



EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

Appendix A: Alert and Warning Functions & Systems

Appendix B: NOAA Weather Service Statements and Broadcasts

PRIMARY AGENCIES: Kittitas County Emergency Management (KCSO)
Kittcom (Kittitas County 9-1-1)

SUPPORT AGENCIES: Central Washington University Police Department (Communications)
KXLE - AM radio (Primary EAS Station)
Ellensburg Police Department
Cle Elum-Roslyn Police Department
Kittitas Police Department
Kittitas Valley Amateur Radio Club (AUXCOM)
FairPoint Communications
CenturyLink Communications
Wireless Telephone Services
Inland Telephone

I. INTRODUCTION

Purpose

This support function helps organize, develop, and maintain adequate communication capabilities necessary to meet the operational requirements for Kittitas County emergency operations. ESF 2 also provides guidance for the rapid alerting and warning to key officials and dissemination of warning information of an impending or occurring emergency or disaster, and provides guidance for providing the public with rapid, accurate information, warnings or alerts before during or after an emergency or disaster.

Scope

This ESF applies to the communications and warning resources with Kittitas County and the emergency use of these resources. These resources include but are not limited to radio, television, E9-1-1, voice and data links, social media, satellite, landline and cellular telephone systems. Additional local and state resources include National Warning System (NAWAS), the Emergency Alert System (EAS) and amateur radio.

This ESF affects all agencies responding to emergencies or disasters that need communications to coordinate their response actions efficiently.

II. POLICIES

- Chapter 38.52 RCW: Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans
- Chapter 296-32 WAC: Safety Standards for Telecommunications
- WAC 388-78A-2700: Safety measures and disaster preparedness
- WAC 118-30-060: Emergency plan

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.

As resources and personnel may be overwhelmed, the city and/or county will endeavor to make every responsible effort to respond to an emergency or disaster based on the situation and functional information resources available at the time.

1. Priority in establishing communication systems within Kittitas County is life safety first, followed by the protection of property, the environment and the economy, and the re-establishment of critical government functions.
2. Kittitas County will utilize normal communications systems as much as possible during an emergency or disaster. Some needs will be met by reprioritizing day-to-day frequency use to special emergency use.
3. 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.
4. The Kittitas County CEMP, *ESF-2 Telecommunications, Information Systems & Warning* should complement state plans and systems should be interoperable with the state system when and where feasible.
5. The Kittitas County AUXCOM officer shall coordinate all amateur radio activities.

III. SITUATION

Emergency/Disaster Conditions

A natural or human-caused emergency or disaster may occur at any time that requires dissemination of warning or notification of emergency information to local public officials and the public. These warnings may originate from any level of government. Most forecasting resources are located within the federal government and may include warnings for natural and human-caused disasters. Communications will be one of our first concerns in the

focus of life-saving activities. Emergency information to the public may include information about evacuation, sheltering-in-place, protective actions, food and water supply locations, transportation, relocation, contacting family and friends, and accessing lists of missing or deceased people. It may also include information about accessing social and health services and where to find human and domestic animal shelters. Emergency/Disaster conditions that could affect communications vary. The main conditions that may affect communications include:

- Power outages
- Lightning strikes/Electro Magnetic Pulse (EMP)
- Equipment failures/losses due to natural or technologic disasters

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. Disruption and damage to the telecommunications infrastructure will likely occur in the event of a natural emergency or disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.
5. Emergency information dissemination will occur as soon as possible by whatever means available.
6. The high-risk population will require a variety of warning systems that can address the population's diverse communications needs (e.g. auditory impairment, visual impairment, limited English proficiency).
7. There are identified frequencies that will be used for primary direction and control.
8. Social media such as Twitter© and Facebook© are available to Kittitas County Emergency Management.

IV. CONCEPT OF OPERATIONS

General

1. Reliable telecommunications capabilities are necessary for day-to-day government operations, alerting and warning, managing response and recovery efforts, search and rescue missions, and coordination with other organizations. Telecommunications

capabilities must be available for emergency management functions in the EOC and for first responders.

