas County, the Kittitas County Emergency Management Specialist or a designated Public information Officer (Usually the Sheriff or designee, as appropriate) will be responsible for the coordination, preparation and dissemination of all emergency information. Individual responding organizations or agencies, such as the 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 provide to the public and to monitor rumor control.
- B. In localized emergency which involve a multiple agency response to a specific incident, a Public Information Officer may be assigned as part of the Incident Command Team conducting operations at the scene, normally working from a field command post
- C. In the event the Emergency Operations Center is activated, a PIO (either local personnel or support from a request to the state) will be assigned to the EOC to coordinate information from PIO's in the field and with incident command posts. The EOC will coordinate information between operations by acting as the information collection point and then disseminating information back out to those operations.
- 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 establish an information center (joint, if appropriate) at a location that affords access by the media. The establishment of any type of information center will be incident specific and cannot be pre-determined.

- F. For each incident, the command agency will determine the media's official point of contact. The location of this point of contact shall be relayed to all appropriate communications centers and the EOC, if opened. During a large scale incident, the legislative authority of the affected political sub-division shall 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 shall be coordinated as best it can be. The Kittitas County EOC can act as coordination point, as appropriate.
 2. Information concerning localized incidents will be released through the designated Public Information Officer at the scene or by the Incident Commander.
- H. Media: In a major disaster situation, designated members of the media may be assigned public information responsibilities at the Kittitas County Emergency Operation Center or will function from a field location to provide real time emergency public information or instructions.
- I. In an actual emergency, the Kittitas County Emergency Management Specialists or the designated Public Information Officer is responsible for:
1. Distribution of information regarding emergency preparedness activities, by all available means. (This should be a coordinated effort with local Red Cross.)
 2. Coordination and dissemination of emergency information and authorized news release to the public.
 3. Establishing liaison with neighboring counties and their Public Information Officers in regional disasters, to avoid information overlap.
 4. Coordinating incident information between different commands and / or incident locations, when appropriate and disseminating information out to the appropriate commands and incidents.

EMERGENCY PUBLIC INFORMATION POLICIES AND OBJECTIVES

- A. Prior to or during a local emergency, Kittitas County Emergency Management will coordinate the dissemination of emergency information and subsequent instructions to the public, via the local media. Priorities for release to the public include:

1. Presidential Declaration and announcements by federal officials.
 2. Kittitas County and City Governments instruction or announcements.
 3. Gubernatorial Proclamations and announcements or other state official announcements.
 4. Kittitas County general information on details and progress.
 5. Kittitas County information concerns individuals and families or the effects of the emergency on the population and resources.
- B. All public information released during an emergency situation will be coordinated through the Sheriff/Director of the Kittitas County Emergency Management, or a designated Public Information Officer to minimize confusion
- C. The Emergency Alerting 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 the emergency, a Joint Information Center (JIC) may be established to coordinate the release of information. The designated information officers will equally and cooperatively staff and operate the JIC.

COOPERATION WITH THE JIC

All agencies and organizations involved in emergency response and recovery will contribute their designated information personnel to the JIC in order to ensure accurate information regarding their individual operation is released to the media. All response and recovery agencies are required to cooperate with the JIC to the fullest extent possible regarding the release of any information involving the incident. Each participating agency will assist in providing current information to the PIO/JIC.

DISSEMINATION OF WARNINGS AND INFORMATION TO SPECIAL POPULATIONS

Due to the technical non-support from state and federal organizations, there are limited provisions for special dissemination of warnings and information to persons who are hearing or visual impaired. Locally, Emergency Management addresses what these special needs individuals should do to prepare and emergencies, including receiving warnings.

DISASTER VICTIM INFORMATION SYSTEM

The disaster victim information systems provide for central coordination of casualty lists and other victim information. The disaster victim information system is coordinated by the American Red Cross.

RUMOR CONTROL

The information officer(s) will activate, staff and supervise the rumor control system, if necessary. They will work in coordination with the JIC and other public information systems.

WARNING FAN OUT RESPONSIBILITIES

Warnings can be received in a number of ways. Via NAWAS, Law Enforcement teletype, field units or the public. Notification will be made by the best way possible (phone, radio or teletype). The following are the fan out responsibilities of local agencies:

1. Emergency Management will notify:
 - a. Kittitas County Sheriff's Office
 - b. Kittitas County Board of Commissioners
 - c. Kittitas County public schools
 - d. The media, via EAS / EBS
 - e. Kittitas County R.A.C.E.S. coordinator, who will:
 1. Activate the R.A.C.E.S. plan and notify personnel

2. The Kittitas County Sheriff's Office will notify:
 - a. Ellensburg Fire Department
 - b. Cle Elum Police, Ellensburg Police, Roslyn Police, Central Washington Police Departments and Kittitas Police Dept.
 - c. Kittitas County P.U.D., Puget Sound Energy
 - d. Washington State Patrol (District 6 - Ellensburg)
 - e. Kittitas County Public Works
 - f. Any others identified in their warning SOP's

3. Ellensburg Fire Department will notify:
 - a. Ellensburg Police Department
 - b. Ellensburg Street Department
 - c. All Kittitas County fire districts, except fire dist. 5 & 7

- d. Kittitas County fire districts 2 and 4
 - e. Any others identified in their warning SOP's
4. Roslyn Police Department will notify:
 - a. Roslyn City fire Department
 - b. Any others identified in their warning SOP's
 5. Ellensburg Police Department will notify:
 - a. Central Washington Campus Police department
 - b. Any others identified in their warning SOP's

WARNING SYSTEMS

A. Emergency Alerting System / Emergency Broadcast System

1. The primary EBS / EAS station for the Kittitas County area is KXLE - AM. Local activation of the system can be done by:
 - a. Emergency Management Sheriff/Director or Emergency Management Specialists.
 - b. Kittitas County Sheriff, or designee.
 - c. Police Chief's of Ellensburg, Cle Elum, Roslyn or Kittitas Police.
 - d. Fire Chief's
 - e. Legislative authorities of:
 1. Kittitas County
 2. Cities of Kittitas County
2. To activate EBS / EAS:
 - a. Know what you want to tell the public:
 1. Who are you
 2. What is the problem / emergency
 3. What do you want the public to do
 4. How do you want the public to accomplish this goal. In other words, if you want them to evacuate, tell them how much time do they have, where should they go and where they should not go.
 - b. Contact KXLE and advise them you want to activate EBS/ EAS.
 - c. Tell KXLE if you want it to go live, taped or live and to have it taped so it can be replayed.

B. NOAA Weather Alert Radio

1. To activate the NOAA Weather Alert Radio:
 - a. Coordinate with Emergency Management
 - b. Contact National Weather Service
 - c. Advise Spokane NWS of who you are and what you want said to the public.

APPENDIX THREE ADMINISTRATION

INTRODUCTION

Purpose

To provide guidance to County agencies, local jurisdictions, and organizations on administrative matters necessary to support operations during emergencies or disasters, and to preserve vital records.

CONCEPTS OF OPERATIONS

- A. County agencies and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Department heads are responsible to ensure the preservation of vital records. Methods to preserve vital records include, but are not limited to:

1. Computer backups, kept off-site.
2. Fire proof file cabinets/vaults.

- B. Reports are required from county agencies and local jurisdictions or organizations to provide the legislative authorities, Sheriff/ Director of Emergency Management, and other officials with information concerning the nature, magnitude, and impact of an emergency or disaster, and for use in evaluating and providing the most efficient and appropriate emergency or disaster response assets and services. Reports required include, but are not limited to:

1. Situation Reports.
2. Request for assistance.
3. Damage Assessment Reports.

Reports will be supplied to the County's Emergency Operations Center (EOC), or other location determined by Emergency Management. It is the responsibility of the Emergency Management Specialists to administer this information and ensure that it is appropriately disseminated.

- C. Kittitas County Emergency Management will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Chapter 118.04 WAC covers the Emergency Worker Program in detail.

- D. Liability coverage
1. Kittitas County Emergency Management will obtain a state EMD Incident Number. State EMD incident numbers are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used for the duration of the incident and the recovery period.
 2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
 3. Claims under a state EMD incident number will be coordinate through the Sheriff/Director of Kittitas County Emergency Management.
- E. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as per the following statutes and regulations:
1. Construction Projects in State Waters (Hydraulic Projects or Other Works), RCW 75.20.100.
 2. Forest Practices Act (Application for Forest Practices, RCW 76.09.060.
 3. Flood Plain Management (Processing of Permits and Authorizations for Emergency Water Withdrawal and Facilities to be Expedited), RCW 86.16.180.
 4. Shorelines Management Act (Shoreline Permits), WAC 173.14.040.(2).(3).
 5. State Environmental Policy Act (SEPA), (Exceptions for Emergency Actions), WAC 197.10.180.
- F. Many structures, archaeological sites, or properties of historically significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas should be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.

EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. Emergency expenditures are not normally integrated into the budgeting process of local jurisdictions. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
- B. Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:
 - 1. Cities (under 300,000 pop.) Chapter 35.33 RCW.
 - 2. Counties Chapter 36.40 RCW.
- C. Records will be kept in such a manner to separately identify event related expenditures and obligations from general programs and activities of county agencies and local jurisdictions or organizations.

Complete and accurate records are necessary:

- 1. To document request for assistance.
- 2. For reimbursement under approved applications pertaining to declared emergencies or disasters.
- 3. For audit reports, detailed records will be kept from the onset of the event which include, but are not limited to:
 - a. Work which is performed by force account.
 - (1) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - (2) A schedule of equipment used on the job.
 - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - b. Work which is contracted out.
 - (1) Copies of request for bids.
 - (2) The contract which is let.
 - (3) Invoices submitted by the contractor.
 - (4) Warrants authorizing check issuance.
 - c. Work done under inter-community agreements and mutual aid.
- D. Disaster-related expenditures and obligations of county agencies and local jurisdictions and organizations may be reimbursed under a number of federal programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

- F. Audits of emergency expenditures will be conducted in the course of normal audit of local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

CEMP CHANGES, MAINTENANCE, AND REVIEW PROCESS

- A. Plan changes will be published annually either using an entire new publications, by subsection, or by publishing only those pages that have changed on a Record of Revisions form.
- B. The normal review period will be every four years. It is the intent of Kittitas County Emergency Management, to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually.

APPENDIX FOUR
DEFINITIONS

ALOHA	<i>Aerial Location of Hazardous Atmospheres</i> - Computer program developed by the National Oceanographic Atmospheric Administration (NOAA) for modeling plumes of chemical releases.
ARC	<i>American Red Cross</i>
CAMEO	<i>Computer-Aided Management of Emergency Operations</i> - Computer program developed by the National Oceanographic Atmospheric Administration (NOAA) to assist in the management of hazardous materials incidents. Included Response Information Data Sheets (RIDS) which gives information on chemical properties, health hazards, fire hazards, first aid and proper protective equipment.
KCFD	<i>Kittitas County Fire District</i> - Kittitas County has eight (8) fire districts (1, 3, 4, 5, 6, 7, 8, and 9) In additions to the fire districts there are two (3) city fire departments (Cle Elum, Roslyn and Ellensburg).
KCSO	<i>Kittitas County Sheriff's Office</i>
CEMP	<i>Comprehensive Emergency Management Plan</i>
DFO	<i>Disaster Field Office</i> - Local, temporary office established by the Federal Emergency Management Agency (FEMA) to provide a point of contact for programs after a community has suffered a disaster.
DOT	<i>Department of Transportation</i>
DSR	<i>Damage Survey Reports</i> - Reports to gather information regarding the effects of a disaster. DSR are done and submitted to the State of Washington to determine eligibility for disaster recovery programs.
DWI	<i>Disaster Welfare Inquires</i> - An American Red Cross function for the tracking of displaced citizens after a disaster.
EAS	<i>Emergency Alerting System</i> - Replaced the Emergency Broadcast System (EBS) for communicating emergency information electronically to the public via Television and Radio.

EM	<i>Emergency Management</i> – Kittitas County Sheriff’s Office
EMD	<i>Emergency Management Division</i> - State level emergency management office.
EMS	<i>Emergency Medical Service</i> - Medical First Responders, such as paramedics and emergency medical technicians.
EOC	<i>Emergency Operations Center</i> - Location established for coordination of information and establishment of policy from legislative authorities during a disaster situation. Primary EOC for Kittitas County is located in the Kittcom building.
EPA	<i>Environmental Protection Agency</i>
ESF	<i>Emergency Support Functions</i> - Support functions written as part of the overall plan. Evacuation - The process of moving persons out of an area effected or potentially effected by a disaster situation.
FEMA	<i>Federal Emergency Management Agency</i>
FIRE MOB	<i>Fire Mobilization Plan</i> - Washington State plans for the mobilization of resources throughout the state for response to major incidents.
HAZ-MAT	<i>Hazardous Materials</i>
HVA	<i>Hazard Vulnerability Analysis</i> - Analysis to identify hazards an area is vulnerable to.
IC	<i>Incident Commander</i> - Person in charge of an incident. Usually the senior office on-scene.
ICS	<i>Incident Command System</i> - Accepted system to manage an incident (functional management). Can expand or contract to the size of an incident.
IPP	In-Place-Protection - Have persons stay inside during an incident. Used primarily during hazardous materials incidents.
LEPC	<i>Local Emergency Planning Committee</i> - Made up of local public safety, community members, chemical facility representative, and other to prepare and plan for hazardous materials emergencies. Required under SARA Title 3.
KCAC	Area local public transportation (buses) system for Kittitas County

PPE	<i>Personal Protective Equipment</i>
PSAP	<i>Public Safety Answering Point</i> - Communication centers where public safety 9-1-1 calls are answered and units dispatched.
PUD	<i>Public Utility District</i>
RCW	<i>Revised Code of Washington</i>
RIDS	<i>Response Information Data Sheets</i> - A section of the CAMEO program and provides information for responders on appropriate actions to take when faced with a hazardous materials incident.
SAR	<i>Search and Rescue</i>
SARA	<i>Superfund Amendments and Reauthorization Act</i> - Public law passed in 1986 to require community planning for hazardous material emergencies. Also allows the public to be provided access to information about chemicals in their community.
SOP	<i>Suggested Operating Procedures</i>
USAR	<i>Urban Search and Rescue</i> - SAR functions usually occurring after a building collapse or from an earthquake.
WAC	<i>Washington Administrative Codes</i>

Appendix 6 Training and Exercises

I. INTRODUCTION

A. Purpose

To provide exercise, training, and public education programs to improve the skills of emergency management personnel and to ensure maximum readiness for state and local jurisdiction officials, employees, and volunteers assigned emergency responsibilities, as well as, the public.

II. CONCEPT OF OPERATIONS

A. General

Emergency management exercises, training and public education are vital to the effectiveness of the comprehensive emergency management plan and its supporting procedures. These activities validate the operational concepts and resource preparations needed to carry out emergency functions.

B. Training

The training program is designed to enhance proficiency in general emergency management subjects and to train emergency management personnel for their roles under operational plans and procedures. These activities take place at every level of government, as well as, in volunteer organizations and private business.

