

# KITTITAS COUNTY, WASHINGTON

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### \*\* BASIC PLAN \*\*

**PRIMARY JURISDICTION:** Kittitas County Emergency Management Department of the Kittitas County Sheriff's Office

**JURISDICTIONS COVERED BY THE PLAN:**

Fire Districts 1, 2, 4  
Kittitas Valley Fire and Rescue  
Public Health Department  
Kittitas Valley Community Hospital (KVCH)  
County and City Public Works Departments  
P.U.D. District #1  
P.S.E.  
Cities of Cle Elum, South Cle Elum-Roslyn, Ellensburg, and  
Kittitas Police Departments

## I. INTRODUCTION

### A. Mission

The Kittitas County emergency management system supports the government in its responsibility to preserve lives, protect property and the environment, and ensure public health in times of natural or technological disasters. It helps to minimize or mitigate the effects of such disasters to the extent possible.

The goals of the Kittitas County Comprehensive Emergency Management Plan (CEMP) are served by adopting a system of emergency management programs, plans, and procedures that provide for recovery in the aftermath of any disaster. This is done by building community collaboration and utilizing volunteer resources. Collaborative involvement includes:

1. Defining emergency strategies.
2. Identifying resources.
3. Combining essential services.
4. Defining the responsibilities of various participants while recognizing their jurisdictional differences.
5. Creating an atmosphere of interagency coordination and cooperation.
6. Developing citizen self-sufficiency.
7. Hazard analysis and vulnerability assessment.
8. Continuing to build community resiliency through collaboration with all segments of our population.

### B. Purpose

This Comprehensive Emergency Management Plan (CEMP) for Kittitas County emulates the National Response Framework, Washington State Comprehensive Emergency Management Plan, and establishes a structure for an organized and

effective response to major emergencies and disasters that occur within the County. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and nonprofit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the County.

Consistent with the model provided in the National Response Framework (NRF) and NIMS, the Kittitas County Emergency Management Plan (CEMP) can be partially or fully implemented in the context of a threat, or anticipation of or response to a significant incident or event. Selective implementation through the activation of one or more of the Emergency Support Functions (ESFs) or Annexes allows maximum flexibility in responding to and recovering from an incident, meeting the unique operational and information-sharing requirements of the situation a hand, and enabling effective interaction between various county and non-county entities. This plan will facilitate restoration of basic county and city government operations and services following emergencies or disasters.

As required by law Chapter 38.52 Revised Code of Washington (RCW), It establishes an integrated system of emergency management for Kittitas County and the cities (or communities) of Ellensburg, Cle Elum, Kittitas, Roslyn, South Cle Elum, Easton, Ronald, Thorp, and Vantage.

### **C. Scope**

This plan considers emergencies and disasters described in the 2012 Kittitas County *Hazard Identification and Vulnerability Analysis* (HIVA 2012). An integral part is the response plan for medical emergencies and terrorist events. (This is an addendum to *ESF-8 Public Health & Medical Services*.) The resulting Comprehensive Emergency Management Plan (CEMP) provides:

1. A comprehensive framework for the 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.
3. An outline of the legal authority of the county health officer and local board of health as described in RCW 70.05.060.

### **D. Organization**

The Kittitas County Emergency Management Council (established according to RCW 38.52.070) is made up of the Board of County Commissioners (BOCC, which includes the local public health administrator or officer) and the mayors of Ellensburg, Cle Elum, Kittitas, South Cle Elum, and Roslyn. The Emergency Management Council establishes an overall emergency management policy.

All aspects of local government—including personnel, services, and facilities—become part of the emergency management organization as needed in times of a 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.

In addition, many private agencies and organizations assume emergency roles during times of disaster. This makes them a part of the emergency management organization according to this plan, and they must agree to coordinate their activities in the same manner as the local government agencies.

## II. POLICIES

### A. Authority

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

1. Mutual aid agreements of Kittitas County Emergency Management (*see ESF 6 Mass Care, Housing & Human Services, Appendix B*).
2. Contractual agreements between Kittitas County Emergency Management and the Cities of Ellensburg, Kittitas, Cle Elum, South Cle Elum, and Roslyn have been resigned for this CEMP.

