



**EMERGENCY SUPPORT FUNCTION 5**  
**INFORMATION AND PLANNING**

**PRIMARY AGENCY:** Kittitas County Emergency Management (KCSO)  
Kittitas County Board of Commissioners  
City/Town Mayors and City Managers

**SUPPORT AGENCIES:** Local Law Enforcement Agencies  
Local Fire & EMS Agencies  
KITTCOM  
Kittitas County Cities and Towns' local government  
Kittitas County Public Health  
Kittitas County Public Works  
Kittitas Valley Event Center  
Kittitas Valley Hospital  
Amateur Radio Operators (AUXCOM)  
American Red Cross

**I. INTRODUCTION**

**Purpose**

The purpose of this support function is to provide effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters. Information and planning also provides the core management and administrative functions to support the Emergency Coordination/Operations Center (EOC), and coordinate the response of mutual aid, state assistance, and other resources.

**Scope**

The scope of activities encompassed within ESF 5 include:

- Serve as a focal point for the receipt and distribution of incident information.
- Coordinate with regional, local, tribal, and private sector operations centers and emergency management organizations to facilitate the flow of situational information.
- Collect, process, analyze, and distribute critical information that guides response and short-term recovery activities.
- Through scientific sources, provide characterization of storm severity, impacts, forward speed, and cascading effects.

- Make estimates and predictions on chemical, radiological, or toxicological exposures.
- Collect and summarize damage assessment data, track local response activities, emergency declarations, and impacts.
- Coordinate incident planning in the State EOC including development of information products such as briefings, status board, reports, and legacy files and records.

## II. POLICIES

If an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 35.33.081. If the emergency or disaster is beyond the normal capabilities of county government a local proclamation of emergency is made by the county commissioners in accordance with RCW 36.40.180. The county proclamation is usually prepared by Kittitas County Emergency Management (KCEM) and is approved and signed by the commissioner(s) as an ordinance or resolution. The county proclamation is a prerequisite for state and federal assistance.

All emergency operations in Kittitas County will adhere to NIMS and the Incident Management System frameworks. FEMA planning and program guidance provided under CPG-101, the National Response Framework and the National Recovery Plan, the Stafford Act, and federal, state, and local codes.

## III. SITUATION

### Overview

An emergency or disaster may occur in a local jurisdiction at any time, causing significant human suffering, injury, death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These hazards are identified in the Hazard Identification and Vulnerability Assessment which is a supporting document to the Comprehensive Emergency Management Plan.

### Planning Assumptions

1. Assessment of damage impacts, and Emergency Operations Center operations, will be delayed due to minimal staffing. Local governments impacted the most will be given priority for assistance and support as needed and available.
2. During the early stages of the event little information may be available and the information received may be vague and inaccurate. Verification of this information and caution could delay response.

3. Reporting from the local government to the Emergency Operations Center will improve as the event matures.
4. Reporting of information may be delayed due to the damage of the telecommunications infrastructure.
5. Early in an incident little information will be available and initial information received may be vague or inaccurate.
6. The receipt, analysis, and dissemination of accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
7. The use of the regional and local Memorandum of Understandings/Agreements (MOU/MOA) will be utilized whenever possible.

#### **IV. CONCEPT OF OPERATIONS**

##### **1. General**

The local agencies and volunteer organizations located in the Emergency Operations Center will work to meet the information requirements of the Emergency Operations Center staff. This will include receiving periodic reports from field representatives. Additionally, Emergency Operations Center staff may be required to request information from liaisons or coordinators to the local jurisdiction to meet a specific requirement. The Emergency management staff will designate an individual to oversee information analysis and planning staff.

The Planning Section is responsible for the management of the information received in the Emergency Operations Center. This section will be responsible for collecting, analyzing, verifying, reporting, and displaying the current information. This information may be utilized as action plans are developed.

The local agencies represented in the Emergency Operations Center will develop their own reporting procedures with their field representatives. The information requested will be necessary to meet the needs of the local agency and the Emergency Operations Center staff. The information will be shared by posting boards, making announcements, routing messages to other staff members and preparing periodic situation reports.

Kittitas County Emergency Management will forward a copy of the Proclamation of Emergency to the WA State Emergency Operations Center duty officer by email or fax.

## 2. Incident Command System (ICS)

### a. Homeland Security Presidential Directive HSPD-5 - Management of Domestic Incidents

This directive provides direction enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).

### b. Emergency Operations in Kittitas County

Will be conducted utilizing the accepted concepts and principles of Incident Command System (ICS). The following outline generally describes the county emergency management system operational concept for direction and control during emergencies and disasters.

## 3. Kittitas County Emergency Operations Center

Warning of an incident that may necessitate the activation of the Emergency Operations Center may come from a variety of sources or means. All warnings and alert messages should be verified where possible.