C. Exercises and Drills

1. Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need.
2. Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.

D. Public Education

Public education programs are a vital aspect of emergency/disaster mitigation, preparedness, response, and recovery. A prepared public is the first line of defense. Public education provides all-hazard awareness and preparedness programs for every facet of the countywide community. These programs will ultimately decrease the number of dead and injured, reduce the demand on emergency and other services and empower people to maintain control over the quality of their lives in times of disaster.

III. RESPONSIBILITIES

A. General

1. The County emergency management Sheriff/Director is responsible for developing and implementing exercise, training, and public education programs to ensure emergency management personnel are adequately prepared to meet emergency needs.
2. Local jurisdictions should conduct annual exercises to validate the effectiveness of their emergency preparedness plans and procedures. Exercises mandated by contract or other requirements may be used to satisfy this requirement.
3. State and local jurisdiction agencies may request and receive assistance from Washington Military Department, Emergency Management Division (EMD), in the development and implementation of training exercises for state and local emergency management plans. Financial assistance may be available through state EMD from the Federal government.

B. Local Jurisdictions

1. Determine local training and public education requirements in coordination with state EMD.
2. Ensure participation of emergency management staff and associated integrated emergency management personnel in professional development training.
3. Coordinate emergency management exercises and training activities with other local agencies.

C. State Agencies

1. the state EMD maintains overall responsibility for disaster exercise, training, and public education.
2. Other state agencies cooperate with state EMD and the Federal Emergency Management Agency to develop and implement on-going emergency management training, to facilitate plan and

procedure development and evaluation, and to assist emergency management personnel as they carry out their emergency duties and responsibilities.

EMERGENCY SUPPORT FUNCTION - ONE TRANSPORTATION

PRIMARY AGENCY: Kittitas County Public Works Department
City Streets and Public works Departments

SUPPORT AGENCIES: Kittitas County Board of Commissioners
Mayors / Councils of area cities
Emergency Management
KCAC (Public transportation system)
County & City Law Enforcement agencies
School District's transportation services

INTRODUCTION

A. Purpose

To ensure effective coordination of all available transportation resources.

B. Scope

This support function is to assist in the coordination of vehicles, equipment, and the transportation facilities necessary for support of long term response and recovery operations.

POLICIES

Transportation planning will be directed to coordinate and provide transportation assistance necessary to respond to an emergency or disaster. All responses will follow all applicable Laws of the State of Washington and local ordinances.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Due to the unique geography of the Kittitas County area transportation routes and the ability to move the population could be affected by the following hazards disrupting the ability to use roads:

1. Wildfire
2. Flood
3. Severe weather
4. Earthquake
5. Hazardous Materials incident
6. Terrorists Activity

Not only can these hazards interrupt transportation by damage to the road system, the facilities that house the equipment could be damaged. The personnel used to provide the transportation could be killed or injured by a hazard, thus this would affect the transportation ability.

B. Planning Assumptions

1. Most of the population will utilize private transportation methods to leave a disaster area.
2. 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 which will affect emergency transportation.
4. In a gubernatorial proclaimed disaster, state resources may become available to assist local governments in their disaster response.

CONCEPTS OF OPERATIONS**A. General**

1. In a severe emergency or disaster Kittitas County 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 though, 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 of a severe disaster damaging ground transportation systems in the Kittitas County area an immediate survey of the county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Kittitas County Emergency Management for public information purposes as soon as possible.
3. When requested by Kittitas County Emergency Management, the state Emergency Management and the state Utilities and Transportation Commission may assist in the procurement and delivery of outside transportation resources as possible.
4. In a Presidential declared disaster the regional FEMA director may assist in further provision of emergency transportation resources within the disaster area as required.

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

B. Organization

1. Kittitas County and or City Public Works Departments:

The Director of Public Works will act as the transportation coordinator and is responsible for coordination of transportation support. Public Works is responsible developing procedures on how to coordinate transportation related needs and for ensuring that personnel receive training in order to carry out their responsibilities.

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

- a. Assess nature and scope of emergency and take appropriate measures as outlined in ONM load-shedding and restoration procedures.
- b. Provide for the restoration of electricity, gas, water and sewer to utility customers.
- c. Provide technical advice and limited resources for emergency energy and gas issues.
- d. Provide light duty construction equipment and supplies.
- e. Provide for the identification and preservation of essential Utility Dept. records
- f. Provide damage assessment for sewer facilities.
- g. Consider hazard mitigation in the design and maintenance of light and water facilities.
- h. Provide for the restoration of gas and electricity to it's utility customers.
- i. Comply with the requirements relating to curtailment of customer demands, restoration of services and provision of emergency services.

NOTE ; The Ellensburg gas division issues may be greater in nature than the restoration of supplies. Gas division managers should be an integral part of the EOC team.

2. Kittitas County Commissioners and or applicable City Councils

As the legislative authority, the Board of County Commissioners is responsible for ensuring that the Public Works Department carries out their responsibilities in transportation coordination, as the primary agency. The Legislative authority is also responsible for

ensuring that the necessary funding for transportation support is made available, as appropriate.

3. Emergency Management

Will 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 Suggested Operating Procedures and checklist for response to request for transportation support.

C. Procedures

1. Upon the need for transportation coordination the primary agency will activate their transportation SOP's and checklists.
2. As appropriate, the primary agency will assign personnel to the Emergency Operations Center, or appropriate command post location. This personnel will be responsible for coordinating transportation request from the command agencies and coordination with the support agencies representatives at the Emergency Operations Center.
3. Transportation request will be made through the primary agency at the EOC or other command location.

D. Mitigation activities

1. Kittitas County Public Works / City Street Departments:
 - a. Regularly inspect public roadways/right-of-ways for deterioration and make necessary repairs to keep roadways and right-of-ways in good condition.
 - b. Ensure, to the extent possible, that potential slide areas and areas of slippage do not interfere with county roadways.
 - c. Keep equipment in operating condition.
2. All agencies:
 - a. Keep equipment in operating condition.

E. Preparedness Activities

1. Kittitas County Public Works / City Street Departments:
 - a. Develop and maintain Suggested Operating Procedures and checklist dealing with transportation response.
 - b. Assure that all personnel are trained in their responsibilities according the departmental SOP's and checklists.
 - c. Develop and maintain a chain of command to ensure continuity within the department(s).
 - d. Assign and train personnel to function at the County EOC, to assist in coordination of transportation issues.

2. All agencies:
 - a. Develop and maintain Suggested Operation Procedures and checklist dealing with transportation response.
 - b. Assure that all personnel are trained in their responsibilities.
 - c. Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the department of Emergency Management.

3. Vital infrastructure - The following is a list of roads, bridges, and transportation points that if damaged, could affect transportation within the Kittitas County area. 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. Interstate 90 (Main route east and west - winter storms, slide and fires could close this route

 - b. State Route 97 & I-82 (Main link with I-90)
 - c. Yakima & Cle Elum River bridges (Both in Ellensburg and Cle Elum)
 - d. Columbia River Bridge
 - e. Teanaway River Bridge
 - f. Bowers Field Airport
 - g. Burlington Northern main line

4. Evacuation
Evacuation cannot be realistically predetermined within the Kittitas County area. Evacuation must be dealt with on a case by case basis. However, local law enforcement and public works departments 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 / departments / jurisdictions affected by this Emergency Support Function shall:
 - a. Development and maintain Suggested Operating Procedures that should, at a minimum address:
 1. Lines of authority of their department during a response phase.
 2. Individual responsibilities, by position, to undertake during an emergency or disaster.
 3. Coordination with the primary agency.
 4. Communications between agencies.
 5. Training a line of successors to insure adequate
 - b. Assure representation at the EOC or command post, as appropriate.
 - c. Report any known or suspected damage to infrastructure to the primary agency or agency responsible for the maintenance of damaged infrastructure.

G. Recovery Activities

The primary agency will, after an emergency or disaster, make sure that inspections of infrastructure are completed. The appropriate agency for the repair of damaged infrastructure or facilities will prioritize the repair so that essential service will be given first priority.

All agencies involved in recovery efforts will ensure that detailed cost accounting is done in the event of a Presidential declared disaster and there is a potential for federal and state assistance.

RESPONSIBILITIES

A. Primary Agency

1. Developing and implementing Suggested Operation Procedures for their personnel.
2. Documenting all emergency related costs and expenditures for and auditing purposes.
3. Providing specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.
4. Reporting to designated staging areas as directed for assignments.
5. Designating a transportation coordinator who will coordinate their 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. Legislative authorities are responsible for:
 - a. Activation for use of the jurisdictions transportation capabilities.

2. Kittitas County Emergency Management is responsible for:
 - a. Maintains and updates an inventory of local transportation resources which identifies transportation capabilities and fuel sources.
 - b. Assisting with the coordination of local transportation resources to support emergency transportation efforts.
 - c. Initiating requests for additional transportation resources if required.
 - d. Updating local emergency resource guidebook, which shows all available transportation capabilities available

3. All agencies are responsible for:
 - a. Developing and maintaining departmental SOP's
 - b. Coordinating transportation activities with the primary agency
 - c. Working within the concepts of the Incident Command System (ICS) during an incident.

RESOURCE REQUIREMENT

In order to accomplish the purpose of this annex, equipment suitable for transportation and keeping vital routes open is necessary.

Refer to the Kittitas County resource inventory book for a listing of available resources and fueling locations, which include both private and public locations.

EMERGENCY SUPPORT FUNCTION - TWO TELECOMMUNICATION

PRIMARY AGENCIES: Emergency Management (KCSO)
Kittitas County Sheriff's Office (Kittcom
Communications)

SUPPORT AGENCIES: Central Washington University Police Department
(Communications)
KXLE - AM radio (Primary EAS Station)
Ellensburg Police Department
Cle Elum Police Department
Kittitas Police department
Local radio stations
Kittitas Valley Amateur Radio Club (R.A.C.E.S.)
Ellensburg Telephone (EITel) U.S. West Telephone
Wireless Telephone Services

INTRODUCTION

A. Purpose

To organize, develop and maintain an adequate communications capability for support of Kittitas County emergency operations.

B. Scope

This Emergency Support Function affects all agencies responding to emergency or disasters that will need to communicate in order to efficiently coordinate the response actions.

POLICIES

A. The Kittitas County Comprehensive Emergency Management Plan (CEMP), as described in this ESF, will govern all local telecommunications and warning activities related to emergency/disaster response.

B. Communications support requirements which cannot be met at the local level, will be forwarded to the State EOC for assistance. If needed, federal assistance may be requested.

C. The Kittitas County CEMP (communications) should complement state plans and systems should be interoperable with the state system when and where feasible.

D. The Kittitas County R.A.C.E.S. officer shall coordinate all amateur radio activities.

SITUATION**A. Emergency/Disaster Conditions**

Emergency/Disaster conditions that could affect communications vary. The following is not an inclusive list, but does address 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. Responding agencies have their own communications equipment.
2. The public safety answering points (dispatch centers) have back up power sources that are capable of approximately two weeks of operation.
3. There is communication coverage for the entire county through a system of repeaters and base stations.
4. There are identified frequencies that will be used for primary direction and control.

CONCEPTS OF OPERATIONS**A. General**

1. In a major disaster situation, the Kittitas County Emergency Operations Center has a 24 hours emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources and their backup capabilities include two way public agency radio networks with public safety agency paging ability, ACCESS, National Warning Alert System and commercial telephone services. The Emergency Operations Center which is located in Kittcom Facility, is designated as the primary communications center for Kittitas County, in the event of a major incident.
2. Public Safety Answering Points (PSAP) may serve as alternate Emergency Operating Centers. Each contains two-way radio equipment which can duplicate capabilities within the county Emergency Operations Center, either directly or by a telephone / radio patch and cellular phone. These PSAP's are also backed up by emergency power generation with a 14 day capability. The

- Kittitas County 9-1-1 Center is backed up by one generator. This generator is tested monthly and tested under load every quarter.
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 decision makers stationed at the Emergency Operations Center.
 4. In the event of a major emergency or disaster occurring in the Kittitas County area, effective use of the existing public safety and other government agencies communications resources is the first priority for support of emergency operations.
 5. The development and upgrading of the area-wide primary and alternate emergency communications centers and overall systems will be conducted to the greatest extent possible. This to support two-way radio operations as a major considerations, in addition to the testing and maintenance of those systems presently in place.
 6. The local Emergency Alerting System (EAS) primary station is KXLE AM (1240 am). KXLE coordinates with all other local radio stations to keep the EAS up to date and workable. Activation will follow the Emergency Alerting System (EAS) plan.
 7. In times of emergency Amateur Radio Services volunteer may provide an additional local or state-wide communications network from their individual base and /or mobile stations. This local capability provides an extra backup communication system at the Kittitas County Emergency Operations Center if required.
 8. Wireless telephone communications (cellular) systems can supply additional communications needs, as appropriate.
 9. In the event a situation causes an outage of the 9-1-1 communications center. Back-up communications and 9-1-1 center activities can be accomplished by use of a mobile PSAP. This will be done by having the mobile PSAP respond to the ELLTEL switch building for temporary 9-1-1 phone placement.
 10. The telecommunications staff of the Ellensburg telephone Company are responsible for coordinating the restoration of Ellensburg City Govt. telephone capabilities. Organizations that have their own communications systems such as the Ellensburg energy dept. may assist in supporting the emergency communications needs of the EOC and general government

B. Organization

The primary agencies provide communications coverage over the entire Kittitas county area. They act as the central receiving point for warning information and have the ability to disseminate information out to support agencies.

In addition to the communications ability by the primary agencies, support agencies provide immediate communications capabilities with all law and fire agencies within county area.

In the event of an emergency or disaster, a secondary communications system will be set up, by use of amateurs radio operators, between the EOC, Red Cross command post and shelters. The local amateur radio operators also have the ability to set up field communications to support public safety operations, as appropriate.

C. Procedures

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

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

In the event the amateur radio operators are needed, the Department of Emergency Management will activate them by contact with the R.A.C.E.S. officer or designee.

D. Mitigation Activities

1. All agencies will:
 - a. Test all communications and warning equipment to ensure workability of the equipment.
 - b. Develop and maintain back-up systems, including back-up power ability.
 - c. Attempt to construct / place new equipment away from possible hazards.
 - d. Will protect communications and warning equipment from Electro Magnetic Pulse (EMP) to the extent practical.

E. Preparedness Activities

1. Emergency Management will:

- a. Be responsible for emergency and warning communications system. This will be the responsibility of the Director.
 - b. Develop and maintain procedure for coordinating information flow between agencies through the EOC.
 - c. Will work with their R.A.C.E.S. officer and the amateur radio operators to provide a secondary communications system to be used as a back up to public safety communications or for communications to support groups such as the Red Cross and shelter operations.
2. Primary agencies will:
 - a. Designate a warning/communication coordinator.
 - b. Ensure that all communication staff are trained in their emergency communications / warning functions.
 3. All agencies will:
 - a. Develop and maintain Suggested Operating 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 of staff, to include call ins in the event the public phone system is not operational.
 - e. Develop and maintain a fax tree to provide information to appropriate agencies.