2. In a major disaster situation, the Kittitas County Emergency Operations Center has a 24-hour 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, National Warning Alert System (NWAS), Emergency Alert System (EAS) and commercial telephone services. The Emergency Operations Center, which is in the Sheriff's Office at 307 W. Umptanum Rd, Ellensburg, is designated as the primary communications center for Kittitas County, in the event of a major incident.
3. KITTCOM may serve as alternate Emergency Operations Center. Two-way radio equipment, telephone lines, cellular phones, Amateur Radio Services, and instant messaging can be used from within KITTCOM. KITTCOM is backed up by one generator. KITTCOM also stores a mobile generator system that can supply KITTCOM or be moved to an alternate site.
4. Kittitas Valley Fire and Rescue Station 29 may serve as an alternate Emergency Operations Center. Two-way radio equipment, telephone lines, cellular phones, Amateur Radio Services, and instant messaging can be used from within KVFR Station 29. KVFR is backed up by generator power.
5. 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.
6. 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.
7. 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 is to support two-way radio operations as a major consideration, in addition to the testing and maintenance of those systems presently in place.
8. 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.
9. 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.

10. Wireless telephone communications (cellular) systems can supply additional communications needs, as appropriate.
11. Satellite phones systems can supply additional communications needs if appropriate.

The telecommunications staff of the FairPoint Communications Company is responsible for coordinating the restoration of Ellensburg City Govt. telephone capabilities. Organizations that have their own communications systems such as the City of Ellensburg Public Utility District may assist in supporting the emergency communications needs of the EOC and general government.

Organization

The primary agencies, KCSO Emergency Management and Kittcom, provide communications coverage over the entire Kittitas County area. They act as the central receiving point for warning information and can disseminate information out to support agencies.

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

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 AUXCOM team or designee.

Mitigation Activities

All agencies will:

- a. Test all communications and warning equipment to ensure the 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 furthest extent practical.

Preparedness Activities

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.
- b. Will work with their AUXCOM team and the amateur radio operators will provide a secondary communications system to be used as a backup to public safety communications or for communications to support groups such as the American Red Cross and shelter operations.
- c. Coordinate with community members that have Limited English Proficiency (LEP) on how and where to seek out emergency warning information.

Primary agencies will:

- a. Designate a warning/communication coordinator.
- b. Ensure that all communication staff are trained in their emergency communications/warning functions.

All agencies will:

- a. Develop and maintain Standard Operating Procedures (SOPs) dealing with warning and communications.
- b. Provide training for all appropriate staff.
- c. Work with primary agencies to develop warning fan-outs.
- d. Develop and maintain call-in procedures for staff, to include alternate method of call-ins if the public phone system is not operational.
- e. Develop and maintain a fax tree to provide information to appropriate agencies, to include alternate methods of information dissemination if the public phone system is not operational.



Response Activities

Emergency Management will:

- a. Activate the EOC or other command location.
- b. Will provide a central point of contact for communications and warning information.
- b. Provide mobile communications support by using the mobile command post and/or command vehicles.
- c. Coordinate a Joint Communication Center (JIC) if needed through a list of local PIOs.

All agencies will:

- a. Activate their disaster communications SOP's.
- b. Coordinate information between agencies by using the EOC or other established point of contact, Joint Information System (JIS).
- b. If necessary, cause EAS to be activated through established procedures in the Emergency Alerting System plan.
- c. Use back up power, if needed.

Recovery Activities

All agencies will:

- a. Continue to coordinate information between agencies regarding recovery activities.
- b. Check communication equipment and make necessary repairs.
- b. Provide information about damages field units observe to the EOC or other established points of contact with Emergency Management.

V. RESPONSIBILITIES

Primary Agencies

Kittitas County Emergency Management and/or the applicable municipality:

- a. Preparing, revising, and implementing current communications plans, in accordance with county, state and federal criteria.



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- b. Providing a 24-hour 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, the American Red Cross operations and others, as appropriate according to the local AUXCOM plan.
- d. Periodically testing the communications system by test and exercises.
- e. Continually reach out to the LEP community members give updates on how and where to receive emergency information and warnings.

Kittitas County Sheriff's Office:

- a. Maintaining an inventory of existing radio frequencies and other communications resources available for local emergencies.
- b. Maintaining liaison with other agencies to ensure 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 Standard Operating Procedures regarding communications operations current and their personnel trained.
- f. Maintaining an inventory of communications equipment and capabilities and providing the inventory list to Washington Military Department, Emergency Management Division.

Support Agencies

KXLE Radio responsibilities:

- a. KXLE 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.



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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 Standard Operating Procedures in place to accomplish their tasks.