Title	
<b>County</b>	
KCC 2.48	Department of Emergency Management
<b>State</b>	
WAC 118-30-060	Emergency Plan
RCW 70.136.030	Incident command agencies – Designation by political subdivisions
WAC 296-824	Emergency Response
RCW 36.40.180	Emergencies subject to hearing – non-debatable emergencies
RCW 35.33.081	Emergency expenditures — non-debatable emergencies
RCW 70.05	Local health departments, boards, officers — regulations
RCW 38.52.	Washington State Emergency Services Statute, as amended
WAC 246.101.505	Duties of the local health officer or health department
WAC 246.100.040	Procedures for isolation and quarantine
<b>Federal</b>	
CFR Title 44, part 206	Emergency Management and Assistance Federal Disaster Assistance
PL 81-920	Federal Civil Defense Act of 1950, as amended
PL 93-288	Disaster Relief Act of 1988, as amended (aka: Stafford Disaster Relief Act)
	National Response Framework
PPD8	Presidential Preparedness 8
<b>Homeland Security Presidential Directives</b>	
HSPD – 1	<a href="#">Organization and Operation of the Homeland Security Council</a>
HSPD – 2	<a href="#">Combating Terrorism Through Immigration Policies.</a>
HSPD – 3	<a href="#">Homeland Security Advisory System.</a>
HSPD – 4	National Strategy to Combat Weapons of Mass Destruction
HSPD – 5	<a href="#">Management of Domestic Incidents</a>
HSPD – 6	<a href="#">Integration and Use of Screening Information</a>
HSPD – 7	<a href="#">Critical Infrastructure Identification, Prioritization, and Protection</a>
HSPD – 8	<a href="#">National Preparedness</a>

**B. Assignment of Responsibilities**

*Local Government:* In carrying out the provisions of the emergency management program, the legislative authorities of the political subdivisions of the state are responsible for directing the services, equipment, supplies, and facilities of existing departments. The personnel of such departments must cooperate with the emergency management organization upon request (reference RCW 38.52.110). See the supporting plans of each jurisdiction for details on the emergency responsibilities of each county or city department.

*Legislative Authority:* Comprised of the Board of County Commissioners (BOCC) and the city councils and mayors within Kittitas County, the legislative authority is responsible for:

1. Emergency management. This includes participation in the emergency management program and providing overall direction in the development of emergency preparedness, response, and recovery programs.
2. Proclamation of an emergency. Doing so activates appropriate parts of this plan and certain emergency powers. The legislative authority must proclaim an emergency before requesting state or federal assistance.
3. Local government resources. The legislative authority ensures that all available local government resources are used to the maximum extent possible in responding to the needs of the community during a crisis.
4. Emergency expenditures. The legislative authority authorizes the expenditure of funds needed to thwart disaster, to protect the health and safety of people and property, and to provide assistance to disaster victims, as appropriate.
5. Prioritizing emergency resources. This includes making policy decisions that involve the acquisition and distribution of food and water, equipment, supplies, and other materials when critical shortages exist or are anticipated.
6. Impressment of citizens. After proclamation of an emergency by the governor, the local legislative authority may command the services and equipment of private citizens, as necessary, in response to a disaster.

In addition, the City of Ellensburg is responsible for:

1. Designating an emergency management official through the Kittitas Valley Fire and Rescue. This person 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. Promulgating and enforcing the provision of the plan dealing with the City of Ellensburg.

3. Providing any other assistance contractually agreed upon.

*Chair of BOCC/City Mayors:* This person acts for the legislative body as the single point of contact for emergency policy decisions and as otherwise empowered. The primary duty is to serve as the liaison between jurisdictions at the policy level with regard to issues of joint interest. The chair of the BOCC also serves as the chair of the Board of Health.

*Emergency Management Director/Sheriff:* The sheriff establishes and maintains emergency response capabilities, including planning, staff training, development of incident facilities, and the dissemination and implementation of plans.

*Incident Command Agencies:* These agencies provide trained incident managers and staff when required, manage the emergency response and recovery according to the plan, and establish direction and control facilities at the incident.

*Participating Agencies and Organizations:* These agencies and organizations provide appropriate staff in times of emergency; participate in training and exercises; provide representatives to the incident management as a point of contact during emergencies; and commit 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. However, the participating jurisdictions will make a reasonable effort to support and act on the tenets of this plan based on the situation and on the 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 is made here to specify all the possibilities and intricacies associated with disaster that might conceivably develop.

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

1. An inability of the general citizenry to survive on their own for more than five days without additional supplies of water, food, shelter, and medical supplies.
2. Damage caused to facilities or equipment and shortages of personnel, including police, fire, and medical services, as well as public works.
3. A shortage of critical drugs and medicines at medical facilities.
4. A shortage of trained response personnel and equipment.
5. Damage to lifelines, such as roads, rails, utilities, and communication networks.

