

Kitsap County Department of Emergency Management

Comprehensive Emergency Management Plan



Earthquakes

Fires

Floods

Terrorism

Tsunamis

Wind Storms

Winter Storms



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KITSAP COUNTY
EMERGENCY CONTACT NUMBERS

If immediate county emergency or disaster assistance is required, contact the Kitsap County Department of Emergency Management:

24-hour Emergency Telephone:	911
E-mail	dem@co.kitsap.wa.us
CEMNET	Channel 1 – 45.20 MHz
ACCESS	
NAWAS	

The Kitsap County 2003 Comprehensive Emergency Management Plan (CEMP) will be distributed on a compact disc as well as hard copy. This document will also be available on the Kitsap County Emergency Management website: www.kitsapdem.org.



SUBJECT: Letter of Promulgation – 2003 Kitsap County Comprehensive
Emergency Management Plan

With this notice, we are pleased to officially promulgate the 2003 Kitsap County Comprehensive Emergency Management Plan (CEMP). One of several plans published by the Kitsap County Department of Emergency Management. The CEMP is the framework for countywide preparedness and response activities. Throughout the CEMP there is reference to countywide mitigation and recovery activities. Kitsap County mitigation and recovery detailed activities can be found the Kitsap County Mitigation Plan adopted August 1999, and the Kitsap County Recovery Plan adopted August 1999. It is the intent of the CEMP is to provide a structure for standardizing plans countywide and to facilitate interoperability between local, state and federal governments.

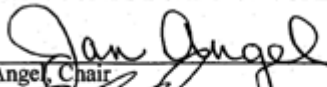
Every effort has been made to ensure that the Kitsap County CEMP is compatible with the Washington State Comprehensive Emergency Management Plan and the Federal Response Plan. Both the county CEMP and the State CEMP format support the Federal Response Plan. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, state, tribal, federal, volunteer, public, and private sector organizations. It also contains detailed information on participant Emergency Support Functions, also known as single function activities. In coordination with the county mitigation and recover plan, the CEMP will help minimize the impacts of disasters and other emergencies in Kitsap County. We believe it will be a significant tool for saving lives, protecting property, sustaining the economy, and preserving the environment.


Finally, as a reminder to Kitsap County elected officials, directors of county departments, division managers, and public and private organizations, the primary response and recovery goals for emergency management in any hazard that impacts the county are to: support local jurisdictions during an emergency/disaster; and, to maintain a comprehensive internal process for conducting daily business before, during, and after a catastrophic event.


Thank you for your involvement in this worthwhile endeavor.

Adopted this 15th day of December, 2003

KITSAP COUNTY BOARD OF COMMISSIONERS


Jan Angel, Chair


Chris Endresen, Commissioner

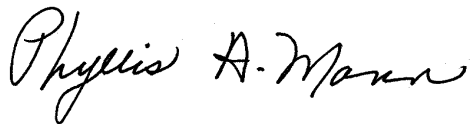

Patty Lent, Commissioner

FOREWORD

The Kitsap County Department of Emergency Management sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the revision and publication of the 2003 Kitsap County Comprehensive Emergency Management Plan (CEMP). Coordination of the Plan represents a committed and concerted effort by county agencies and local jurisdictions to emergency management. The Plan demonstrates the ability of a large number of agencies to work together to achieve a common goal.

The CEMP was revised through the synergistic efforts of over 30 county agencies, Emergency Management staff, American Red Cross, local jurisdiction emergency coordinators and staff, and other Kitsap County organizations. The Department of Emergency Management coordinated with these groups to provide a forum for those with identified responsibilities in the CEMP. They participated in planning and coordinating emergency management activities in order to identify, develop, maintain, and enhance county emergency management capabilities.

The CEMP is one of the many efforts to prepare all people in Kitsap County for emergencies or disasters. The CEMP is formatted to be consistent with the State Comprehensive Emergency Management Plan as well as the Federal Response Plan, complete with Emergency Support Functions (ESFs), or single function activities. This is to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of Kitsap County. Our sincere thanks and congratulations to all who have made this possible.