F. Response Activities

1. Emergency Management will:
 - a. Activate the EOC or other command location.
 - b. Will provide a central point of contact for communications and warning information.
 - c. Provide mobile communications support by use of the mobile command post and/or command vehicles.
2. All agencies will:
 - a. Activate their disaster communications SOP's.
 - b. Coordinate information between agencies by use of the EOC or other established point of contact.
 - c. If necessary, cause EAS to be activated through established procedures in the Emergency Alerting System plan.
 - d. 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. Check communication equipment and make necessary repairs.
- c. Provide information about damages field units observe to the EOC or other established point of contact with Emergency Management.

RESPONSIBILITIES

A. Primary Agencies

1. Kittitas County Emergency Management and or applicable municipality is responsible for;
 - a. Preparing, revising, and implementing current communications, plans, in accordance with county, state and federal criteria.
 - b. Providing a 24 hours a day, two way radio communications center (Kittitas County Emergency Operations Center and mobile communications van) from which communications personnel can effectively operate.
 - c. Coordinating with local amateur radio operators, who will establish a secondary communications network to support communications needs between shelters, Red Cross operations and others, as appropriate according to the local R.A.C.E.S. plan.
 - e. Periodically testing the communications system by test and exercises.
2. Kittitas County Sheriff's Office is responsible for:
 - a. Maintaining an inventory of existing radio frequencies and other communications resources available for local emergencies.
 - b. Maintaining liaison with other agencies to insure upgraded communications capabilities are compatible with county-wide communications systems.
 - c. Ensuring that all personnel within their jurisdiction / agency, including regulars, reserves or auxiliaries, are trained in radio operation and procedures.
 - d. Ensuring that their agency will support emergency operations, as appropriate.
 - e. Keeping their Suggested Operator Procedures regarding communications operations current and their personnel trained.

- f. Inventorying their communications equipment and capabilities and providing the inventory list to Emergency Management.

B. Support Agencies

1. KXLE Radio responsibilities:
 - a. Is the primary EAS station and will coordinate with other participating stations on EAS / EBS matters and planning.
 - b. Will assure that staff is trained in EAS / EBS procedures.
2. In an actual emergency, local Kittitas County governmental agencies, public safety agencies and amateur radio services are responsible for the following:
 - a. Establishing liaison with the Emergency Management Staff upon their notification for an emergency response.
 - b. Controlling their own communications systems during major emergencies or disasters from their normal work site, the mobile Command Post or the Kittitas County Emergency Operations Center, as the situation demands.
 - c. Having Suggested Operating Procedures in place to accomplish their tasks.

RESOURCE REQUIREMENTS

Resource requirements are addressed in both the Kittitas County R.A.C.E.S. plan and communications inventory section of our local inventory resources.

GENERAL INFORMATION .

The Ellensburg Telephone Company serves most of Ellensburg and Kittitas County . The company has plans for restoring service. The first priority is restoration of company capability then emergency services. All Departments can expect a delay in telephone communications due to a major outage during a disaster.

EMERGENCY SUPPORT FUNCTION - THREE
PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES: Kittitas County Public Works
City Street/Public Works

SUPPORT AGENCIES: Emergency Management (KCSO)
Kittitas County Board of Commissioners
Kittitas County Public Utility Districts
Kittitas County Health District

INTRODUCTION

A. PURPOSE

To provide coordination for repair and clearing of essential roads and facilities, and resource (heavy equipment) support in emergency or disasters situations.

B. Scope

To provide an outline for coordinating emergency engineering operations involving local area Public Works and Street Departments.

POLICIES

This ESF will follow Revised Code of Washington 43.19.450 and applicable local ordinances.

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 need for heavy equipment resources are conditions that would affect Public Works and Engineering.

B. Planning Assumptions

1. Any emergency / disaster incident will require Public Works involvement.
2. Most incidents will affect some portion of the infrastructure by either actual damage and/or debris clearance.

3. Public works will work under the concepts of the Incident Command System (ICS).
4. A major incident will deplete local public works resources.
5. Majorities of local citizens are on septic systems, not sewer.

CONCEPTS OF OPERATIONS

A. General

Engineering / public works department is the lead agency for the coordination of public works and engineering functions. When the EOC is activated Engineering/public works shall send a liaison to the EOC Other Departments may be contacted to provide manpower, equipment or technical advice.

Public works provides for a flexible emergency response capability involving engineering, construction, repair and restoration of essential public facilities and infrastructure. During a disaster event, the public works department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts.

1. In the event of a major emergency requiring the activation of engineering/public works services, all necessary equipment and personnel of the affected jurisdictional will be mobilized and dispatched to the scene. All emergency functions will remain the responsibility of the jurisdiction concerned.
2. If the situation is beyond the capabilities of the local department, personnel and equipment may be provide for locally with assistance from 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 senior engineer/public works official working with the other agency heads from either the Emergency Operations Center 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 Public Works may provide during an emergency or disaster situation are:
 - a. Debris clearance from roadway / right-of-ways.

- b. Restoration of essential facilities / roadways.
 - c. Heavy equipment resources.
 - d. Evacuation route identification/coordination support.
 - e. Transportation resource coordination.
 - f. Traffic control systems
 - g. Debris removal
 - h. Contract repair of infrastructure
 - i. Maintenance and fuel for fleet vehicles
 - j. Barricading of hazardous areas.
And unsafe infrastructures until repairs can be made.
 - k. Augmentation of sanitation services
 - l. Operate and maintain emergency generators
6. Public Works / Engineering departments are responsible for assessing damage to their appropriate bridges, roads and facilities and to assure the safety of those infrastructures.
 7. Public Utility Districts and Cities with waste water treatment systems and drinking water systems will provide for the operation of those local systems
 8. Response to private property problems shall be done only when a city facility, such as a culvert pipe is causing a problem or when public health is threatened

B. Organization

The organization of the public works/engineering 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 their own internal Suggested Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

D. Mitigation Activities

1. Primary agencies:
Maintain and repair roadways and right-of-ways.
2. All agencies shall:
Regularly maintain equipment to ensure it is in good running order.

E. Preparedness Activities

1. All agencies shall:
 - a. Maintain an inventory of available resources including personnel within their departments.
 - b. Develop and maintain Suggested Operating Procedures for emergency and disaster situations.
 - c. Develop and maintain mutual aid agreements with neighboring jurisdictions.
 - d. Coordinate emergency planning activities and information with neighboring jurisdictions and the department of Emergency Management.
 - e. Maintain and test communication systems.
 - f. Identify vital and essential roadways, bridges and facilities and establish a repair priority in the event any of these become damaged.
 - g. Assure that personnel are trained in their emergency responsibilities.

F. Response Activities

1. All agencies shall:
 - a. Provide a senior official to operate from the Emergency Operations Center or other command location to assure coordination with other agencies, as necessary.
 - b. Work within the Incident Command System (ICS).
 - c. Conduct emergency engineering services as the situation demands and as outlined in their departmental SOP's.
 - d. 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 and engineering agencies:
 - a. Provide information concerning hazardous areas or other existing problems
 - b. Perform restoration operations.
 - c. Assist with damage assessments.
 - d. Document disaster and restoration cost for possible federal reimbursement.
 - e. Debrief and provide acute and chronic stress management for personnel.
2. Kittitas County Public Utility Districts:

- a. Provide information concerning hazardous areas or other existing problems
 - b. Perform restoration operations.
 - c. Document disaster and restoration cost for possible federal reimbursement.
 - d. Provide for restoration of drinking water services.
3. Kittitas County Emergency Management:
 - a. Collect and coordination damage assessment and restoration cost.
 - b. Provide liaison activities between local agencies and federal damage assessment teams, as appropriate.
 4. Kittitas County Health District:
 - a. Provide assistance to maintain potability of domestic water supplies.
 - b. Establish control measures related to emergency solid waste disposal.
 5. All agencies:
 - a. Document damage and restoration costs.
 - b. Coordinate damage assessment with Emergency Management.
 - c. Perform restoration procedures.

RESPONSIBILITIES

1. The heads of the Engineering or Public Works agencies are responsible for:
 - a. Assuring that all personnel are trained in emergency operating procedures.
 - b. Developing a method for mobilizing personnel and equipment for construction or repair of roads/streets and other public facilities.
 - c. Conducting emergency operations within their respective political subdivisions.
2. The Kittitas County Department of Public Works, and City Public Works/street departments:
 - a. Have the overall responsibility and authority to coordinate emergency activities within their jurisdictions.
 - b. When needed, each entity assisting with emergency personnel or resources, will maintain their individual group autonomy with direction and control provided by the head of the requesting jurisdiction.

- c. Provide damage assessment for public facilities and infrastructure.
 - d. Perform debris removal and emergency repairs to public facilities and infrastructure.
3. In an actual emergency, the Kittitas County Departments of Public Works, City Public Works, and the State Department of Transportation are responsible for the following:
- a. Documenting expenditures for disaster/emergency related obligations for auditing and reimbursement purpose.
 - b. Designating a staff member to specifically plan for and assist families of on-duty personnel.
 - c. Providing resources or emergency personnel as agreed upon or provided for in mutual assistance agreements.
 - d. Alerting staff and briefing them on the situation.
 - e. Reviewing plans and procedures and assuring that all personnel are informed of existing or revised procedures.
 - f. Providing senior level representation for engineering operations at the Emergency Operations Center or mobile Command Post.
 - g. Coordinating needs for augmentation of forces with the Kittitas County Emergency Management.

RESOURCE REQUIREMENTS

Resources available to carry out this ESF are in the Kittitas County resource inventory book.

Additional resources that may be needed in times of disasters may have to be obtained locally through private sources, or through request from the state.

EMERGENCY SUPPORT FUNCTION - FOUR FIRE PROTECTION

PRIMARY AGENCIES: Kittitas County Fire Protection Districts
Municipal Fire Departments

SUPPORT AGENCIES: Kittitas County Emergency Management
Law Enforcement agencies
Public Works departments

PURPOSE:

To provide an organized local capability for effective fire management which utilizes all available fire fighting resources.

SCOPE:

Fire suppression and support functions required for multi agency and major wildland fire operations.

POLICIES

1. The process and procedures established in state and federal mobilization guides shall be followed in responding to an emergency or disaster.
2. Direction and control of a multi-agency, multi-jurisdictional incident will follow the concepts of the Incident Command System (ICS).
3. Individual fire protection districts must ensure that their home district is adequately protected before responding to mutual aid or fire mobilization requests.

SITUATION

A. Emergency/Disaster Hazards and Condition

Fire Service could be affected by all hazards that could occur within the Kittitas County area. The affects include inability of resource movement due to impassable roadways, damage to resources injuries or death of fire responders or not enough local resources to accomplish the mission.

B. Planning Assumptions

1. A fire of unprecedented size will require more resources than local fire agencies can provide.

2. Additional fire resources can be obtained through activation of the state fire mobilization plan.
3. Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.
4. Fires (urban, rural, wildland) may result from or occur coincidentally with a significant event, such as an earthquake or thunder storm.
5. Communications with out of the area agencies, especially those communications that are 800 MHz will be limited, at best.
6. Wheeled vehicle access will be hampered by occurrences such as bridge failures, debris in roadway, etc. Conventional travel to fire area will be extremely difficult.

CONCEPTS OF OPERATIONS

A. General

1. On-scene fire related operations within Kittitas County are managed by concepts of the Incident Command System.
2. Fire Service mutual-aid agreements provide for additional local personnel and resources in the event individual Kittitas County jurisdictions are unable to contain a given situation with existing resources and personnel.
3. Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Chief (Incident Commander) of the affected jurisdiction. In the event of a multi-agency fire response, direction, control and coordination may be established from the county Emergency Operations Center, or a Command Post at the scene. Incoming units may receive assignments from either location or from designated staging areas.
4. Requests for additional outside resources by activation of the fire mobilization plan will be coordinated through the Kittitas County Emergency Management.
5. Fire Services provide limited emergency medical services, based individual departments ability and training. Emergency medical response is not a requirement of local Fire Services. However those agencies that do provide emergency medical services, do so under the direction of the local Medical Program Director (MPD).

6. Law Enforcement agencies and Public Works departments can support Fire Service agencies by performing their normal functions of traffic control, area security and heavy equipment, as appropriate.
7. Fire Service agencies personnel can be used for the dissemination of information and warnings, as prescribed in the Warning appendix.
8. Fire Service agencies provided limited response to hazardous materials incidents. Their response is in a defensive manner, commensurate with their level of training.

B. Organization

Each fire agency is an independent agency reporting to elected representatives. Within each agency is an identified chain of command which oversees the operational portion of the agency.

In the event of a multi-agency response, the concepts of the Incident Command System (ICS) is used, in where the “host” district is the lead command agency.

C. Procedures

When fire agency’s assistance is needed from the public or another agency, the appropriate fire dispatch center will be contacted. The fire dispatch agency will “tone” out the appropriate agency for response.

In the event an incident is beyond the capabilities of the responding agency, then the fire dispatch center will be requested to send more fire resources. This request can be by a specific request for particular equipment or by an alarm request. Both multiple structural and wildland fire alarms have been predetermined by all fire agencies in cooperation with the North Central Washington Chief’s Association.

In the event an unprecedented disaster situation occurs which exhausts mutual aid resources, the State Fire Mobilization plan can be activated to provide additional resources. Activation will follow the Fire Mob. Plan.

On scene command of an incident will follow the concepts of the Incident Command System (ICS).

D. Mitigation Activities

1. All Fire Service agencies:
 - a. Keep response equipment in good condition.

- b. May conduct fire safety inspections and educate property owners on how to reduce their fire potential.
- c. May work to ensure compliance with the Uniform Fire Code and the Uniform Building Code.
- d. Support or help establish local codes and ordinances that help reduce the threats of major conflagrations, such as restrictions on combustible roofing materials.

E. Preparedness Activities

- 1. All Fire Service agencies and support agencies:
 - a. Develop, maintain and continue to refine the local Incident Command System and other operational procedures to effect full utilization of resources.
 - b. Maintain current inventories of resources.
 - c. Provide ongoing training to personnel on their roles and responsibilities in fire operations.
 - d. Participate in local mutual aid agreements.
 - e. Participate in the state Fire Mobilization Plan.
 - f. Provide trained personnel and resources for assignment to the Emergency Operations Center, as appropriate.
 - g. Support the efforts of the state regional Fire Service Training Council.
 - h. Maintain interagency disaster response training.
 - i. Maintain activation and alerting procedures and ensure that all personnel are trained.
 - j. Provide fire prevention and mitigation activities and enforce ordinances that relate to life safety and hazardous materials.