Warning Fan-out Responsibilities

Warnings may be received in several ways, including via NAWAS, law enforcement teletype, field units, or the public. Notification will be made by the best way possible (phone, radio, or teletype). Fan-out responsibilities of local agencies are as follows:

1. Kittitas County Emergency Management will notify:
 - a. Kittitas County Sheriff's Office.
 - b. Board of County Commissioners (BOCC).
 - c. Kittitas County public school districts.
 - d. The media, via EAS/EBS.
 - e. Kittitas County AUXCOM coordinator.
2. The Kittitas County Sheriff's Office will notify:
 - a. Kittitas Valley Fire and Rescue.
 - b. Police departments of Ellensburg, Cle Elum-South Cle Elum-Roslyn, Kittitas, and Central Washington University.
 - c. Washington State Patrol (District 6, Ellensburg).
 - d. Kittitas County P.U.D., Puget Sound Energy.
 - e. Kittitas County Public Works.
 - f. Any others identified in the warning SOPs.
3. Kittitas Valley Fire and Rescue will notify:
 - a. Ellensburg Public Works Department.
 - b. Kittitas County Fire Districts 1 and 4.
 - c. Any others identified in the warning SOPs.
4. Ellensburg Police Department will notify:
 - a. Central Washington University Police Department.
 - b. Any others identified in the warning SOPs.
5. Cle Elum-Roslyn Police Department will notify:

- a. Cle Elum Fire Department.
 - b. South Cle Elum Fire Department.
 - c. Roslyn Fire Department.
 - d. Any others identified in the warning SOPs.
6. Kittitas Police Department will notify:
- a. City Hall.
 - b. Any others identified in the warning SOPs.
7. Kittitas County Hospital District #2 will notify:
- a. Kittitas County Fire Departments in Hospital District 2 – 3, 5, 6, 7, and Snoqualmie Pass Fire and Rescue (SPFR).

VI. RESOURCE REQUIREMENTS

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

General Information

The FairPoint Communications Company serves most of Ellensburg and Kittitas County. The company has plans for restoring service. The 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.

Purpose

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

Scope

The warning system provides for coordination of warnings or other information released to the news media and the public in time of crisis. This system is a multi-jurisdictional and multi-agency process and effects all responding organizations.

Emergency Alerting System/Emergency Broadcast System

1. The primary EBS/EAS station for the Kittitas County area is KXLE, AM radio. Local activation of the system can be done by:
 - a. The Sheriff or Director of Emergency Management.
 - b. An emergency management specialist.



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- c. Police Chiefs of Ellensburg, Cle Elum/Roslyn, or Kittitas.
 - d. Fire Chiefs.
 - e. Legislative authorities of Kittitas County.
 - f. Legislative authorities of the cities in Kittitas County.
2. To activate EBS/EAS:
- a. Know what you want to tell the public.
 - Identify yourself.
 - State the problem or emergency clearly.
 - Advise the public what action to take.
 - Explain how you want the public to accomplish this goal. For instance, if you want people to evacuate an area, identify the area, tell them how much time they have, tell them where to go and where they should not go.
 - b. Contact KXLE and report that you want to activate EBS/EAS.
 - c. Specify whether the message should be broadcast live or taped and whether it should be replayed.

NOAA Weather Radio (NWR)

1. To activate the NOAA weather radio (NWR):
 - a. Coordinate with Emergency Management.
 - b. Contact the National Weather Service.
 - c. Identify yourself to Pendleton NWS and explain what you want the public to know.

VII. REFERENCES AND SUPPORTING PLANS

- Appendix B: Alert & Warning Functions & Systems (Attached)
- Appendix C: NOAA Weather Service Statements and Broadcasts (Attached)

VIII. TERMS AND DEFINITIONS

- Appendix A: Definitions and Acronyms



APPENDIX B

ALERT AND WARNING FUNCTIONS & SYSTEMS

I. INTRODUCTION

Purpose

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

Scope

The warning system provides for coordination of warnings or other information released to the news media and the public in time of crisis. This system is a multi-jurisdictional and multi-agency process and affects all responding organizations

II. POLICIES

Warning Objectives

Statewide warning fan-out will be received by the Ellensburg warning point at Kittcom via NAWAS or NLETS. Upon receiving warning or test information, the Kittitas County Sheriff's Office will fan out all warning information via the state law enforcement teletype system (ACCESS), telephone, and voice radio, as provided in its emergency standard operating procedures (SOPs). (NOTE: Kittitas County Emergency Management also has NAWAS.)

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.