6. Damage to response communication networks, telephone service, or overload of the 9-1-1 system.
7. The delay of outside assistance from either the state or federal level.
8. The limited number of public safety responders in a rural jurisdiction.

There is no guarantee of a perfect response system. Resources may be overwhelmed and the local response to any given situation may be limited.

### III. SITUATION

#### A. Emergency/Disaster Conditions, Hazards, and Medical Emergencies

Kittitas County is subject to a variety of natural and technological hazards (see Kittitas County *HIVA 2012*) that could present a serious threat to public safety and health, property, and the environment. This plan is designed to help meet the unique needs of those affected by an emergency, whatever the nature and scope of the incident. This plan is developed in accordance with an "ALL HAZARDS" approach.

A comprehensive method of sharing resources and effectively combining local forces is needed because of the terrain and topography of Kittitas County, the limited response resources in some areas of the county, and the county's relative isolation from timely outside assistance.

Geographical separation of the county's population centers requires developing plans and procedures that are sensitive to the unique needs of each community while retaining central coordination to ensure uniform countywide 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 prioritizing the county's response to an emergency becomes critical. Many supporting public and private organizations that normally do not interact except during a crisis may need to be mobilized on a cooperative basis.

Some areas of Kittitas County are geographically isolated, such as the side canyons of the Yakima and Cle Elum rivers. In the event of a widespread disaster, the community cannot rely on significant outside assistance. The primary response to disaster falls on local government and on each individual citizen.

Citizens, businesses, government agencies, and industries must be prepared to rely on their own resources and to provide for themselves during the first five days of an emergency or disaster.

During a disaster, emergency response organizations are the source and focus of authority. They also address and overcome coordination problems.

Implementing some portions of this plan may not require a proclamation of emergency. The initial response can be activated by the designated lead agency. However, in times of an emergency with significant community impact, a proclamation of emergency is needed to activate certain powers, to make an extraordinary commitment of local resources, or to seek state and federal disaster assistance.

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

A free-market economy and the existing distribution systems should be maintained as the primary means for continuing operations of the economic and private sectors. 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 National Incident Management System (NIMS), as appropriate.

## IV. CONCEPTS OF OPERATIONS

### A. General

Emergency management in Kittitas County is conducted under the four universally accepted emergency management phases of:

- Mitigation
- Preparedness
- Response
- Recovery

Emergency preparedness is a constant and continuous process.

This Comprehensive Emergency Management Plan (CEMP) is designed to support the actions of local government agencies in their efforts to conduct these 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 and its cities and with contracted agencies.

### B. Emergency Management Concepts

When a disaster is imminent, or has occurred, participating jurisdictions/agencies operate under the National Response Framework, National Incident

Management System and the Incident Command System as well as these basic guidelines:

1. Determine the scope of the situation; mobilize, and commit the initial emergency response resources based on the nature of the emergency.
2. Establish an 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 the emergency operations center (EOC), expanded dispatch, or mobile EOC as appropriate.
5. Establish a liaison with adjacent jurisdictions, if appropriate.
6. Call for mutual aid resources, if needed.
7. Obtain a proclamation of an emergency from the local legislative authority if certain emergency powers are needed. Then suspend normal nonessential activities and divert local resources to augment the disaster response and recovery.
8. Request support from the State Emergency Operation Center (SEOC) if local disaster conditions appear likely to exceed local capabilities *and* the local legislative authority has proclaimed an emergency. The SEOC will evaluate the local resource commitment and authorize state resources if they are needed and available.
9. In the event that a disaster exceeds the capabilities of the state, federal disaster assistance may be requested by the governor. A disaster declaration by the President will be needed to release certain federal aid.
10. Establish local policies and control mechanisms to restore equilibrium, minimize economic dislocation, stabilize prices, preserve existing institutions and organizations, and reestablish community services.
11. Mobilize available local, state, and federal resources to restore the community to its pre-disaster condition to the fullest extent possible.

**C. Direction and Control**

**National Incident Management System (NIMS):** The Incident Command System (ICS) is the basis for all direction, control, and coordination of the 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 this plan. Emergency response teams and other 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 (IC) is based on:

1. The person's specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan.
2. The recognized expertise of official or agency personnel.
3. The assumption of responsibility by the official agency.

**Response Levels:** Planning and response actions are based on the severity of the incident. Identifying plan conditions provides for some activation to take place automatically, while control over any major commitment of resources is maintained at the legislative level. Response levels may be terminated or reduced at any time by the legislative authority.