F. Response Activities

- 1. Fire Service Agencies:
 - a. provide suppression and control of fires and support other fire protection agencies if signatory to mutual aid agreement.
 - b. Assist with the dissemination of warnings.
 - c. Provide Urban Search & Rescue support.
 - d. Establish Incident Command System and supporting elements of ICS.
 - e. Coordinate request for outside resources with Emergency Management.
 - f. Provide traffic control and evacuation support.
 - g. Provide defensive support for Hazardous Materials incidents.
 - h. Provides emergency medical and transportation services in response to injured persons
 - i. Conduct damage assessments and report them accordingly.
- 2. Emergency Management:

- a. Obtains a state mission number.
 - b. Provides communications and other support assistance to the fire operation, such as the mobile command post, as appropriate.
 - c. Activate EOC in support of fire operations, as appropriate.
 - d. Request Fire Mobilization activation, as appropriate.
 - e. Coordinate Fire Mobilization resources, as appropriate.
3. Law Enforcement agencies:
 - a. Provide for scene security.
 - b. Provide traffic control.
 - c. Assist in Urban Search & Rescue.
 4. Public Works agencies:
 - a. Provide traffic control support.
 - b. Provide heavy equipment, as appropriate.

G. Recovery Activities

1. Fire Service agencies:
 - a. Provide information concerning hazardous areas, or other encountered problems.
 - b. Continue fire prevention, suppression, rescue or other operations as required.
 - c. Assist in damage assessment data collection.
 - d. Document agency cost.
 - e. Provide for fire investigation, as appropriate.
2. Emergency Management:
 - a. Act as liaison between local fire agencies and state or federal damage assessment teams, as appropriate.
 - b. Coordinates information with state Emergency Management.
3. Law Enforcement agencies:
 - a. Assist with fire investigations.

RESPONSIBILITIES

A. Primary Agencies

1. Fire Chiefs and heads of Fire Service agencies are responsible for:
 - a. Development and review of agency Suggested Operating Procedures, resources inventories, and other operational plans.
 - b. Assuring that all personnel are trained in fire suppression and other fire related activities within their jurisdictions.

- c. Ensuring the ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) as provided in the departments SOP's and by use of the toning capabilities of the dispatch center.
- d. Directing emergency operations within their respective political subdivisions, as appropriate.
- e. Work within the guidelines of the Kittitas County fire mutual aid agreement.
- f. Have the overall responsibility and authority to coordinate emergency fire operations within their respective jurisdictions.
- g. On scene fire management will follow the concepts of the Incident Command System.
- h. If the fire originates on unprotected lands, the initial attack (first arrival) agency will assume command until threatened, protected lands can be determined. Once determined, the responsible protection agency will assume command.
- i. Area Law Enforcement will assist Fire Service operations with crowd and traffic control and evacuation of endangered population areas as necessary.
- j. Participating in the Regional and State Fire Mobilization Plan, if able.
- k. Documenting expenditures for auditing and reimbursement purpose.
- l. Providing specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.
- m. Reporting to designated staging areas as directed for assignment.
- n. Provide fire prevention and suppression activities within their respective jurisdictions.
- o. Provide for light duty search and rescue operations within department capabilities.
- p. Provide emergency medical treatment to victims at the scene, within levels of training.
- q. Provide a limited defensive capability for hazardous materials incidents.
- r. Assist in warning in areas affected by a major emergency.
- s. Assist in evacuation of areas affected by a major emergency.
- t. Provide assistance in damage assessment and reporting.

B. Support Agencies

1. Kittitas County Management is responsible for:

- a. Updating local mutual aid agreement
 - b. Being the Point of contact for Kittitas County activation of the Regional and State Fire Mobilization Plan
 - c. Acting as the contact point for U.S. Forest Service request for fire fighting personnel and equipment for suppression on U.S. Forest Service lands.
 - d. Requesting appropriate Fire Service staffing for the EOC, as appropriate.
2. Law Enforcement agencies:
 - a. Provide traffic control.
 - b. Provide area security.
 - c. Be part of the Incident Command System.
 - d. Evacuation support.
 - e. Search & Rescue command authority.
 3. Public Works agencies:
 - a. Traffic control support.
 - b. Assistance with identifying evacuation routes.
 - c. Heavy equipment support.
 4. The President of the North Central Washington Chief's Association, or designee, acts as the county Fire Services coordinator, who is responsible for:
 - a. Coordination of Fire Service training.
 - b. Assisting in the implementation of the local mutual aid agreement.
 - c. Ensuring that Fire Service related information is disseminated to the local Fire Service agencies.

RESOURCE REQUIREMENTS

Fire fighting and special equipment for the Kittitas County area is listed in the Fire Resources Inventory.

EMERGENCY SUPPORT FUNCTION - FIVE INFORMATION, ANALYSIS AND PLANNING

PRIMARY AGENCY: Kittitas County Management (KCSO)

SUPPORT AGENCIES: Local Law Enforcement Agencies
Local Fire Service Agencies
Local Public Safety Answering Points (PSAP)
Kittitas County Assessor's Offices
Kittitas County Public Works Departments
Kittitas County Building Departments
Amateur Radio Operators
American Red Cross

INTRODUCTION

A. Purpose

In ensure effective communication and information exchange, and dissemination of information in order to effectively analyze situations so that an appropriate action plan can be created.

B. Scope

This Emergency Support Function affects all agencies/departments involved in emergency operations. It is necessary to ensure that all information is coordinated and correct so that effective planning is done.

POLICIES

- A. All incident information shall be forwarded to the EOC or other location established by Emergency Management.
- B. The Kittitas County Department of Emergency Management will provide for information coordination through their EOC or other established location. They will ensure that information is passed to the various agencies involved in disaster response/recovery.
- C. Emergency Management will keep the State informed of the situation, as appropriate.
- D. Media relations will be handled by the Incident Commander.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Emergency or disaster situations that would effect the ability of agencies to communicate could affect this ESF, these are, but not limited to:

1. Power outages
2. Lighting strikes / electro magnetic pulse (EMP)
3. Equipment failures/losses due to natural or technologic disasters

B. Planning Assumptions

1. Information coordination will be limited at the onset of an incident.
2. The Emergency Operations Center, or secondary EOC will be used as the point of contact for information coordination.
3. There will be misinformation and rumors to contend with.

CONCEPTS OF OPERATIONS**A. General**

1. Information will be coordinated from the Kittitas County EOC or other designated point, as appropriate to the incident.
2. Gathered information will be used for planning purposes and to keep all involved agencies current on actions that are occurring.
3. Information shall be distributed only to those agencies that are involved in the response operations. Information shall not be given out to non-involved agencies without the permission of the Incident Commander and/or Public Information Officer (PIO).
4. The EOC shall review and coordinate received information. Verify for accuracy and use it to avoid potential rumor situations.
5. Information should be communicated in hard copy form, such as fax, amateur radio packet system, or written reports. All involved response agencies should provide situation reports to the EOC or designated location at least once every 12 hours, or upon request from the EOC.
6. The EOC, or designated point, shall provide situation reports to the state EOC, as appropriate. This includes transmission of local proclamation of emergencies. This will be done by the best means available, to include, but not limited to fax or amateur radio packet system.

7. Information that is obtained that is critical in nature for planning purposes, should be communicated from field units to the appropriate communications center or directly to the EOC via radio link.
8. The persons responsible for coordination of information shall be the Kittitas County Emergency Management Specialists. or local Government designee Responsibilities include:
 - a. Assigning personnel to assist with the coordination of information.
 - b. Ensuring the confidentiality of information received.
 - c. Ensuring that the EOC or designated facility is equipped to handle the task of coordinating information.

B. Organization

1. Kittitas County and local government bodies are the primary agency for the coordination and collection of incident information for planning and analysis. The Emergency Management Specialist shall act as information coordinator.
2. Emergency Management shall maintain a facility (The EOC) and alternate to serve as a point of contact for information coordination and collection.
3. Emergency Management will establish procedures dealing with information coordination, collection and distribution.

C. Procedures

1. Upon the need for information, analysis and planning, the Kittitas County Emergency Operations Center, or alternate site will be activated by the Emergency Management. Request to activate the EOC for information coordination can come from any command level officer of fire or law enforcement. In addition the legislative authority of a particular jurisdiction can request information coordination activation.
2. The Emergency Management Specialists, or designee will ensure that information coordination is established by, but not limited to:
 - a. Opening the EOC, per departmental SOP's and call out lists.
 - b. Obtaining necessary equipment, such as fax machines, additional phone lines, etc. (Most of the needed equipment is already in place, however the size of the incident could overwhelm available resources.)

- c. Coordinate with R.A.C.E.S. officer to activate amateur radio group for communication support.
3. Support agencies will coordinate information gathering with the EOC. This will be done by periodic situation reports which 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. Area where it is taking place.
4. Information gathered at the EOC will be disseminated to the planning section unit, or Incident Commander, as appropriate.

D. Mitigation Activities

1. Kittitas County Emergency Management shall endeavor to keep the Emergency Operations Center in a state of readiness. This includes, but not limited to:
 - a. Emergency communications systems are kept in a state of readiness.
 - b. Providing necessary phone communications.
 - c. Maintaining the redundancy of the communications systems.
 - d. Provide data back up to all necessary information.
 - e. Ensure the readiness of back up power generation.
 - f. Maintain a mobile communication vehicle that can be used as an alternate EOC.
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.

E. Preparedness Activities

1. Kittitas County Emergency Management:
 - a. Develops and maintains liaison with support agencies to ensure readiness.
 - b. Develop and maintains the process for information coordination during an emergency or disaster.
 - c. Develops reporting formats and systems, and coordinates damage assessment reporting procedures.
2. Fire Services:
 - a. Develop and maintain Suggested Operating Procedures for

- the coordination of information and ensure that personnel are appropriately trained. Including, but not limited to:
1. Transmission of sensitive information.
 2. Initial reporting of damage assessments.
 3. Their internal information policies.
- b. Train and provide personnel capable of information gathering, analysis and planning activities, including personnel that can function from the EOC to support information coordination activities, as appropriate.
3. Law Enforcement:
- a. Develop and maintain Suggested Operating Procedures for the coordination of information and ensure that personnel are appropriately trained.
 - b. Ensure that appropriate personnel are capable of participating in an incidents planning process.
4. Local Public Safety Answering Points (PSAP):
- a. Develop and maintain procedures for ensuring that appropriate information is coordinated and see that personnel are appropriately trained in departmental policies.
5. Kittitas County Assessor's Offices:
- a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
 - b. Coordinate with Emergency Management in the criteria for damages assessment gathering.
 - c. Coordinate damage assessment information with the Red Cross.
6. Kittitas County Public Works Departments:
- a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
 - b. Identify vital roadways and infrastructures and ways to by-pass these in the event of damage from a disaster.
 - c. Provide information concerning damage to roads and the infrastructure, in a timely manner to the EOC or other established point of contact.
 - d. Participate with planning in issues regarding public road uses.
7. Kittitas County Building Departments:
- a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained. Procedures

- must address coordination of information to the EOC or other designated location.
 - b. Develop trained personnel to assist in the collection and coordination of information at the EOC, or designated location.
- 8. Amateur Radio Operators:
 - a. Develop and maintain procedures in communications to assist in information collection and coordination in concert with the EOC.
 - b. Ensure that personnel are trained in procedures.
- 9. Red Cross:
 - a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
 - b. Coordinate with Assessor's Office and develop information reporting guidelines.

F. Response Activities

- 1. Kittitas County Emergency Management
 - a. Establish an information collection point and collect information.
 - b. Analyze provided information and distribute with the appropriate agencies. Information should be distributed by best means, such as fax.
 - c. Coordinate and prepare periodic situation reports for local officials and State Emergency Management.
 - d. Request special information from local agencies and volunteer organizations, as necessary.
 - e. Prepare local proclamation for the legislative authority of the affected jurisdiction and forward it to State Emergency Management.
- 2. Support Agencies
 - a. Collect information from their field representatives and provide that information to Emergency Management/EOC, as appropriate.
 - b. Keep Emergency Management/EOC apprised of their resource needs.
 - c. Make request of field representatives for special information.

G. Recovery Activities

- 1. Kittitas County Emergency Management
 - 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, as appropriate.
 - d. Prepare the proclamation by the legislative authority terminating the proclamation of emergency.
2. Support Agencies
- a. Continue to provide information to Emergency Management, as requested.
 - b. Review and revise reporting procedures and formats as necessary.
 - c. Assist in collection of damage assessment information and coordinate activities with Emergency Management.

RESPONSIBILITIES

A. Primary Agency

1. Kittitas County Emergency Management

Coordinate the collection and sharing of information about potential or actual emergencies or disasters that could affect Kittitas County and its cities.

B. Support Agencies

1. Support Agencies

Support Emergency Management in the collection and sharing information about potential or actual emergencies that could affect Kittitas County.

RESOURCE REQUIREMENTS

1. Resources needed to fulfill this ESF are part of the County's EOC and Mobile Command Post.
2. Qualified personnel to fill the Planning Sections Chief role.
3. Trained personnel in Planning Operations and the gathering and coordination of information.

4. Facilities where information analysis can be coordinated.
5. Office equipment, such as typewriters, computers, paper, ect.
6. Trained personnel that can gather and report back information.

EMERGENCY SUPPORT FUNCTION - SIX **MASS CARE**

PRIMARY AGENCIES: Kittitas Valley chapter of the American Red Cross
Salvation Army
Local Community Church Council

SUPPORT AGENCY: Kittitas County Emergency Management

INTRODUCTION

A. Purpose

To develop a county-wide capability for public shelter support during times of emergency or disaster.

B. Scope

This support function is ensuring a coordinated effort between government and community service organizations to provide basic human needs support to affected people after a disaster.

C. Limitations

Presently, Kittitas County and its communities can provide emergency short-term protection to meet the needs of residents and an additional percentage of evacuees by maximizing use of public buildings, churches and schools as temporary housing, feeding or medical facilities. Existing public fallout shelters are inventoried but not equipped, supplied, or maintained due to the lack of state or federal funding for the continuation of such programs.

POLICIES

1. All appropriate governmental and volunteer agency resources will be used as available.
2. All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
3. The Kittitas County Plan will not supersede American Red Crosses (ARC) response and relief activities. ARC operations will conform to the ARC Board of Governors' Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures.
4. Tracking of displaced citizens will be accomplished by the ARC Disaster Welfare Information (DWI) procedures.

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, but not limited to Wildfire, Earthquake, Floods and Hazardous Materials emergencies.

B. Planning Assumptions

1. The shelter program shall be developed on the assumption that people may have to remain in public shelters for a period of time.
2. For planning purposes, it is assumed less than twenty percent of the population will require public shelter services in any given situation. Research conducted by Snohomish County (1981) indicates 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.
3. There are enough resources available locally to care for the local population for at least two weeks.
4. The Red Cross has existing agreements in place for shelters and an activation and staffing plan for shelter operations.

CONCEPTS OF OPERATIONS**A. General**

1. The American Red Cross has established a mass care/shelter plan. They are responsible for inventorying potential shelter locations and have:
 - a. Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
 - b. Written agreements to use shelters, as appropriate.
 - c. Trained volunteers for mass care and shelter operations.
 - d. Established a communication system for communications between shelters, Red Cross HQ, and the EOC.
 - e. Established, with other social service organizations, a crisis counseling system.
2. In an actual emergency, information concerning the shelter program including public shelter locations, will be disseminated as directed by Kittitas County Emergency Management or the designated Public Information Officer in coordination with the American Red Cross

3. The Red Cross representative to the EOC will function as the mass care representative.

B. Organization

1. The American Red Cross has developed a mass care/shelter plan for the Kittitas county areas. Along with this plan the Red Cross has trained volunteers and paid staff to carry out the plan.
2. Kittitas County Emergency Management has and continues to work with the Red Cross to assist in the coordination and liaison with local government and the public in instituting mass care and shelter activities for the public.