Warning to the public will be accomplished by all means available, including the Emergency Alerting System (EAS), NOAA Weather Radio (NWR), helicopter, door to door, media, sirens, voice radio, or any other workable method

III. RESPONSIBILITIES

Emergency Warning Responsibilities

Warning Officer:

The Sheriff or Coordinator of emergency management serves as warning officer for Kittitas County. The Sheriff or Coordinator may designate alternate warning officers, as appropriate. The warning officer is responsible for the rapid dissemination of warnings to key officials and the

public. Designation of alternate warning officers provides 24-hour readiness. The warning officer will use the following systems:

- NAWAS (National Warning System). The primary local NAWAS facility is in the Kittitas County emergency operations center (EOC). The alternate NAWAS facility is located in the Kittitas County 9-1-1 center.
- EMERGENCY ALERTING SYSTEM (EAS): The EAS uses local outlets to broadcast official information to the public. Each jurisdiction must designate officials who are authorized to activate the EAS.
- The Kittitas County elected official who is authorized to activate the EAS is the presiding chair of the Board of County Commissioners.
- NOAA WEATHER RADIO: The National Oceanographic and Atmospheric Administration's weather radio (NOAA Weather Radio, or NWR) system can be activated by the warning officer and other locally designated officials.
- PUBLIC SAFETY RADIO NETWORKS: Local public safety communication centers and their paging capabilities can be used to disseminate information throughout the public safety community, as appropriate.

Washington State Emergency Management (EMD) responsibilities include:

- Ensuring the receipt and dissemination of significant national and state warning information throughout the state.
- Coordinating national, state, and other warnings (including NOAA) via the National Alert Warning System (NAWAS) and the National Law Enforcement Teletype System (NLETS).

Kittitas County Department of Emergency Management responsibilities include:

- Prepares and maintains local warning plans, standard operating procedures (SOPs), and call lists.
- Coordinates and helps maintain countywide communications capabilities for warning purposes.
- Is the primary NAWAS answering point.
- Coordinates with the area's primary EAS station (KXLE radio) and ensures that the EAS plan is reviewed and updated, when appropriate.
- Coordinates emergency public information.

Kittitas County 911- Kittcom responsibilities include:

- Being the 24-hour point of contact for warning information in Kittitas County.
- Being the NAWAS secondary answering point.
- Disseminating warning information, as appropriate, to:
 - Kittitas County Emergency Management/Sheriff's Office
 - Ellensburg Police Department



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- Cle Elum/Roslyn Police Department
- Central Washington University Police Department
- Kittitas Police Department
- Washington State Patrol
- Appropriate administrative and field personnel
- Kittitas County Fire Districts
- Cle Elum Fire Department
- Hospital District 2 Medic 1 Ambulance service
- Hospital District 1 Kittitas Valley Fire and Rescue Ambulance service

Additional Kittcom and Emergency Management Responsibilities include:

- Testing warning systems and devices (daily or weekly, depending on the system).
- Development and implementation of procedures.
- Training personnel.
- Maintaining warning point records.
- Recording the status of communications systems and reporting deficiencies.

Warning Fan-Out Responsibilities

Warnings may be received in several ways, including via NAWAS, law enforcement teletype, field units, or the public. Notification will be made in the best way possible (phone, radio, or teletype). Fan-out responsibilities of local agencies are as follows:

Kittitas County Emergency Management will notify:

- Kittitas County Sheriff's Office.
- Board of County Commissioners (BOCC).
- Kittitas County public school districts.
- The media, via EAS/EBS.
- Kittitas County R.A.C.E.S. coordinator.

The Kittitas County Sheriff's Office will notify:

- Kittitas Valley Fire and Rescue.
- Police departments of Ellensburg, Cle Elum-South Cle Elum-Roslyn, Kittitas, and Central Washington University.
- Washington State Patrol (District 6, Ellensburg).
- Kittitas County P.U.D., Puget Sound Energy.
- Kittitas County Public Works.
- Any others identified in the warning SOPs.

Kittitas Valley Fire and Rescue will notify:

- Ellensburg Street Department.
- Kittitas County Fire Districts 1 and 4.

- Any others identified in the warning SOPs.

Ellensburg Police Department will notify:

- Central Washington University Police Department.
- Any others identified in the warning SOPs.

Cle Elum-Roslyn Police Department will notify:

- Cle Elum Fire Department.
- South Cle Elum Fire Department.
- Roslyn Fire Department.
- Any others identified in the warning SOPs.

Kittitas Police Department will notify:

- Kittitas Fire Department and City Hall.
- Any others identified in the warning SOPs.

Kittitas County Hospital District #2 will notify:

- Kittitas County Fire Departments in HD#2 – 3, 5, 6, 7, and SPFR.