**Response Level 0** is for daily, routine emergency responses. Twenty-four-hour disaster readiness is achieved by maintaining local emergency services agencies operating on their internal procedures.

**Response Level 1** is for unusual occurrences that are short term in nature and limited in scope. This response level uses existing local resources without outside help (or with only minimal mutual aid assistance). An incident command is routinely established in the event that a situation may expand unexpectedly. Upon establishing a command post, the incident commander (IC) can use the concept of expanding dispatch or activate an emergency operations center (EOC) as a Plan Level 1 resource coordination center if necessary.

**Response Level 2** is for situations that are larger in scope and require the use of mutual aid resources or special procedures for dealing with the emergency. These events may involve a single jurisdiction or multiple agencies, and they require broader applications of the NIMS protocols to ensure coordination. A site-specific command post may be established and the EOC may be activated as appropriate.

**Response Level 3** is for community emergencies that are broad in scope and have long-term impacts representing a significant threat to life, property, or the environment. These emergencies require a substantial commitment of personnel, equipment, and facilities, along with considerable outside help. Multi-jurisdictional or multi-agency events require unified command to ensure effective coordination. An EOC should be activated to coordinate resources and information.

**Response Level 4** is for recovery activities such as long-term reconstruction of public facilities, detailed damage assessments (by joint local/state/federal teams), debris clearance, and establishing disaster-assistance centers and/or community restoration projects.

**IMPLEMENTING THE PLAN:**

**Plan Level 1:** The appropriate incident command agency, or the first incident command agency representative on the scene, may activate Plan Level 1 protocols when:

- a. The incident falls within the specific unusual occurrence protocols at Response Level 1.
- b. The incident is of a nature and scope that it may require unique direction and control protocols to ensure effective multi-agency coordination.

**Plan Level 2:** The sheriff or director of emergency management, or the chief law enforcement officer of the impacted jurisdiction, may activate Plan Level 2 protocols when:

- a. The incident falls within the mutual aid or special procedures needs of Response Level 2.
- b. The incident has occurred or appears to be imminent, based on the best information available, and it is of a nature and scope that requires an extraordinary commitment of local emergency response and recovery resources.
- c. The resources activated at Plan Level 1 appear to be inadequate, and accelerating the response is necessary to meet emergency needs.

**Plan Level 3:** The legislative body of each jurisdiction impacted by the disaster (Board of County Commissioners, mayors, city councils) may activate Plan Level 3 by proclamation of an emergency when:

- a. An incident has occurred or is clearly imminent, based on the best information available; it poses a significant threat to life, property, or the environment; and it is of a nature and scope that exceeds the ability of local government to respond effectively without imposing emergency powers.
- b. The emergency response and recovery resources activated at Plan Level 2 appear to be inadequate, and accelerating the response is necessary to meet emergency needs.

**Plan Level 4:** The legislative authority, with the recommendation of the incident commander, the sheriff or director of emergency management, or the chief law enforcement officer, may terminate the effective emergency response phase (Response Level 1, 2, or 3) and move into a disaster recovery mode when appropriate.

**D. Emergency Operations Facilities**

**Emergency Operations Center (EOC):** The EOC is used for incidents that require coordination of resources and incident information and as a point of contact for legislative authorities. Standard operating procedures (SOPs) and emergency operating procedures (EOPs) for each agency will be available at the EOC.

The Kittitas County EOC is located in the Public Safety Building located at 307 Umptanum Road, Ellensburg, WA 98926.

Alternate EOC site: If an alternate EOC site is necessary, the facility at KITTCOM is equipped to establish an alternate EOC.

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 MCP is maintained by Kittitas County Emergency Management and has public safety communications capabilities. The MCP is designed to be self-sufficient and is able to generate its own power.

Expanded Dispatch: If an incident requires additional resource coordination but does not warrant opening an EOC, 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 KITTCOM, the EOC facilities can assist the 9-1-1 center during this phase.

Staffing Responsibility: Each participating agency will identify and train personnel in incident command positions as identified in the plan, as appropriate. Public health and safety agencies must commit command-level personnel to staff the EOC. All other agencies and departments will provide appropriate personnel to the EOC.