Phyllis A. Mann, Director
Kitsap County Department of Emergency Management

**KITSAP COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
DISTRIBUTION PAGE**

This plan will be distributed by compact disc to all participating county agencies, city agencies, Indian Tribes, selected state and federal government agencies, selected county agencies, American Red Cross and other volunteer organizations, Kitsap County Library system, private organizations and other interested individuals.

See Appendix 7, Distribution List, for full distribution details.

**KITSAP COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
December 2003**

Record of Revisions

[illegible]

Kitsap County Comprehensive Emergency Management Plan

Basic Plan

I. GENERAL INFORMATION

A. Mission

1. It is the policy of the government of Kitsap County, Washington, in order to protect lives, property and the economic base of the community and in cooperation with other public and private organizations of the community, to endeavor to mitigate, prepare for, respond to and recover from all natural and technological emergencies and disasters.
2. To carry out the mission, the Kitsap County Department of Emergency Management (DEM) goals are to develop citizen awareness and self-sufficiency, develop responder capabilities, have procedures in an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

B. Purpose

The purpose of this Plan is to establish emergency management functions and the responsibilities of the Kitsap County Department of Emergency Management (DEM), county departments and divisions, and public and private organizations that aid in the response and recovery from any hazard that could impact Kitsap County.

C. Scope

This Plan considers that emergencies and disasters are likely to occur as described in the Kitsap County Hazard Identification and Vulnerability Assessment (HIVA) and describes:

1. Functions and activities necessary to implement the four phases of emergency management – mitigation, preparedness, response and recovery.
2. Responsibilities in relation to Kitsap County Code title 2.104, Chapter RCW 38.52, Public Law 93-288, as amended and other applicable laws as appropriate.

D. Organization

1. Emergency Management in Kitsap County is organized as shown in Figure 1 (page 12), Emergency Management Organizational Chart, and operates in accordance with the Emergency Operations Center Assignments Chart, Figure 2 (page 13). Under Kitsap County Code, Chapter 2.104, Emergency Management is responsible for the carrying out of all emergency management functions to mitigate, prepare for, respond to, and recover from emergencies and disasters resulting from natural and technological hazards and terrorism events.
2. RCW 38.52, the Washington Emergency Management Act and Kitsap County Code, Chapter 2.104, empower local governmental entities to establish a program to deal with emergencies and specifically authorizes two or more entities to join together to establish such a program. In 1986 the Kitsap County Emergency Management Council was formed. All city and county governments are represented on the council as follows: 1) the three elected county commissioners, 2) the mayor and two at-large council members of Bremerton, 3) the mayors of Bainbridge Island, Port Orchard and Poulsbo.
3. DEM is a governmental office staffed Monday through Friday 8:00 a.m. - 4:30 p.m. After hours incidents are handled by an assigned DEM Duty Officer who is available 24 hours per day, seven days a week. During an emergency or disaster, the office assumes enhanced operations under the Incident Management System. This could include opening the Emergency Operations Center (EOC). The level of enhancement is dependent on the severity of the event.
4. The Comprehensive Emergency Management Plan (CEMP) employs an Emergency Support Function (ESF) approach. This approach identifies sources for direct assistance and operational support through the Emergency Operations Center (EOC) that the county and its cities may need in order to address hazard mitigation, preparedness, response and recovery from an emergency or disaster.
 - a. The Basic Plan presents the policies and concepts of operations that guide how the county will conduct mitigation, preparedness, response and recovery activities.
 - b. The Appendices describe emergency management activities and give details supporting the Basic Plan.
 - c. The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

II. POLICIES

A. Authorities

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

1. Kitsap County Code, Chapter 2.104.
2. Revised Code of Washington (RCW) Chapters 38.52 and 39.34.
3. Chapter 38.54 RCW, Fire Mobilization.
4. Washington Administrative Codes (WAC) 118.04, 118.30, and 296-62-3112.
5. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
6. Public Law 96-342, Improved Civil Defense, 1980.
7. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right-to-Know Act (EPCRA).