IV. WARNING SYSTEMS

Emergency Alerting System/Emergency Broadcast System

The primary EBS/EAS station for the Kittitas County area is KXLE, AM radio. Local activation of the system can be done by:

- The Sheriff or Director of Emergency Management.
- An emergency management specialist.
- Police Chiefs of Ellensburg, Cle Elum/Roslyn, or Kittitas.
- Fire Chiefs.
- Legislative authorities of Kittitas County.
- Legislative authorities of the cities in Kittitas County.

To activate EBS/EAS:

- Know what you want to tell the public.
- Identify yourself.
- State the problem or emergency clearly.
- Advise the public what action to take.
- Explain how you want the public to accomplish this goal. For instance, if you want people to evacuate an area, identify the area, tell them how much time they have, tell them where to go and where they should not go.
- Contact KXLE and report that you want to activate EBS/EAS.



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- Specify whether the message should be broadcast live or taped and whether it should be replayed.

NOAA Weather Radio (NWR)

To activate the NOAA weather radio (NWR):

- Coordinate with Emergency Management.
- Contact the National Weather Service.
- Identify yourself to Pendleton NWS and explain what you want the public to know.

APPENDIX C

NOAA WEATHER SERVICE STATEMENTS AND BROADCASTS

I. INTRODUCTION

The National Oceanic and Atmospheric Administration provides weather related information to Kittitas County through the 9-1-1 Center KITTCOM. KITTCOM in turn relays the message to Emergency Management and to various fire districts. The Kittitas County CEMP has adopted KITTCOM's policy 6.00.00 NOAA Weather Service Statements, as the County's plan to ensure the dissemination of weather information.

Purpose

This document informs KITTCOM personnel of weather reports which are received from the NOAA National Weather Service and are to be provided to Fire personnel and/or Kittitas County Emergency Management Coordinator based upon the type of report and time of year.

Scope

Weather affects emergency responses in various ways. Hot dry weather may create additional dangers for fire personnel or rain during a wet season may cause flooding that requires the Sheriff's Office to utilize water rescue equipment to assist citizens being affected.

Because of this the NOAA National Weather Service tracks and predicts weather patterns across the United States. The NOAA issues statements based upon weather patterns that may affect the Kittitas County. These statements may be received by KITTCOM in various ways: NAWAS phone, ACCESS teletype, EAS system alert, or by searching the internet.

Statements may include daily weather forecasts, red flag warnings, fire watches, storm warnings or storm advisories.

Policy and Procedures

Kittcom Policy 6.00.00 NOAA Weather Service Statements

To help ensure user agency personnel are aware of weather conditions which may affect their response KITTCOM shall review and broadcast fire weather forecasts during fire season (June 1st through September 30th) over the radio on Fire Page. No tones are activated before broadcasting the daily weather report.

Additionally, KITTCOM shall provide red flag or other storm warnings year-round over the radio on Fire Page. Giving emergency services personnel warnings for their area allows them to prepare for an event.



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If at any time a Fire Chief determines there is a need to activate tones or page their agency providing a weather statement or warning: ***KITTCOM will complete the page as requested.***

It is important to note that the NOAA Weather Service may keep re-issuing statements during an event. There is no need for KITTCOM to re-broadcast repeat notifications received unless there are major changes to the event, or as requested by a Fire Chief.

Major changes to be broadcast as soon as the information is received include an upgrade, downgrade, extension or cancellation of an event. This information must also be passed along to the Emergency Management Coordinator when it is received.

At times NOAA Weather Service may issue flood or other storm related statements that may need to be passed on to the Kittitas County Emergency Management Coordinator in addition to being broadcast to fire and medical agencies.

Generally, NOAA will include a request to pass the information along to the Emergency Management Coordinator. KITTCOM shall make notifications to the Emergency Management Coordinator based upon the same guidelines as used for determining broadcast over the radio as listed below.

Any broadcast or notification made by KITTCOM other than the daily weather forecast (or daily weather report) shall be logged in Spillman NAWAS log.

Kittcom Daily Fire Weather Forecast Procedure

Daily weather reports will be announced over the Fire Page at 1000 hours every morning throughout fire season, June 1st through September 30th. Daily weather reports are obtained from the US Forest Service, or the National Weather Service and the announcement will include the forecasted temperatures, humidity levels, winds for the day and the Haines index.

Red Flag or other Warnings issued during fire season will be broadcast with the daily weather report.