#### **E. Mitigation Activities**

1. County and city agencies should develop mitigation plans to establish interim and long-term actions designed to eliminate hazards or to reduce the effects of 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**

Selected portions of the Kittitas County Comprehensive Emergency Management Plan (CEMP) will be exercised annually following adequate training. Exercises will be planned, designed, conducted and evaluated (to include an After-Action-Report with an improvement plan) using the Homeland Security Exercise and Evaluation Program (HSEEP) model, to include templates and formats. The Standard reporting is within 60 days from the conclusion of the exercise. Exercise types under the HSEEP include: seminar, workshop, table top, game, drill, functional, and full-functional exercises.

Since training and exercising is a collaborative and integrate effort, the two must be interrelated, and then forecasted on a multi-year schedule/calendar. In order for this system to be successful a plan must be present. This is followed on by training on the plan. The process is then concluded with an exercise to validate the plan and the training that took place.

1. Follow CEMP, *ESF 5 Emergency Management*.
2. Follow CEMP, *Appendix 4 Training, Exercise & Drills*.

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

1. Agencies should establish response strategies and actions to be taken immediately before, during, and directly following an emergency. The goal of these strategies and actions is to save lives, minimize damage to property, and enhance their effectiveness in disaster recovery and business resumption.
2. Agencies should establish response procedures for:
  - a. Processing emergency call information.
  - b. Activating their disaster management plan.
  - c. Notifying personnel who have disaster management duties.
  - d. Mobilizing or demobilizing 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.
  - d. Rebuilding the private and public sector:
    - 1) Forest
    - 2) Farming
    - 3) Ranching

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

Recovery involves both short-term and long-term processes. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its original (or better) condition. The appropriate time to institute mitigation measures, particularly those related to a recent emergency, is during the recovery period, including reassessing the CEMP and planning process for deficiencies. Upgrading damaged areas during restoration is appropriate if the upgrade will mitigate or lessen the risk caused by another similar disaster.

1. Agencies should establish short-term strategies that will quickly restore vital life-support systems to minimum operating standards. Long-term activities should be designed to return life and business operations to normal levels

2. Agencies should identify recovery tasks to achieve their short- and long-term goals and objectives. Some recovery tasks and responsibilities to build into a disaster management plan include, but are not limited to:
  - a. Organizing and staffing for continuity of government.
  - b. Recovering and restoring essential records.
  - c. Procuring resources.
  - d. Restoring utility services.
  - e. Record-keeping and documentation.
  - f. Providing 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 resources and obtaining funding.
  - l. Reviewing and/or improving the CEMP.
  - m. Fostering continued private/public partnerships to rebuild the local economy

## V. RESPONSIBILITIES

### A. Purpose

The following information identifies the emergency management responsibilities of agencies and other participating organizations. They should be able to mitigate, prepare for, respond to, and recover from any emergency or disaster.

### B. Agency or other department responsibilities

1. **Board of County Commissioners (BOCC)**
  - a. Local proclamation of an emergency, as prescribed in RCW 36.40.180 or RCW 70.05.
  - b. Direct emergency legislative policy pertaining to an emergency or disaster.
  - c. Provide a 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. Issue, amend, or rescind the necessary orders, rules, and regulations to carry out emergency management operations.
  - f. Maintain current standard operating procedures (SOPs) at emergency operation centers (EOCs).
2. **City Mayors, City Councils, and City Managers**
  - a. Local proclamation of an emergency, as prescribed in RCW 35.33.081.
  - b. Direct emergency legislative policy pertaining to an emergency or disaster.
  - c. Provide a liaison to other city mayors, the BOCC, or the governor in matters related to an emergency or disaster.