C. Procedures

Sheltering and mass care will follow the SOP's developed and implemented by the Mass Care plan of the American Red Cross.

D. Mitigation Activities

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

E. Preparedness Activities

1. The American Red Cross:
 - a. Identify usable facilities for shelter and mass care.
 - b. Maintain a current listing of all available shelters.
 - c. Recruit and train volunteers for mass care operations.
 - d. Coordinate with Emergency Management in planning issues and other mass care concerns.
 - e. Develop a liaison with other community service organizations for providing mass care to the public.
 - f. Provide Disaster Welfare Inquiry services.
2. Kittitas County Emergency Management:
 - a. Coordinate with the Red Cross in Shelter and mass care issues. Ensure compatibility between the Kittitas County Plan and the Red Cross mass care plan.
 - b. Obtaining shelter operations training from the Red Cross.

F. Recovery Activities

1. Primary Agencies:
 - a. Provide for crisis counseling, as appropriate.

- b. Provide necessary support services, as per their national policies.
2. Kittitas County Emergency Management:
 - a. Perform disaster impact assessments.
 - b. Coordinate with FEMA and State Emergency Management for any programs that are made available, as appropriate.

RESPONSIBILITIES

1. The American Red Cross:

As the lead agency responsible for implementing the shelter program, will designate a shelter coordinator responsible for:

 - a. Identification of suitable community facilities and development of emergency Suggested Operating Procedures.
 - b. Maintain listing of shelters, capabilities and resources available.
 - c. Developing county-wide shelter management and staffing assignments and supporting training.
 - d. Documenting costs for reimbursement and auditing purposes.
 - e. Evaluation and review of procedures to ensure operational readiness.
 - f. Coordinating support services in an actual emergency.
 - g. Tracking of displaced individuals.
 - h. Handles all aspects of the community sheltering plan and other shelter activities in accordance with their mission.
2. Kittitas County Management is responsible for:
 - a. Maintaining current inventories of available public shelter facilities and capabilities.
 - b. Coordinating the Implementation of the overall shelter program within the county as needed.
 - c. Establishing communications between the shelter and the EOC with assistance from amateur radio operators, when appropriate.

RESOURCE REQUIREMENTS

Red Cross responsibility.

EMERGENCY SUPPORT FUNCTION - SEVEN **RESOURCE SUPPORT**

PRIMARY AGENCY: Kittitas County Emergency Management

SUPPORT AGENCIES: Kittitas County Board of Commissioners
City Mayors / Councils
Public Works/Street Departments
R.A.C.E.S Amateur Radio Operators
American Red Cross

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

This ESF is to assist in the obtaining of resources and the coordination of resources during an incident. This ESF applies to all agencies that have resources that could be utilized during a situation.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Resource support could be affected by several disaster scenarios, such as earthquake, flood and/or wildfire. The main focus would be on a disaster situation that would isolate the County or certain areas of the County, which would prevent timely arrival of resource support. Due to this, the County as a whole and the Cities must be able to coordinate local resources for a period of time prior to the arrival of additional resources.

The following are infrastructures and facilities that are considered vital to the resource capabilities of the Kittitas county area:

- a. Interstate 90 (Main route east and west - winter storms, slide and fires could close this route and the link with western Washington.)
- b. State Route 97 & I-82 (Main link with I-90)
- c. Yakima and Cle Elum River bridges
- d. Columbia River Bridge
- e. Teanaway Bridge
- f. Bowers Field Airport
- g. Kittitas County fair grounds (staging area)
- h. South Cle Elum Ball Park (staging area)

- i. Burlington Northern Railroad main line
- j. Domestic water systems:
 - 1. City of Ellensburg.
 - 2. City of Kittitas.
 - 3. City of Cle Elum
 - 4. Snoqualmie Pass water district
 - 5. City of Roslyn

B. Planning Assumptions

- 1. Each responding organization has an established system for managing their own resources.
- 2. Public safety agencies and Public Works agencies are familiar with and utilize the Incident Command System (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.
- 5. The State Fire Mobilization plan can be utilized to obtain additional resources upon the depletion of local and mutual aid resources.

CONCEPTS OF OPERATIONS

A. General

- 1. In the event of a proclaimed disaster or a major emergency impacting Kittitas County, use of local resources will be the first priority (RCW 38.52).
- 2. In a large scale multi-agency response a coordinating group of policy level officials will determine resource allocation, if necessary. This group may include, but not limited to the following: Legislative authorities; Public Utility Districts; Public Transit (KCAC); National Guard; Law Enforcement; Fire Services, and Emergency Management.
- 3. In an emergency operation, each responding entity will be responsible for conserving and controlling its own resources. Multi-agency response will follow the concepts of the Incident Command System (ICS).
- 4. Requests for additional outside equipment or other assistance must be a coordinated effort. Responding agencies should notify Kittitas County Emergency Management or the EOC, if activated, all outside requests made for emergency resources. Resource coordination will be from either

the Emergency Management office or EOC. The Emergency Management Specialists will act as resource coordinators.

5. Staging of incoming resources will be determined on a case by case basis, depending upon the situation.
6. Kittitas County Emergency Management Specialists, or designees have overall responsibility for the coordination and allocation of existing and requested resources. A resource inventory list will be kept current by Emergency Management
7. The appropriate Board of County Commissioners, Mayor or City Commission 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, private agricultural, industrial, commercial, financial, or other service enterprises shall 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 handled by local Community Service organizations with the American Red Cross being the lead agency. Receiving points for donated goods will be determined by the American Red Cross.
10. Kittitas County R.A.C.E.S. organization will assist with communications for the coordination of resources, as appropriate.

B. Organization

Kittitas County Emergency Management:

1. Is coordination point for resource support. This coordination will be done from the EOC or other established point, as appropriate.
2. Is responsible for maintaining inventory listings of local resources.

C. Procedures

The management of local resources not regulated by federal or state law is the responsibility of local government.

The legislative authorities of the political sub-division are empowered to invoke controls on resources and establish resource allocation priorities during a state of

emergency. Even though the legislative authority 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 possible.

D. Mitigation Activities

All Agencies:

1. Ensure that resources are kept in working order.
2. Ensure resources are provided with protection from being damaged due to a disaster event, to the extent possible.

E. Preparedness Activities

Kittitas County Emergency Management

1. Develop and keep current a resource inventory list.
2. Assist other agencies in the maintenance of their resource plan.

All Agencies

1. Develop Suggested Operating 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 call up system for after hours contact needs.

F. Response Activities

Kittitas County Emergency Management

1. Activates EOC or other location for coordination of resources, as appropriate.
2. Establishes communications to organize resource support.

Kittitas County Board of Commissioners

1. Makes themselves available to the EOC or other coordinating location for duration of incident.
2. Establish price controls and/or rationing, as appropriate.
3. Prioritizes resource use, in cooperation with Emergency Management.

4. Ensures necessary funding for resource support is available, as appropriate for county resources.
5. Performs all responsibilities as required by RCW.

City Mayors/Councils

1. Makes themselves available to the EOC or other coordinating location for duration of incident.
2. Prioritizes resource use, in cooperation with Emergency Management.
3. Ensures necessary funding for resource support is available, as appropriate for county resources.
4. Performs all responsibilities as required by RCW.

Public works/Street Departments

1. Ensure coordination with the EOC or other appropriate location.
2. Make available all necessary resources, to maximum extent possible.

R.A.C.E.S. Amateur Radio

Provide communications support for the EOC and/or other coordination locations, as appropriate.

Red Cross

1. Activates their disaster plan, as appropriate.
2. Coordinates community resources needs with other service organizations.
3. Coordinates donated resources.

G. Recovery Activities

Kittitas County Emergency Management

1. Obtains and coordinates damage assessments.
2. Supplies damage assessment figures to appropriate agencies, this includes any potential activities under the Stafford Act.

Kittitas County Board of Commissioners

1. As necessary, 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 county departments to cooperate with Emergency Management.

City Mayors / Councils

1. As necessary, 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 county departments to cooperate with Emergency Management.

American Red Cross

1. Provide care and support to affected population as prescribed in their disaster plan.
2. Perform damage assessment, per Red Cross policies, and coordinate information with Emergency Management.

Public Works/Utilities

1. Perform damage assessment and determine priorities in order to reestablish "normal" conditions as soon as possible.
2. Ensure that vital "systems" are prioritized in order that they are restored in the quickest manner.
3. Coordinate with Emergency Management actions taken in order that recovery efforts are done to meet the needs of the public.

RESPONSIBILITIES

A. Primary Agency - Kittitas County Emergency Management

1. Responsible for ensuring that local resources are inventoried and that this inventory is updated on an annual basis.
2. Responsible for coordination local resources through use of the EOC or other coordination points 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 for:

1. Ensuring that their resources are kept in operating condition.
2. Providing updates of resources to Emergency Management, when appropriate.

EMERGENCY SUPPORT FUNCTION - EIGHT
HEALTH AND EMERGENCY MEDICAL SERVICES

PRIMARY AGENCIES: Kittitas County Health Officer
Kittitas County Health Department
Kittitas County Coroner
Kittitas Valley Community Hospital (KVCH)

SUPPORT AGENCIES: Emergency Medical Services Council
Kittitas County Emergency Management
Area Ambulance Services
Area Fire Services
American Red Cross

INTRODUCTION

A. PURPOSE

To provide for coordination of Health and Emergency Medical Services during times of emergency or disaster.

B. SCOPE

This ESF provides the concepts that the Health, Emergency Medical, Mental Health, and Mortuary services will function under. This ESF applies to all agencies performing Health and Emergency Medical functions.

POLICIES

Emergency Medical response to emergencies or disaster will follow accepted protocol and appropriate RCWs.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Natural and/or Technological disaster could effect the Health and Emergency Medical response. This would come from damage to the infrastructure and roadways, limiting the ability of resources.

A mass causality event (i.e. Passenger train derailment) could also effect the ability of the response, due to the overwhelming of resources.

Medical Emergency (see Boiterriosm Assumptions)

B. Planning Assumptions

1. Local Emergency Medical resources will become overwhelmed in any large scale event.
2. There is only one trauma hospital in the area and this hospital could be affected by a disaster situation.
3. Kittitas County does not have large scale established mortuary storage capabilities.

CONCEPT OF OPERATIONS

A. General

1. The primary objective of Emergency Medical Service is to provide plans and methodologies for prompt and continuous emergency life support to victims of emergencies and disasters.
2. Kittitas County Emergency Management will coordinate logistics support for Emergency Medical services upon request.
3. Kittitas Valley Community Hospital (KVCH) is the areas trauma center. In the event that KVCH is either unable to provide services or overwhelmed, then sites that can be used to assist are:
 - a. Kittitas Valley Clinic- Ellensburg
 - b. Cle Elum Emergency Medical Center, Cle Elum

All of the above are limited in their capabilities and depending upon the situation, request for support may have to be made to the State.

4. The local crisis incident stress team, in conjunction with the Red Cross will coordinate counseling activities to emergency workers and disaster victims.
5. Emergency Medical care at shelters will follow Red Crosses Shelter/Mass care plan. This includes ensuring appropriate Emergency Medical care at shelters.
6. The Kittitas Health District has responsibility for situations dealing with communicable diseases and all other issues dealing with public health. This includes,
 - a. Enforce through the local health officer the public health statutes of Washington State and rules promulgated by the board of health and the secretary of state.
 - b. Supervise the maintenance of all health and sanitary measures for the protection of the public health within it's jurisdiction .

- c. Enact such local rules and regulations as are necessary in order to preserve, promote and improve the public health and provide for the enforcement thereof.
 - d. Provide for the control and preservation of any dangerous, contagious or infectious disease within the jurisdiction of the local health department
 - e. provide for the prevention , control and abatement of nuisances detrimental to public health.
 - f. Make such reports to the state board of health through the local health officer or the administrative officer as the state board of health may require.
 - g. Coordinate programs for the mitigation of public health hazards.
 - h. Monitor and assure safe drinking water supply.
 - i. Acts as an advisor to the Hazardous materials incident command agencies on personnel protection, public health, situation assessment, environmental impacts and identification of unknown products.
 - j. Coordinates with the state department of health concerning monitoring of radiation.
 - k. Establishes and monitors emergency environmental health standards for public shelters and or congregate care facilities.
 - l. Coordinate emergency sanitation support.
 - m. Provides information for the public regarding food contamination, proper handling, distribution and conservation of safe drinking water.
 - n. Monitors food preparation at point of consumption and emergency water supplies for compliance with applicable standards.
 - o. Coordinates emergency health support specific to control of communicable diseases, emergency food service and sanitation needs and emergency medical services.
 - p. Provide for the identification and preservation of essential health department records.
7. The Kittitas County Coroner 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 Coroner will also coordinate with local funeral homes to handle mass fatalities. Provide death certificates and coordinate with the medical examiner and funeral homes to assure vital data is recorded and burial-transport permits are appropriately issued
8. The Mass Care Plan of the Red Cross establishes the coordination of religious crises counseling and other appropriate functions.

B. Organization:

The agencies are independent of each other, however they do coordinate issues together. They set the standards for coordinated response to an emergency or disaster for the response Emergency Medical organizations and hospitals. The concept of response follows the Incident Command System.

C. Procedures:

Each organization affected by this ESF will be responsible for developing and following their own internal Suggested Operation Procedures (SOP) dealing with response to an incident. Response to an incident will follow the concepts of the Incident Command System. When Appropriate, a representative from one of the primary agencies will be assigned to the EOC to coordinate 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 Emergency Medical Program Director:
 - a. Ensure 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 in an appropriate manner.
 - c. Ensure that appropriate EMS agencies develop and maintain Suggested Operating Procedures (SOP).
2. Emergency Medical Services Council:
 - a. Develop and maintain a current inventory listing of all EMS related equipment and coordinate this information with Emergency Management.
 - b. Assist in the delivery of mass causality training for EMS providers.
3. Kittitas County Coroner:
 - a. Develop and maintain liaison with local funeral directors.
 - b. Establish sites that can be used for temporary morgues for mass casualty incidents.
 - c. Develop and maintain Suggested Operation Procedures for action to take for a mass casualty episode.
4. Ambulance Services:

- a. Developing Suggested Operating Procedures for response to emergencies following the concepts of the Incident Command System as the on-scene Emergency Medical command during an emergency. This includes how crews will be alerted to respond to a disaster.
 - b. Coordination with the Emergency Medical program director regarding operations and training requirements for certification.
 - c. Inventorying equipment, communications capabilities and other resources and providing that to the EMS council and Emergency Management.
5. Kittitas Valley Community Hospital, Cle Elum EMS
- a. Develop and maintain a disaster plan and mass causality plan for the hospital and ensure staff is appropriately trained in individual responsibilities.
 - b. Participate in drills and exercises dealing with mass casualty scenarios, as appropriate.
6. Local Fire Services
- a. Develop and maintain departmental procedures dealing with emergency Medical response and ensure personnel are aware and trained in the procedures.
 - b. Ensure that all personnel have at least a current First Responder first aid certification.
 - c. Hold periodic mass causality drills / exercises.
7. Emergency Management
- a. Develop and maintain the Comprehensive Emergency Management plan for response to disasters.
 - b. Create and hold mass causality drills / exercises.
 - c. Assist Emergency Medical services in public preparedness education.
8. Kittitas County Health District
- a. Develops and maintain SOP's dealing with response to disasters for protection of the public health.
 - b. Ensures appropriate personnel are trained to respond to public health emergencies.
9. American Red Cross
- a. Develop and maintain mental health response programs to assist the victims of disasters and ensure appropriate staff and volunteers are trained in this response capabilities.