A daily CAD reminder has been created to open at 0945 hours to help KITTCOM remember to initiate a daily weather broadcast over the radio on Fire Page.

Each day during fire season the daily reminder shall be reset to hold until the next day. At the end of fire season, the daily reminder shall be reset hold until 0945 June 1st of the following year.

The daily weather report is not logged in Spillman, any red flag or warnings shall be logged using the "NAWAS" log.



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Example of scripted daily weather report:

"Today's weather for Kittitas Valley, mostly sunny. Maximum temperature 86 in valleys, 76 in mountains. Minimum humidity: 19 percent in valleys, 26 percent in mountains. Winds 16 to 20 mph out of the northwest with afternoon Gusts to around 30 mph, ridges 8 to 12 mph out of the northwest. Haines index 2 very low. WNZR966 1000."

Kittcom Red Flag Warning or other Warning Procedure

Red Flag or other Warnings/Advisories will be announced year-round over the Fire Page. Often the warnings are sent out with 12-24 hours' notice before the event. However, there may be periodic updates if conditions change rapidly. If the warning is for the current date received broadcast the warning when it comes in. If the warning is received prior to the actual date of event, broadcast at 0800 hours on the date indicated unless it is during fire season June 1st to September 30th, then include the warning in the daily weather report. If there is any question of when to announce a warning or advisory it is best to simply announce it at the time it was received.

The Emergency Management Coordinator (EMC) should also be advised of any storm warnings that may affect emergency responses. There are two Emergency Management Coordinators, in Ellensburg city Chief John Sinclair and outside of Ellensburg, Kittitas County Sheriff's Office Emergency Management Coordinator Commander Darren Higashiyama. Based upon the location that is going to be affected notify the necessary EMC or EMCs.

If KITTCOM is required to act beyond notification of the EMC a law short board shall be created. As an example, the County EMC is notified and requests KITTCOM dispatch a Deputy to complete a task related to the notification, a law short board is created.

Major changes to be broadcast as soon as the information is received include an upgrade, downgrade, extension or cancellation of an event.

Information provided in a red flag or storm warning announcement shall include the title of the event (ex: "Red Flag Warning"), brief description of the event (ex: "high winds and low humidity"), the area affected (ex: "Kittitas Valley"), and the time frame (ex: "July 14th from 1000-2100"). If additional details seem pertinent, relay them in the broadcast.

Log the information in Spillman CAD.

Example of scripted Red Flag Warning:

"Red Flag Warning for KITTITAS VALLEY for high wind and low relative humidity, effective July 14th, 2012, from 1000 to 2100 hrs. Winds are expected to gust over 40 mph and relative humidity (RH) will be under 15%, WNZR966, 0800".

Procedure Checklists

Daily Weather Report Procedure

- June 1st through September 30th
- Obtain NOAA daily weather forecast the preferred website is at <http://www.wrh.noaa.gov/firewx/?latitude=&longitude=&wfo=otx&interface=fwzones&click.x=103&click.y=241>
- If any Red Flag or other Storm Warnings had been issued include those in the daily weather report and log them in NAWAS log
- At 1000, on Fire Page, broadcast:
 - Projected temperature
 - Humidity
 - Expected winds
 - Haines index
 - Any additional Red Flag or Storm Warnings if applicable
- Reset CAD reminder

Red Flag or other Storm Warning Procedure

- Obtain Red Flag or other Storm Warning
- At 0800, on Fire Page, broadcast (from Sept 30th –June 1st)
 - Type of event
 - Area affected
 - Time frame
 - Enough information to describe event/ Reason for the warning
- Notify the Emergency Management Coordinator (EMC)
 - Ellensburg City: Kittitas Valley Fire Rescue Chief or designee
 - Outside Ellensburg City: Kittitas County Sheriff's Office Emergency Management Coordinator or designee
- Log the information in CAD:
 - If the Emergency Management Coordinator requests additional notifications, create a law short board
 - If information is only broadcast over Fire Page, log the information in NAWAS log

NAWAS Warnings- Emergency Manager/Coordinator Notification Procedure

- Broadcast information on Fire Page
- Log the information in NAWAS log
- Notify the Emergency Management Coordinator (EMC)
 - Ellensburg City: Kittitas Valley Fire Rescue Chief or designee



KITTITAS COUNTY CEMP

- Outside Ellensburg City: Kittitas County Sheriff's Office Emergency Management Coordinator or designee
- If EMC requests notification of anyone, create a short board and dispatch as requested