B. Assignment of Responsibilities

1. This Plan presents responsibilities of county departments, agencies and other organizations. These are listed in Section V of this document.
2. ESFs establish mitigation, preparedness, response, and recovery activities. There is either one agency or joint agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1-12 correspond to the State Response Plan (SRP) and Federal Response Plan (FRP) numbering system. ESFs 13-19 are reserved for future ESFs. ESFs 20-25 are used by Kitsap County.

C. Limitations

It is the policy of Kitsap County that no guarantee is implied by this Plan of a perfect response system. As Kitsap County assets and systems may be overwhelmed, Kitsap County can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time.

D. Nondiscrimination

It is the policy of Kitsap County that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the *Federal/State Agreement for Major Disaster Recovery* will be carried out in accordance with Title 44, CFR, Section 205.16 - Non-discrimination. Federal disaster assistance is conditional on full compliance with this rule.

E. Citizen Preparedness Policy

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of Kitsap County that citizens are encouraged to be self-sufficient for at least three (3) days should an emergency or disaster occur.

III. SITUATION

A. Disaster Conditions and Hazards

The *Kitsap County Hazard Identification and Vulnerability Assessment (HIVA)*, updated December 2003, provides information on potential hazards threatening Kitsap County. Disasters have occurred in Kitsap County and will occur again, some with warning and others with no warning at all. This plan prepares for the worst-case scenario.

B. Planning Assumptions

1. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning.
2. The county may be unable to satisfy all emergency resource requests during a major emergency or disaster.
3. Citizens, businesses, county and city departments, and industries need to provide for their own resources for the first three days after an emergency or disaster.
4. Kitsap County and its cities will comply with the intent of RCW 38.52 and WAC 118 and will:
 - a. Establish procedures for continuity of government.

- b. Establish an emergency management organization and facility.
- c. Prepare plans and procedures and maintain a comprehensive Emergency Management program.
- d. Communicate with the State Emergency Management Division (EMD) Emergency Operations Center (EOC) on the status of activities during or following any emergency or disaster.
- e. Issue local emergency proclamations and request state assistance when appropriate.
- f. Preserve essential records.

IV. CONCEPT OF OPERATIONS

A. General

The Kitsap County Department of Emergency Management and Emergency Operations Center (EOC) is the focal point of the emergency management organization in Kitsap County government, figure 1 (page 12). Prior to a disaster, mitigation and preparedness activities are the responsibility of each county department and supporting agency. During emergency and disaster events, the Kitsap County Emergency Operations Center (EOC) includes all county department representatives as needed and selected representatives of other support agencies within the county. Those support agencies consist of volunteer organizations like the American Red Cross; incorporated cities' fire, police and public works organizations; special purpose districts and utilities. During large events, liaison personnel from selected cities, Washington State and Federal agencies may be in the Emergency Operations Center (EOC).

B. Emergency Management Concepts

Protection of human life, public property, the economy and environment are the primary concerns of county government. Local governments are mandated by law, and special purpose jurisdictions are advised, to perform emergency management functions within their jurisdictional boundaries. Local governments may conduct functions outside identified territorial limits as required pursuant to RCW 38.52 as amended, current resolutions, ordinances, and mutual aid agreements.

Normal day-to-day organizational structures and chains-of-command will be maintained insofar as possible in government and supporting organizations.