F. Response Activities

1. In an actual emergency, all responding Emergency Medical organizations are responsible for the following:
 - a. Documenting 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.
 - d. Providing resources and specialized support functions as agreed upon or provided for in mutual assistance agreements.
 - e. Alerting staff (by agency's procedures) and briefing them of the situation.
 - f. Reviewing plans and procedures and assuring personnel are informed of existing or revised procedures.
 - g. Coordinating needs for augmentation of resources with Kittitas County Emergency Management.
 - h. Conducting emergency operations.

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

2. Emergency Medical Program Director
 - a. Ensures local EMS responders cooperate in local response.
3. Kittitas Valley Community Hospital
 - a. Is the trauma center for the Kittitas County area.
 - b. Coordinates Mass Casualty incidents with field EMS personnel.
 - c. Locates and assigns overflow facilities, as appropriate.
 - d. Coordinates the movement of patients to other facilities, as appropriate.
 - e. Provides for patient care, to include mental health issues.
4. Area ambulance services
 - a. Follow the concepts of the Incident Command system on all responses to emergencies or disasters.
 - b. Mobilizing personnel and resources, as appropriate.
 - c. Utilize the Kittitas County Mass Casualty incident plan.
5. Area Fire Service departments
 - a. Follow the concepts of the Incident Command System.
 - b. Assist field Emergency Medical resources, as appropriate, within departmental qualifications.
 - c. Utilize the Kittitas county Mass Casualty incident plan.
6. Emergency Management
 - a. Coordinate resource request and obtain additional resources from state and other sources, as appropriate.
 - b. Coordinate information between agencies.

7. Health District
 - a. Responds when requested by incident command staff.
 - b. Monitors all conditions that may have an effect of the public health.
 - c. Performs field sampling and testing, as appropriate.
 - d. Warns command staff of potential health threats to responders.
 - e. Issues health advisories to the public, as appropriate.
 - f. Locates and assigns quarantine facility's as appropriate
 - g. Controls flow of medical information from the ICS to the public.
8. American Red Cross
 - a. Establishes mass care operations, when requested by incident command staff.
 - b. Establish mass care following the concepts of the Red Cross Disaster plan

G. Recovery Activities

1. All agencies: Support recovery activities consistent with their department's mission and capabilities.

RESPONSIBILITIES

A. Primary Agency

Coordinate the planning for, and provisions of, the local Emergency Medical and public health assistance to the local area after an emergency or disaster. And acts as the lead agency during a medical emergency

B. Support Agencies

Provide support to the primary agency in planning for, and providing resources in response to an emergency or disaster.

EMERGENCY SUPPORT FUNCTION - 9

SEARCH & RESCUE

PRIMARY AGENCY: Area Law Enforcement Agencies

SUPPORT AGENCIES: Kittitas County Fire Agencies
Kittitas County Emergency Management
Kittitas County EMS Agencies
Kittitas County Search and Rescue

PURPOSE:

The purpose of this chapter is to provide guidance for search and rescue operations. The primary source of man power for SAR operations comes from volunteers, in most cases Kittitas County Search and Rescue. And CERT programs, the purpose of these groups is to help mitigate the loss of life through their operations.

SCOPE:

This ESF details the roles and responsibilities of agencies responding to Search and Rescue operations, either wildland or urban. State law encompasses both wild land and disaster (urban) SAR (Section 38.52.010(7) RCW).

POLICIES

Land SAR activities are initiated, coordination and directed by the local law enforcement agency responsible for the jurisdiction.

Air SAR for mission or downed civil aircraft is the responsibility of the Department of Transportation (WSDOT) (RCW 47.68)

The Incident Command System (ICS) is the preferred method of on-scene incident management for all SAR operations.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Kittitas County is threatened by major events such as avalanches, earthquakes or airline crashes. Such disasters have the potential of resulting in large SAR operations that could be multi-jurisdictional.

Kittitas County is an extremely mountainous county. Avalanches are another situation that could present a situation to the local Search & Rescue capabilities.

The wide range of and easy access to outdoor recreation in Kittitas County and the increasing number of people recreating in the outdoors will result in possible increase in SAR operations.

B. Planning Assumptions

1. Local resources are capable of handling day to day Search and Rescue activities.
2. The military will respond to most requested Rescue situations for air support.
3. Law Enforcement Agencies, by RCW, are the responsible agency for Search & Rescue activities.
4. Searches for overdue / lost aircraft are coordinated by the Aeronautics Division of the Department of Transportation.

CONCEPTS OF OPERATIONS**A. General**

1. All Search & Rescue operations will be managed by the concepts of the Incident Command System (ICS), with the responsible Law Enforcement Agency as the Command Agency.
2. Search & Rescue operations will normally be controlled from a field command post location.
3. Large scale Search & Rescue may utilize the EOC for coordination of resources.
4. In the event of a search and rescue 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 law enforcement agency concerned.
5. Upon notification of a search and rescue emergency, Kittitas County Emergency Management will advise the state Division of Emergency Management of any search and rescue mission which utilizes volunteers and request a mission number. This extends liability coverage to participating registered personnel and equipment.
6. Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, Kittitas County Emergency Management may request assistance through the state Division of Emergency Management. The state office will authorize state, federal and

state-wide search and rescue volunteer organization resources and initiate the access of personnel, equipment, air support, and other specialized or requested supplies.

7. The radio frequency 155.160 MHz has been dedicated state wide for search and rescue communications purposes.

B. Organization

1. Local chief law enforcement officers are responsible for SAR operations within their jurisdictions.
2. The US Forest Service and National Park Service have SAR responsibilities on their lands. The USFS has requested that the Kittitas County Sheriff's Office handle SAR operations on Forest Service lands.
3. Emergency Management will work in a coordinating capacity in direct support of search and rescue activities and:
 - a. Obtain state mission number for actual and training missions
 - b. Register local search and rescue volunteers as emergency workers
4. Fire and EMS agencies will assist SAR operations with technical, medical and personnel support.
5. Heavy rescue (IE: collapsed buildings, trench rescue) shall be a team effort of Law Enforcement, fire services Volunteers other agencies and the private sector, with the Fire Department providing overall command , control and coordination. The Public Works Department, Street Division is the lead agency for the provision of heavy equipment. The Planning Dept. Building Division is the lead agency for providing technical advise concerning structures.

C. Procedures

1. Upon receiving information of a possible SAR operations, the responsible law enforcement agency will initiate their SAR procedures.
2. When personnel from outside the law enforcement agency are used, the responsible agency will contact Emergency Management for a State Mission Number.
3. Direction and Control of the SAR operations will follow the concepts of the Incident Command System (ICS), with the responsible law enforcement agency being the Incident Command agency.

D. Mitigation Activities

Primary agency

1. Provide ongoing public education to recreational users
2. Maintain an active SAR program.

E. Preparedness Activities

Primary agency

1. Provide SAR training to responsible personnel and appoint a SAR coordinator. SAR training shall include response to Urban SAR as well as wild land SAR.
2. Develop and maintain support procedures for response to SAR operations.
3. Develop and maintain a training program for personnel and volunteers for SAR operations.

Support agencies

1. Establish coordination with primary agency.
2. Develop and maintain procedures for responding to SAR operations, which are coordinated with primary agency's procedures.
3. Develop and maintain training for SAR operations.

F. Response Activities

Primary agency

1. Initiate all SAR operations within their jurisdiction, except those operations tasked to State DOT, Aeronautics Division.
2. Establish ICS for SAR operations and become Incident Command for all SAR operations, this include Urban Search and Rescue.
3. Provide trained personnel for SAR operations.
4. Request additional resources, as appropriate.

Support agencies

1. Provide resources for SAR operations, as appropriate.
2. Respond following the concepts of the Incident Command System.

G. Recovery Activities

All Agencies

1. Assist in the return of all SAR resources in an organized fashion, so as to be able to respond to future SAR missions.

RESPONSIBILITIES**Primary agency**

1. In accordance with RCW 38.52.400 the chief law enforcement officer of each political subdivision is responsible for conducting search and rescue operations within the jurisdiction.
2. Provide a 24 hour point of contact for the public to report possible SAR operations.
3. Provide direction and coordination for SAR operations, to include Urban SAR operations.

Support agencies

Upon request, provide support in search and rescue operations and aid victims within their means of personnel, training and equipment.

RESOURCE REQUIREMENTS

Search & Rescue resources are obtained and kept, for the most part, by the Kittitas County Sheriff's Office. They have obtained a pool of active volunteers and equipment.

EMERGENCY SUPPORT FUNCTION - TEN HAZARDOUS MATERIALS

PRIMARY AGENCY: Washington State Patrol

SUPPORT AGENCIES: Area Fire Services
Emergency Management
Area Law Enforcement Agencies
Health Department

INTRODUCTION

PURPOSE:

To provide for the coordination of local government actions when responding to local incidents involving radioactive chemical, toxic, explosive, terrorist or other hazardous materials.

SCOPE:

Provides for the coordination and definition of functions performed by responders to hazardous material incidents.

POLICIES

Management of a hazardous materials incident will follow the concepts of the Incident Command System (ICS).

The Washington State Patrol (WSP) shall be the incident command authority for all hazardous materials incident occurring anywhere in Kittitas County.

All actions taken at a Hazardous Materials Incident will be defense in nature and shall be within the capabilities of the personnel on scene.

SITUATION

A. Emergency/Disaster Hazards and Conditions

Hazardous materials are transported through the Kittitas County area daily via rail, highway and air routes, creating a relatively high exposure to potential Haz-Mat incidents. Local response to these incidents is limited in scope by both financial and training constraints. With the extensive requirements put forth in SARA Title 1 and 29 CFR 1910.120 and the cost that these requirements entail, it is not feasible for Kittitas County to have and maintain a full Haz-Mat response team and equipment. It is for this reason that in the event of a major Haz-Mat incident that is beyond the capabilities of local responders, the only actions that will be taken will be

consistent with their capabilities at the operational level. Defensive actions will be the highest level of response by local responders.

B. Planning Assumptions

1. Kittitas County Haz-Mat response will be defensive only. The Kittitas County area has no Haz-Mat team.
2. Support for a large scale Haz-Mat incident will have to come from out of the area.
3. There are several facilities and transportation routes that could sustain a hazardous materials incident, these have been identified in the Kittitas County LEPC plan and local public safety officials are aware of these locations.

CONCEPTS OF OPERATIONS

A. General

1. The concepts of operations for Hazardous Material Incidents will follow the concepts set forth in the Kittitas County Local Emergency Planning Committee (LEPC) plan.
2. Local command of a hazardous materials incident will follow the concepts of the incident command system. Unless otherwise designated, the Washington State Patrol will assume command responsibility. The command team will be responsible for working together from a command post location(s).
3. The affected political subdivision has the primary responsibility for protecting life, property and environment threatened by hazardous material incidents except in those areas specifically preempted by state or federal law. As necessary, local public safety agencies are primarily responsible for initial assessment of the situation, attempt identification of materials involved, incident coordination, securing the site, rescue and medical treatment of the injured if safe to do so, defensive measures or containment if properly trained to do so and/or evacuation of people if endangered. Clean up is the primary responsibility of the spiller, if known.
4. When local agencies (fire services or law enforcement, etc.) have Incident Command responsibilities, the state and federal function will be to support and coordinate with the local responders, when requested.

5. When outside personnel and resources are working in support of local response agencies, private, state, or federal personnel will maintain their normal chain of command and supervision. They will respond to tasks and assignments through or in conjunction with the on-scene Incident Command System.
6. Upon notification of a Hazardous Materials Incident, Kittitas County Emergency Management will obtain a state Emergency Management incident number to extend liability coverage to registered local volunteers and equipment responding in a specialized or general support capacity.
7. 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 in place protection. Protection of property and environment will be secondary.
8. Command of a Haz-Mat incident will be initially from a field command post location. The EOC will only be activated if, in the opinion of the Incident Commander, Direction and Control of the incident can be better facilitated from the EOC.

B. Organization

The primary agency is the Washington State Patrol, as local Haz-Mat incident command agency. The response to a Hazardous Materials incident will follow the concepts of the Incident Command System, establishing Unified Command, as appropriate.

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.
3. Establish and identify command post and staging locations. Establish ICS.
4. Take measures to protect the public and the safety of responders.
5. Call for necessary help from mutual aid jurisdictions, State Department of Ecology and/or US EPA.
6. Ensure that public health departments are advised and incorporated into the command system.
7. Monitor the progression of the incident.
8. 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. Work with the LEPC to further ideas that facilities can use to reduce the amount of hazardous chemicals which are on site.
2. Encourage businesses that use hazardous chemicals to develop and maintain such things as containment barriers.
3. Training covering the basic components of Emergency Management EOC operations , field operations and urban rescue.
4. Training for DEM staff in professional development and specific emergency management skills.
5. Programs for schools and workshop for teachers on incorporation of emergency preparedness training in the classroom.
6. Training for employees and hazardous materials response personnel as outlined in title III of the superfund amendments and re-authorization act of 1986(SARA) and WAC 296-62-3112.
7. Any other training and education programs either upon request or in the judgment of the director of emergency management are in the best interests of the county.
8. Develop district and building hazard mitigation and emergency plans in accordance with state and regional policy.

E. Preparedness Activities

1. Maintain and update locations of where hazardous materials are stored, used and/or produced. Ensure that all public safety responders are supplied with these materials.
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.
3. Work with the LEPC to hold 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. All agencies should ensure that personnel have the appropriate level of Personal Protective Equipment (PPE) for expected response.

F. Response Activities

1. Size up situation, advise dispatch of situation and make request for additional resources, if appropriate.
2. Isolate the area and deny further entry.
3. Perform rescue, if it is safe to do so.
4. Ensure that Incident Command agency is notified.
5. Establish command post. Should be in cold zone, up hill, up wind and up stream from the incident.
6. Attempt to identify the materials - **WITHOUT RISK** - by use of:
 - a. Placards / labels
 - b. Shipping papers
 - c. Haulers information
 - d. Tier two information
 - e. Any other available means
7. Determine if there is a need for evacuation or shelter in place, take appropriate steps.
8. Establish crowd and traffic control.
9. Institute an emergency public information plan, keep the public informed.