- d. Request state assistance from either the governor or other appropriate state agencies.
  - e. Issue, amend, or rescind the necessary orders, rules, and regulations to carry out emergency management operations.
  - f. Maintain current standard operating procedures (SOPs) at emergency operations centers (EOCs).
3. **Fire Service**
- a. Coordinate fire suppression and prioritize responses.
  - b. Provide emergency medical response support, as appropriate.
  - c. Provide trained personnel to the NIMS for incident management.
  - d. Provide evacuation support personnel.
  - e. Assist with heavy rescue, as necessary.
  - f. Maintain current standard operating procedures (SOPs) at emergency operation centers (EOCs).
  - g. Send a representative to the emergency operations center (EOC).
  - h. Coordinate mutual aid resources for fire services.
  - i. Kittitas Valley Fire and Rescue provides emergency management coordination for the City of Ellensburg.
  - j. HAZMAT incident response/coordination.
4. **Law Enforcement**
- a. Coordinate traffic and crowd control.
  - b. Coordinate perimeter security, including scene ingress/egress.
  - c. Coordinate evacuations.
  - d. Maintain law and order.
  - e. Assist the coroner with recovery of human remains.
  - f. Coordinate search and rescue activities.
  - g. Provide trained personnel to the NIMS for incident management.
  - h. Send a representative to emergency operations center (EOC).
  - i. Coordinate mutual aid resources for law enforcement.
5. **Public Works**
- a. Coordinate damage assessments relating to public works, infrastructure, and facilities.
  - b. Provide emergency and routine debris clearance from roadways and other infrastructures.
  - c. Restore services to critical facilities.
  - d. Restore damaged streets, roads, and bridges.
  - e. Assist with heavy rescue.
  - f. Provide heavy equipment.
  - g. Send a representative to the emergency operations center (EOC).
  - h. Maintain operation of the major street system.
  - i. Maintain operation of the sanitary and storm sewer collection system.
  - j. Maintain pump stations, pressure mains, and the wastewater treatment plant.
  - k. Maintain traffic control systems.
  - l. Maintain fleet vehicles.
  - m. Barricade hazardous areas and unsafe infrastructures until repairs can be made.
  - n. Contract repairs of the infrastructure.

- o. Prioritize restoration/protection of streets and bridges, as well as waste treatment and collection systems;
  - p. Operate and maintain emergency generators.
- 6. **Emergency Medical Services**
  - a. Provide triage and on-scene medical command, operating within the lead department's mass casualty protocols.
  - b. Coordinate medical resources.
  - c. Assess pre-hospital needs (numbers, types, and severity).
  - d. Provide casualty transportation.
- 7. **Public Health**
  - a. Control and monitor food and water quality.
  - b. Inspect sanitation systems.
  - c. Control diseases and provide immunizations.
  - d. Assist with structure habitability assessment and other environmental health concerns.
  - e. Enforce all applicable public health rules, regulations, ordinances, and statutes.
  - f. Serve as the lead agency for biological/ medical emergencies.
  - g. Inform the public about the causes, nature, and prevention of disease and disability. And preserve, promote, and improve health.
  - h. Prevent, control, or abate public health nuisances.
- 8. **Kittitas County Chapter of the American Red Cross (KCC-ARC)**
  - a. Coordinate mass care functions with other human needs organizations.
  - b. Coordinate shelter for displaced persons.
  - c. Staff, equip, supply, and operate emergency shelters and mass feeding centers according to established plans.
  - d. Establish fixed or mobile feeding stations as appropriate.
- 9. **Emergency Management**
  - a. Establish the local emergency management organization, to include staffing for normal activities as well as emergencies and disasters.
  - b. Prepare a comprehensive plan and program for the emergency management of local government. Advise and assist local agencies in the development of emergency or disaster plans and programs.
  - c. Prepare the local proclamation of an emergency for the Board of County Commissioners or mayors.
  - d. Register emergency workers.
  - e. After the KBOCC has declared a disaster, obtain a state mission number for emergencies and disasters for the liability coverage and indemnification to registered emergency workers in accordance with IAW RCW 38.52.
  - f. Provide for communications coordination and support.
  - g. Maintain a mobile command post (MCP) and emergency operations center (EOC) for direction and control support.
  - h. Coordinate emergency and disaster information and requests with state level emergency management.

- i. Maintain continuous readiness and response capabilities through a 24-hour duty officer system.
  - j. Coordinate damage assessment efforts.
  - k. The Emergency Management Specialist will review, revise, maintain, publish and distribute the *Basic Plan*.
10. **Prosecuting Attorney**
- a. Provide and coordinate legal advice to county and city agencies.
  - b. Review agreements, contracts, and other documents related to emergencies or disasters for form and content.
  - c. Provide consumer protection and fair business practices services to citizens.
  - d. Provide for the identification and preservation of essential legal records.
  - e. Establish emergency ordinances—such as wage, price, and rent controls; limitations or restrictions of water usage or other utilities; rationing of critical resources; and curfews—as necessitated by the disaster.
  - f. Commandeer any publicly or privately owned resource with or without payment to the owner.

All departments, agencies, and participating 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. Identifying key personnel to staff the organization during emergency situations.
- c. Developing and maintaining a chain of command to ensure continued operations in the event key personnel are not available.
- d. Developing and maintaining standard emergency management operating procedures and checklists at each EOC.
- e. Develop a Continuity of Operations Plan (COOP).

## VI. DEFINITIONS AND ACRONYMS

Follow CEMP, *Appendix 1 Definitions* and CEMP, *Appendix 2 Acronyms*.