### a. The most probable sources of warning for EOC activation are:

- On Scene Personnel (either by contacting the KCSO EM Coordinator or designee by phone or via radio)
- KITTCOM 911 Dispatch
- WA State Alert and Warning Center
- WA State Warning Point
- National Weather Service
- Columbia Generating Station (Radiological Hazard Specific)

### b. Upon receipt of a valid warning message, KCSO-EM Staff should relay the information to:

- Other members of the KCSO-EM program
- KCSO Command Staff
- Board of County Commissioners
- Impacted agencies, municipalities and jurisdictions as appropriate based on the warning.
- Other entities may be contacted to support the response.

#### **4. EOC ICS Activation**

##### **a. Activation Authority**

The following local government officials have the authority to activate the Emergency Operations Center:

- County Commissioners.
- Mayors
- Director of Emergency Management or designee
- Sheriff or Police Chiefs

##### **b. EOC location**

The primary EOC location for Kittitas County is located at the Kittitas County Sheriff's Office at 307 W. Umptanum Road, Ellensburg. Alternate EOC locations include Kittitas Valley Fire and Rescue, 400 E. Mountain View Ave, Ellensburg, Kittitas Valley Event Center, 901 E. 7<sup>th</sup> Ave #1, Ellensburg, Kittitas County Public Health Department, 507 N. Nanum St. Suite 102, Ellensburg, KITTCOM, 700 Elmview Rd, Ellensburg, or any public agency's facility that can accommodate an EOC.

##### **c. EOC Personnel and Staffing**

The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase. During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying agencies and departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide personnel to support the EOC.

People assigned EOC duties must be prepared to respond during emergencies. They should also attend EOC Orientation and participate in scheduled exercises and training events, when offered.

Based on the briefing and warning received by KCSO-EM staff, the Kittitas County Sheriff or their designee will determine if activation of the Emergency Operations Center is warranted. To facilitate the use of the EOC for a variety of responses, a phased response is designed to staff the EOC functions based on the size and complexity of the incident. To better keep with common language used locally for disaster severity Kittitas County's EOC activation levels follow the commonly adopted activation level associated with increasing incident complexity.

**d. EOC Activation Levels**

**Level 4 Activation** - activations consist of the normal day-to-day operations of the Emergency Management program. This includes responding to minor incidents managed by one or more staff members without the activation of additional sections or ESFs. Situational monitoring of potential threats or hazards.

**Level 3 Activation** - activations involve incidents that have special characteristics that require multi-agency responses, specialized resources, or are becoming beyond the capabilities of local resources. This level of activation requires additional personnel for management of the incident.

**Level 2 Activation** – activations involved incidents that are beyond the capabilities of local resources. All ICS Command and General Staff positions are activated. A Joint Information Center (JIC) may be set up.

**Level 1 Activation** – Activations involved large or complex incidents that are well beyond the capabilities of local resources. This level of activation involves expanded ICS positions being staffed to include a JIC.

**V. RESPONSIBILITIES**

**Emergency Management**

1. Request and track operational status of Kittitas County Offices and Departments for Continuity of Operations (COOP) purposes.
2. Lead agency for day-to-day emergency management programs for Kittitas County incorporated cities. Services include but are not limited to coordinating delivery of capabilities within the mission areas of prevention, protection, mitigation, response, and recovery.
3. Activate, manage, operate, and maintain the Kittitas County Emergency Operations Center.
4. Activate and assemble emergency assets and capabilities to assist in the prevention and response of emergencies or major disasters.
5. Coordinate staffing of the EOC and activated ESFs.
6. Coordinate planning activities to include intermediate, short term, and long-range planning. The response planning and operations implementation priorities of county government are developed, tracked and implemented through this ESF.
7. Obtain legal counsel from Kittitas County Prosecuting Attorney's Office when needed during EOC activations.

**Local Government**



## KITTITAS COUNTY CEMP

1. Provide timely and accurate information about the emergency and their organization's operational status.
2. Make requests for local, state, and federal aid through the Kittitas County EOC.
3. Collect, analyze, evaluate, and compile information for disaster impacts and provide to the EOC.

### **Support Agencies**

1. Assign staff for EOC training and operations when requested by the Kittitas County Sheriff or their designee as it relates to their responsibilities in disaster response or related ESFs.
2. Provide an agency representative to the EOC when requested.
3. Provide situation reports and damage assessments as necessary.

## **VI. RESOURCE REQUIREMENTS**

Situation dependent.

## **VII. REFERENCES AND SUPPORTING PLANS**

- NIMS
- ICS

## **VIII. TERMS AND DEFINITIONS**

- ANNEX A: Definitions and Acronyms