G. Recovery Activities

1. Ensure that release has ended and that the area is safe to re-enter. This decision must come from the Incident Commander.
2. Assist in clean up that is appropriate and within abilities.
3. Advise the public it is safe to return to the isolated area.
4. Coordinate cost recovery, as appropriate.

RESPONSIBILITIES**A. Primary Agency**

1. The Washington State Patrol:
 - a. Is the designated Incident Command Agency for all of Kittitas County, on and off of state highways, per RCW 70.136.030
 - b. Will follow the concepts of the Incident Command System.
 - c. Will ensure their personnel are trained to the appropriate levels for response.
 - d. Will perform all functions associated with the Incident Command agency, as appropriate.
 - e. Will respond to all requests for assistance.
 - f. Provide command level personnel for command post or EOC, as appropriate.

B. Support Agencies

1. Area Fire Services:
 - a. Fire suppression
 - b. Rescue
 - c. Material containment, defensive only and limited to department's capabilities
 - d. Ensuring personnel are properly trained
 - e. Developing Suggested Operating Procedures consistent with LEPC plan
 - f. Medical aid support
 - g. Evacuation support
 - h. Emergency decontamination support
 - j. Following concepts of the Incident Command System
 - k. Acting as Incident Command Agency in area where the fire districts have so designated themselves.
 - l. Provide command level personnel for command post or EOC, as appropriate.
2. Law enforcement:
 - a. Developing and training in Suggested Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
 - b. Evacuation
 - c. Traffic and crowd control
 - d. Area security / scene isolation
 - e. Provide command level personnel for command post or EOC, as appropriate.
3. Emergency Medical Services

- a. Developing and training in Suggested Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
 - b. Medical aid
 - c. Emergency decontamination
 - d. Evacuation of injured person(s)
 - e. Provide command level personnel for command post or EOC, as appropriate.
4. Engineering / Public Works:
- a. Developing and training in Suggested Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
 - b. Traffic control support (barricades, personnel, etc.)
 - c. Heavy equipment
 - d. Containment support (when within the capabilities and under supervision of the incident command agency.)
 - e. Evacuation support
 - f. Provide command level personnel for command post or EOC, as appropriate.
5. Emergency Management:
- a. Developing and training in Suggested Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
 - b. Collects SARA Title 3 data from tier 2 forms and supplies chemical information to public safety agencies
 - c. Provides chemical release scenarios by use of ALOHA program.
 - d. Is local point of contact for Washington Ecology (Central region).
 - e. Provides First Responder awareness and operational level training to local response agencies.
 - f. Provides chemical information from CAMEO RIDS program.
 - g. Establish field command post or open EOC, as appropriate
 - h. Coordinates with the state's radiological monitoring program
6. Health Department:
- a. Develop and maintain Suggested Operating Procedures for support of a Hazardous Materials Incident and ensure staff is trained in the SOP.
 - b. Formulates and distributes public health information to the media and other appropriate areas.
7. Washington State Department of Ecology, Central Regional Office (Yakima):

- a. Provides for clean-up and/or remediation of spills when the spiller is unknown.
- b. Provides on-scene coordination and technical information for containment, clean-up and disposal for a spill.
- c. Is the State's on-scene coordinator.
- d. Assists in determining if an incident should be federalized.
- e. Assist local agencies in cost recovery.

RESOURCE REQUIREMENTS

1. Trained responders to the operations level.
2. Containment supplies such as:
 - Absorbent pads/materials
 - Booming materials
3. US DOT Emergency Response Guidebooks

In addition to the above mentioned requirements, coordination with state Ecology spill response units is necessary.

EMERGENCY SUPPORT FUNCTION - ELEVEN FOOD AND WATER

PRIMARY AGENCIES: Human Service Agencies:
American Red Cross
Salvation Army

SUPPORT AGENCIES: Emergency Management
Legislative Authorities

INTRODUCTION

Purpose:

To provide for the distribution of food to displaced individuals, county residents, or emergency workers in the event of a disaster or long term recovery period.

Scope:

This ESF applies to all agencies that perform food and water distribution to the general public.

POLICIES

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

SITUATION

A. Emergency/Disaster Hazards and Conditions

Several types of hazard conditions could affect the delivery of food and water to the general public. These are, but not limited to:

1. Floods
2. Earthquake
3. Severe weather
4. War

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 and the physical destruction of food and water supplies.

B. Planning Assumptions

1. Citizens will be able to provide for themselves for the first 3 days.
2. There are enough food supplies locally to supply the citizens for at least one week, with rationing.

CONCEPT OF OPERATIONS**A. General**

1. The Red Cross will develop and maintain a list of food and water resources and shall develop agreements with these resources, as appropriate. This will be maintained in their disaster plan and proved to Emergency Management as necessary.
2. In the event of a situation that would prevent normal deliveries of food to the Kittitas County area, the Executive Authority of the County may institute a rationing plan, as appropriate.
3. As appropriate, the local Legislative Authority may secure food and water resource by purchase of same.
4. In the event potable water is needed, the Kittitas County Department of Emergency Management will work with other agencies, such as the local Health Department, State Emergency Management or National Guard to secure emergency water supplies.
5. Kittitas County Emergency Management will work with the Red Cross in the coordination of the distribution of food and water supplies, as appropriate.

B. Organization

1. The Red Cross has established a disaster response committee and teams that will follow their internal disaster plan, coordinating activities with Emergency Management.
2. The Red Cross plan provides for a chain of command that fits into the Incident Command System and has identified liaisons positions to coordinate with local government. This position will work with Emergency Management at the EOC or other determined coordination location.

C. Procedures

The existing procedures of the Human Services organizations for distributing food will be followed.

D. Mitigation Activities

1. Human Service Organizations

- a. Ensure that local disaster kits with first aid supplies and three day potable water supplies and food supplies will be available at locations deemed essential by the organization.
 - b. Train staff on the value of educating their families members about the importance of three days or more preparedness.
2. Support Organizations
None

E. Preparedness Activities

1. Human Services Organizations
 - a. Maintain inventory list of available food inventories.
 - 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 draft policies for rationing.
 - b. Develop relationship with the primary agency, including a liaison position.

F. Response Activities

1. Human Service Organizations:
Respond to emergency or disaster following organizational guidelines and procedures.
2. Support Agencies:
Respond to emergency or disaster following organizational guidelines and procedures

G. Recovery Activities

1. Human Service Organizations

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

2. Support Agencies

Coordinate food and water distribution with primary agencies.

RESPONSIBILITIES

1. Human Service Organizations
 - a. Coordinates food allocations with Emergency Management
 - b. Identifies locations where food and other rations can be stored.
 - c. Identifies and list businesses, such as grocers than have food on hand and businesses that can be used for storage of food and other goods.
 - d. Are the emergency food coordinators and:
 1. Is responsible for determining locations food can be stored.
 2. Coordinated personnel for the distribution of food to the public.
 3. Is responsible for the management of the food distribution activities.
 4. Coordinates food distribution with other community service groups.
 - e. Purchase food stocks, within their fiscal capabilities.
2. Support Organizations - Executive Authorities
 - a. Coordinates with Emergency Management as to the needs that should be provided to the public.
 - b. Are responsible for the purchase of emergency food stocks during a disaster, when local Human Services agencies can no longer provide this service.
3. Support Organizations - Kittitas County Emergency Management
 - a. Coordinates resource information and needs between agencies
 - b. Provides coordinated information from all involved agencies for reporting purposes to the Executive Authorities.

EMERGENCY SUPPORT FUNCTION - TWELVE ENERGY

PRIMARY AGENCY: Kittitas County Board of Commissioners

SUPPORT AGENCIES: Emergency Management
Public Utility Districts

INTRODUCTION

A. Purpose

To provide for the effective use of available electric power, natural gas 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 shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies. In the event that the entire state is being affected, RCW 43.21G shall apply, which deals with energy emergencies and alerts and establishes necessary emergency powers for the governor.

The legislative 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 effect this ESF. Particular attention should be given to those types of disasters that could have wide-spread effects, such as an earthquake, flooding or severe weather. War related situations could also have a high impact on this ESF.

B. Planning Assumptions

1. The occurrence of a major disaster could destroy or damage portions of the county's energy and utility systems and disrupts petroleum supplies.
2. Widespread and possibly prolonged electric power failures could occur in a major disaster.
3. The transportation, media and telecommunications infrastructures will be affected.
4. Delays in the productions, refining, and delivery of petroleum based products occur as a result 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 county's citizens. Activities during an energy emergency might include:

1. Assessing fuel and electric power damage.
2. Energy supplies 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 Kittitas County is organized by the Kittitas County Public Utility District (PUD) and Puget Sound Energy both using the Northwest Power Pool. Many end users with high reliability needs (e.g., hospitals, and public safety) have their own in-house generations sources.
2. Natural gas within Kittitas County is primarily in the Ellensburg Area. It is brought in by Northwest Pipeline, Inc., then transferred to several natural gas suppliers for commercial / residential service in the greater Ellensburg area. All other gas service in Kittitas County is provided by the use of Propane, which is individually delivered to the specific customer.

3. Local petroleum supplies are through local independent vendors which will have to be coordinated with during an emergency or disaster situation.

4. The Ellensburg Energy Services Division is the lead agency for the provision of electric power and gas, while the Engineering/ public works Dept. is responsible for water and sewer within the city of Ellensburg and they are responsible for developing appropriate emergency plans for responding to emergencies and restoring essential services under their control.

C. Procedures

1. To the maximum extent possible during a disaster, energy, utility, and petroleum distribution systems will continue to provide services through their normal means.
2. Emergency Management will coordinate with energy, utility, and petroleum providers and government officials so that information regarding the proper use of these services can be made to the public.
3. 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.

D. Mitigation Activities

1. Primary agency

None
2. Support agency (Public Utility Districts)

Ensure, to the best of their ability, that transmission lines, pipelines and other modes of transmission are kept in a state of good repair.

E. 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 agency, as requested.
- 3. Support Agency - Utility Districts
 - a. Develops and maintains operating procedures for actions to take during an emergency or disaster.
 - b. Ensures personnel are trained in emergency operations

F. Response Activities

- 1. Primary Agency

Make 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 - Utility Districts

Respond as appropriate as described in their operating procedures.

G. Recovery Activities

- 1. Primary Agency
 - a. Determine priorities among users if adequate utility supply is not available to meet all essential needs.
 - b. Make request for assistance from 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 - Utilities
 - 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 service to normal.

RESPONSIBILITIES

A. Primary Agency

1. 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 first 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 Kittitas County 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 - Utilities

1. Assist with development, coordination and support of energy and utility conservation policies and programs; especially with regard to those establishing priority systems for curtailment of services, restoration of services, or provision of emergency services.
2. Independent companies and political subdivisions which 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 Kittitas County Emergency Management.

RESOURCE REQUIREMENTS

1. Inventory lists of private and public organization 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.

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.

**EMERGENCY SUPPORT FUNCTION - TWENTY
MILITARY SUPPORT TO CIVIL AUTHORITIES**

PRIMARY AGENCY: Kittitas County emergency Management

SUPPORT AGENCIES: Military Department, National Guard
Department of Defense

INTRODUCTION

A. Purpose

To provide a means for requesting military assistance during civil emergencies when conditions extend beyond the capability of Kittitas County to effectively respond, thus increasing the probability of serious danger to human life and/or extensive property damage.

B. Scope

Specific actions to be taken following any incident will be determined by the level of effort required to support the event. ESF 20 describes the conditions under which the Governor could declare a state of emergency and activate the National Guard; procedures that Kittitas County Officials have to follow to request military assistance from the state and/or Federal agencies; the type of assistance that can be provided; and the relationship between the military commander and local civil authorities.

POLICIES

Specific laws and regulations governing the provision of Military Support to Civil Authorities are as follows:

- A. Title 42, United States Code 5121, The Stafford Act
- B. Title V, Public Law No. 101-165
- C. Department of Defense Directive 3025.1
- D. Air Force instruction 32-4001
- E. Air Force Instruction 10-802
- F. Air National Guard Instruction 10-8101

Request for military assistance will normally originate from local government through the State Military Department. This normal channel of request does not preclude request for immediate assistance from supporting agencies, should the situation be life threatening or great loss of property be imminent.

SITUATION

A. Emergency/Disaster Hazards and Conditions:

Military Support - 1

May 2, 2000

1. A civil emergency occurs that overwhelms the ability of Kittitas County to respond with available public and private resources. A request for military assistance can be initiated to compliment, not substitute for, local civilian resources.
2. An emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, any military commander may do what is required and justified to save human life, prevent immediate human suffering, or lesson major property damage or destruction. The commander will report action taken to higher military authority and to civil authority as soon as possible.

B. Planning Assumptions

1. Kittitas County will experience a disaster or emergency situation that will cause the Governor to declare a State of Emergency.
2. The situation will be of such magnitude that county equipment, personnel resources, and services will be insufficient to deal with the emergency.
3. The Kittitas County Sheriff/Director of Emergency Management or designated individual will request State Military resources to assist with disaster response. The request will be based on the premise that the county's ability to respond to an emergency of such magnitude without military assistance will result in loss of human life and extensive property damage.
4. The Governor will activate the National Guard and direct that the military assistance be provided to Kittitas County. Expected time of arrival of those forces is forty-eight hours.

CONCEPT OF OPERATIONS

A. General

1. An emergency situation occurs in Kittitas County that meets the criteria, all public and private resources are exhausted, for requesting state support.
2. Kittitas County Emergency Management contacts Washington State Emergency Management Department (EMD) with a request for state support. EMD will review all statewide resources which could result in a recommendation to the Governor to employ the state National Guard personnel/equipment in addition to other state assets.

3. The Governor will authorize the Adjutant General to mobilize National Guard resources to support Kittitas county.
4. A National Guard Liaison will be assigned to Kittitas County Emergency Management for the duration of the National Guard's involvement.
5. A Task Force Commander will be assigned to maintain military control of all personnel/equipment tasked to support the emergency.
6. When the emergency overwhelms the state's resources, the Governor can request a Presidential Declaration. A major disaster declaration by the President is a prerequisite for federal response and recovery. The Federal Emergency Management Agency (FEMA) coordinates the federal agencies response including utilization of the Department of Defense (DOD) assets.
7. If FEMA becomes involved, a Federal Coordinating Officer (FCO) will be assigned; and if DOD is tasked to respond, a Director of Military Support (DOMS) will also be assigned to oversee federal military personnel/equipment.

B. Organization

1. The Kittitas County Board of Commissioners reviews and recommends for adoption emergency management mutual aid plans, agreements and such resolutions, rules and regulations as are necessary to implement such plans and agreements,
2. The Kittitas County Sheriff is the Director of Emergency Management. The Sheriff/Director is responsible for the Emergency Management Program. The Sheriff/Director is empowered to declare a county disaster or emergency in consultation with the Kittitas County board of Commissioners and/or a jurisdictional elected official(s).

C. Procedures

1. Emergency Management maintains rosters of points for contact for state EMD and National Guard
2. Include local military representatives, state and federal, in Kittitas County exercises and training classes.

D. Mitigation Activities

1. None

E. Preparedness Activities

- 1..Kittitas County Emergency Management will coordinate with Washington State Military Department concerning implementation of this ESF.
2. Identification of expected areas of support:
 - a. air, land, and water transportation
 - b. Armories, tents/shelters and available land
 - c. security forces and traffic control
 - d. supplemental communications
 - e. limited emergency medical assistance
 - f. limited mass feeding
 - g. damage assessment, survey, and reporting
 - h. air support for reconnaissance
 - i. limited power generations
 - j. coordination with all military services.
3. Inventory of County assists and identification of shortfalls.
4. Conduct exercises with state and federal military agencies to enhance response capabilities.

F. Response Activities

Implementing checklists and identifying activities to be undertaken before, during, and after an emergency.

G. Recovery Activities

Implementing checklists and identifying activities to be undertaken to return life support systems to normal or improved levels.

RESPONSIBILITIES

- A. Kittitas County Emergency Management is responsible for determining that the requirements for requesting military support have been met.
- B. National Guard forces have the primary responsibility to provide military assistance to Kittitas County during civil emergencies, as directed by the Governor.
- C. Federal military forces will be tasked only when FEMA is directed by the President to assist Washington State.

D. Local military commanders, state and federal, may immediately respond to an emergency when it is justified to save human life, prevent human suffering and/or lessen major property damage or destruction.

RESOURCE REQUIREMENTS

Support requests to the military should address the task, not the specific number of personnel or equipment. The military liaison will determine how best the National Guard can meet the need.

EMERGENCY SUPPORT FUNCTION - TWENTY ONE RECOVERY AND RESTORATION

PRIMARY AGENCY: Kittitas 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 for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster.

B. Scope

Recovery and restoration actions following any emergency or disaster will be determined by the specific event. All jurisdictional agencies may be involved depending upon the hazards and scope of the situation.

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 Emergency Management from the EOC or other location, work to assemble data on the extent of damages. If warranted, the Sheriff/Director of Emergency Management may recommend to the Legislative Authorities to make a Proclamation of Emergency in order to seek assistance from the Governor's office and the State. This proclamation is the first step to obtain a Presidential Declaration of Disaster (federal assistance), if appropriate.

Recovery and restoration activities for local and volunteers agencies will be coordinated through Emergency Management and/or through the Emergency Operations Center (EOC). If a joint state/federal Disaster Field Office (DFO) is established, the coordination of these activities will then come from the DFO.

SITUATION

A. Emergency/Disaster conditions and Hazards

Any major disasters as addressed in the HVA could create a need for recovery and restoration.

B. Planning Assumptions

1. An emergency or disaster has occurred
2. The situation has caused significant damage so as to requires recovery and restoration activities.
3. Our jurisdiction will need to support and act upon the recommendations of the state.

CONCEPTS OF OPERATIONS**A. General**

1. Emergency Management will:
 - a. Provide guidance to policy makers concerning issues of recovery and restoration.
 - b. Determine the economic and environmental impact to Kittitas County.
 - c. Determine the measures for losses necessary to continue recovery.
 - d. Assist in public information activities such as public announcements on recovery and restoration and instructions on applying for assistance programs.
 - e. Provide liaison between the County and State or Federal agencies dealing with recovery efforts.
2. Affected 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 EOC will direct recovery and restoration efforts. 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 EOC 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 task may include, but not limited to:
 - 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 the Kittitas County Emergency Management.

The Sheriff/Director or Emergency Management, or designee will forward suggestion to the appropriate local or state agency.

2. Support Agencies

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 Kittitas County 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 for recovery 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.

F. Response Activities

1. Primary Agency
Begins documentation of disaster effects and other needed information for recovery and restoration.
2. Support Agencies
 - a. Responds as stated in departmental guidelines.
 - b. Documents disaster related events, including cost.
 - c. Coordinates with Emergency Management, as requested to ensure recovery and restoration efforts.

G. Recovery Activities

1. Primary Agency
 - a. Provides the EOC or other location for the coordination of recovery and restoration information.
 - b. Receives recovery and restoration information from all support agencies and reports the information to the legislative authorities.
 - c. Provides liaison with state and federal agencies when dealing with recovery and restoration efforts.
2. Support Agencies
Provides information and support resources at the request of Emergency Management.

RESPONSIBILITIES

A. Primary Agency - Emergency Management

Has the overall responsibility to coordinate the recovery and restoration task following an emergency or disaster.

B. Support Agencies

Support Emergency Management in the conduction of recovery and restoration activities.

EMERGENCY SUPPORT FUNCTION - TWENTY TWO LAW ENFORCEMENT

PRIMARY AGENCY: Kittitas County Sheriff's Office
Cle Elum – Roslyn Police Department
Ellensburg Police Department
Central Washington Police Department

SUPPORT AGENCIES: Washington State Patrol, District 6
Area state and federal Law Enforcement agencies
Public Works / Street Departments

INTRODUCTION

- A. Purpose**
To provide for effective coordination of Kittitas County law enforcement operations during emergency or disaster situations.
- B. Scope**
The intent of this ESF is to outline the law enforcement procedures required to effectively respond to a county-wide emergency or disaster.

POLICIES

The Kittitas County Sheriff's Office, CleElum-Roslyn Police Department, Ellensburg Police Department, Central Washington University Police Department, and support agencies will, within the limits of their resources and authority, coordinate with other local, state and federal law enforcement organization to support essential law enforcement operations.

SITUATION

- A. Emergency/Disaster Conditions and Hazards**
- Any and all conditions identified in the Hazard Analysis can affect this ESF.
- B. Planning Assumptions**
- Local resources will be exhausted prior to seeking assistance from the state, either from the Washington State Patrol or National Guard.

CONCEPTS OF OPERATIONS**A. General**

1. In an emergency which is within the capabilities of local law enforcement organizations regular law enforcement activity such as traffic control or other emergency police functions, will remain the responsibility of the jurisdiction concerned.
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 Washington State Patrol will advise or assist within the county, but may not supersede the authority of the Sheriff/Chief of Police.
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. Organization

Law enforcement operations will be conducted by the agency responsible for the jurisdiction the event is in. In the event the situation is county-wide, then the Kittitas County Sheriff's Office will coordinate law enforcement activities.

C. Procedures

Law enforcement response will be in accordance with their operational procedures and the County's Comprehensive Emergency Management Plan.

D. Mitigation Activities

1. Primary Agency
None
2. Support Agencies
None

E. Preparedness Activities

1. Primary Agency
 - a. Develop and maintain operational guidance for the effective use of its resources.
 - b. Ensuring 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.
 - c. Participates in local emergency response exercises and training.
 - d. Coordinates and maintains liaison with support agencies and state and federal law enforcement agencies.
2. Support Agencies
 - a. Develop and maintain operational guidance for the effective use of its resources.
 - b. Ensuring 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.
 - c. Participates in local emergency response exercises and training.

F. Response Activities

1. Primary Agencies and Support Agencies
 - a. Ensuring that warnings are disseminated, utilizing all available emergency communication capabilities.
 - b. Conducting search and rescue operations within their respective political subdivisions.
 - c. When needed, law enforcement personnel providing emergency personnel assistance will maintain their own autonomy, with their subsequent actions coordinated by the head of the requesting jurisdiction.
 - d. Documentation of expenditures for disaster /emergency related obligations. This for reimbursement and auditing purposes.
 - e. Designation of a staff member to specifically plan for and assist families of on-duty officers.
 - f. Alerting staff by use of dispatch center paging capabilities and briefing them of the situation.
 - g. Reviewing plans and standard operating procedures and assuring that all law enforcement personnel are informed of existing or revised procedures.

- h. Providing senior level representation at the Emergency Operations Center or mobile Command Post in multi-agency operations.
- i. Coordinating needs for augmentation of forces with Kittitas County Emergency Management.

G. Recovery Activities

Primary and Support Agencies

Follow the concepts in the Recovery and Restoration ESF.

RESPONSIBILITIES

Primary and Support Agencies

Provides for the law enforcement service as outlined in their departmental guidance documents.

RESOURCE REQUIREMENTS

Resources requirements for this ESF are those that are needed to accomplish the task of Law Enforcement.

EMERGENCY SUPPORT FUNCTION - TWENTY THREE DAMAGE ASSESSMENT

- PRIMARY AGENCY:** Emergency Management
- SUPPORT AGENCIES:** Assessor's Office
Executive Authorities
Building and Planning
Law Enforcement
Fire Services
Public Works
Red Cross
All other offices, as appropriate

INTRODUCTION

A. Purpose

The purpose of this ESF is 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. Damages to all of these must be assessed to determine a 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 Damage Survey Reports (DSRs) of public sector damages will be completed jointly by local, 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. Trained personnel of the American Red Cross can often carry out these surveys.

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 programs.

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

SITUATION

A. Emergency/Disaster Conditions and Hazards

See Hazard Vulnerability Analysis

B. Planning Assumptions

1. An emergency or disaster has occurred.
2. The emergency or disaster has caused significant damage requiring thorough assessment.
3. Local agencies will assist in the damage assessment.

CONCEPT OF OPERATIONS

A. General

Preliminary Damage Assessments (PDAs) are tools used to determine our jurisdictions 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. Mitigation and restoration of city or county property and or buildings would be led by the Public Works Department for the appropriate jurisdiction.

B. Organization

The responsibilities for the accomplishment of damage assessment are with Kittitas County Emergency Management.

C. Procedures

1. Early Assessment Activity

Initial damage assessment information will come into Emergency Management / EOC where it is analyzed. If it appears that Kittitas County may meet the threshold for state/federal assistance, Emergency Management will coordinate with the state. This coordination will include a local proclamation of Emergency from the legislative authorities 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 Kittitas County is declared, by the President, 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 damages suffered by individuals and businesses that have registered with FEMA.

D. Mitigation Activities

Primary and Support Agencies

None

E. Preparedness Activities

1. Primary Agency - Emergency Management

Prepare detailed administrative procedures to implement damage assessment programs.

2. Support Agency - Assessor

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 state.

2. Support Agencies

Provide damage assessment information to Emergency Management, as appropriate.

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 in Kittitas County.

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. Facility/location information can be coordinated at.
2. Trained personnel
3. computer system.
4. Vehicles
5. Appropriate forms.

B. Support Agencies

1. Trained personnel.
2. Vehicles
3. Appropriate forms

EMERGENCY SUPPORT FUNCTION - TWENTY FOUR
EVACUATION AND MOVEMENT

PRIMARY AGENCIES: Kittitas County Sheriff's Office
Cle Elum-Roslyn Police Department
Ellensburg Police Department
Central Washington University Police Department

SUPPORT AGENCIES: Emergency Management
Red Cross / Human Services Organizations
Public Works
Fire Agencies
Executive Authorities
Public Transit - KCAC
Other area state and federal Law Enforcement agencies

INTRODUCTION

A. Purpose

The purpose of this Emergency Support Functions is to coordinate efforts to safely evacuate the public from a threat to their life and/or health.

B. Scope

Evacuation and movement involves the coordination of varying agencies and good communications with the public. Evacuation and movement is 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 Kittitas County or its communities 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 for those in rural areas. 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 harms way.

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

The Legislative Authority of the affected jurisdiction has the ultimate responsibility for any and 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 populace.

SITUATION

A. Emergency/Disaster Conditions and Hazards

Any disaster situation could cause the need for evacuation. Of particular concern to Kittitas County is from the Threat of wild fire. A wild fire situation can 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 20% of the populace may seek shelter in organized shelters. The rest usually will find their own through friends, family, or commercial sources.
3. Displaced persons may require transportation to shelter facilities. This should be provided for by private transportation.
4. Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of available products.

CONCEPTS OF OPERATIONS

A. General

1. Unless an evacuation is of an emergency nature, the Legislative Authority for the affected political sub-division will coordinate with the responsible law enforcement agency and emergency management regarding the decision to evacuate.
2. Kittitas County Emergency Management will coordinate with the State Emergency Management for additional state or federal assistance, if required.
3. Operational priorities will be established by the senior Law Enforcement Officer working with the other responding agency heads from the Kittitas County Emergency Operation Center, mobile Command Post, or other established Command Center.
4. Levels have been established as follows:
 - a. **Precautionary** - Public is advised by local media and available means of a potential for an evacuation.
 - b. **Level 1** - Public is advised by door-to-door method and media that an area has the potential of being evacuated and they 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 that 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.

Incentives to evacuation that may be considered to encourage people to leave. These include the following.

Have the request made by an elected official or department head.

Contact residents by uniformed personnel

Provide concise information as to the exact nature of the threat.

Provide assurances of security and property protection.

Provide for emergency transportation if needed

Make provisions for pets and or livestock.

Provisions for evacuation of special populations, pick up points for people without private transportation, referral for relatives, or re-entry into evacuated areas will be handled on a case by case basis with other agencies involved in an evacuation.

B. Organization

The responsibility of carrying out this ESF falls with the Law Enforcement agency of the affected jurisdiction. In the event a disaster affects more than one jurisdiction, the concepts of the Incident Command System, Unified Command will be followed.

C. Procedures

Existing agency procedures for the operations of shelters, feeding and movement of the populace will be followed.

D. Mitigation Activities

1. Primary Agencies

None

2. Support Agency - Red Cross

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 organization dealing with the opening of shelters and reception areas.
2. Support Agency - Red Cross
 - a. Develop and maintain procedures for handling of displaced persons from an evacuation.
 - b. Develop a volunteer family preparedness program.
 - c. Develop and maintain a 24 hour contact / call-out procedures so that public safety can contact.
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 - Law Enforcement
 - a. Has the responsibility for implementing and coordinating an areas emergency evacuation. 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. Is responsible for determining when and how the public can re-enter the evacuated area(s).
 - c. Provide 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 the Red Cross as soon as possible for the opening of shelters.
 - c. Must document justification for calling for an evacuation.
 - d. Must advise the Executive Authority(ies) for the affected jurisdictions as soon as practical.
3. Support Agency - Executive Authority

Are directly responsible for the decision, proclamation, and issuing evacuation orders to evacuate areas within their jurisdictions. 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 area law enforcement agencies, as appropriate.
 - b. Coordinate public information / instructions with local public safety agencies and the media.
 - c. Act as the point of contact with the Red Cross for shelter opening, tracking of displaced persons and other activities as appropriate.

5. Support Agency - Red Cross

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

6. Support Agency - Public Works
 - a. Assist with requests for additional personnel.
 - b. Provide traffic control signs, barricades, etc.
 - c. Assist in the determination of safe evacuation routes.
7. Support Agency - KCAC
 - a. Provide transportation (buses) for:
 1. Temporary shelters.
 2. Movement of citizens out of an effected area, as needed.
 - b. Provide liaison at the County EOC, as appropriate.
 - c. Acts as transportation coordinator during an evacuation, 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 costs relating to the evacuation.
2. Support Agencies

Perform recovery as outlined in departmental procedures.

RESPONSIBILITIES

A. Primary Agencies

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

B. Support Agencies

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

RESOURCE REQUIREMENTS

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