The government of Kitsap County and its employees, augmented by trained reserves, volunteers and appointed emergency management officials, will take all

possible action to respond to the effects of a disaster and expedite response and recovery. Top priority is the preservation of human life. The elected and appointed county officials, departments and offices of Kitsap County, and supporting organizations, agencies, or individuals, will retain their identity and autonomy, but will function under this plan as an emergency organization under the direction of the Kitsap County Commissioners through the Department of Emergency Management. The essential activities of the emergency organization will be coordinated through the Kitsap County Emergency Operations Center (EOC). Emergency operations are conducted on a 24-hour basis, as required.

The chief official of each county government department and office is responsible for providing qualified and trained personnel to the County EOC and to their respective organizations to carry out essential assigned activities.

Supervisors and employees use department plans and procedures to carry out essential activities necessary to the accomplishment of responsibilities assigned to county government offices. Other governmental entities within Kitsap County are responsible for ensuring effective operations and using all available resources including mutual aid to manage the emergency within their respective jurisdictions, prior to requesting assistance from county government.

County government will use all locally available resources before requesting assistance from state government.

All public information disseminated to the news media about Kitsap County government emergency operations and emergency services by county departments, offices, and elected or appointed officials, will be released only with the approval of the County Joint Information Center (JIC) to ensure release of consistent and accurate information.

When mutual aid is requested, the responsible requesting organization will be in charge unless the specific mutual aid agreements direct otherwise.

The specific responsibilities of Kitsap County departments, other agencies and organizations covered by and incorporated in this plan are listed in the respective Emergency Support Functions (ESFs), Appendices and other Attachments to this plan.

C. Direction and Control

The Director of Emergency Management (this term is synonymous with “Deputy Director” of Emergency Management) reports to the Kitsap County Emergency Management Council. The Kitsap County Emergency Operations Center (EOC) is the focal point for emergency management activities (see Appendix 1).

D. Emergency Operations Facilities

The primary County EOC is located at 1720 Warren Ave., Bremerton, WA. Alternate EOC locations are utilized when necessary and are determined by the size, severity and damage levels of disaster events.

E. Resource Prioritization Strategy and Concept

Following a disaster, the County EOC will coordinate resources to support county operational departments and unincorporated Kitsap County. The resource prioritization concept is to “do the most good for the most people”. Incorporated jurisdictions are responsible for their own resource management, in accordance with RCW 38.52. Special purpose districts are responsible for their own emergency response plans and resources. If the disaster is multi-jurisdictional in nature, the County EOC will assist, when possible, affected jurisdictions that have legally proclaimed a disaster. Assistance includes resource mobilization, mutual aid agreements and public and private sector resources to include local, state and federal assets (see ESF-7 Resource Management).

F. Mitigation & Preparedness Activities

All elements of Kitsap County government will ensure that personnel, property and equipment are protected from the effects of disasters by complying with Paragraph V. C. of this Basic Plan.

G. Response & Recovery Activities

All response and recovery activities are detailed in department/division procedures and Standard Operating Procedures (SOPs) and appropriate state and federal recovery guidelines.

V. RESPONSIBILITIES

A. Role of the Federal Government

The Federal government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. The *Federal Response Plan* facilitates the delivery of all types of federal response assistance to states and helps them deal with the consequences of significant emergencies and disasters. Further responsibilities are detailed in ESF-20.

B. Role of Washington State Government

Washington State, through its Comprehensive Emergency Management Plan (CEMP) and Emergency Operations Center (EOC), coordinates all emergency

management activities of the state, protects lives and property, and preserves the environment. In addition, the state takes appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

State government departments are responsible for providing various services such as specialized skills, equipment, and resources in support of state and local government emergency operations.

C. Role of Kitsap County Government

The following are basic responsibilities for emergency management operations provided by and through Kitsap County government. Detailed responsibilities and essential activities are found in the appropriate Emergency Support Functions (ESFs) and Appendices to this document. Department-level operating procedures detail *how* individual departments shall perform their responsibilities as delineated in this Basic Plan, ESFs and Appendices. Each department in Kitsap County government has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response and recovery. Kitsap County also has a regional (county-wide) responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals plus political and special purpose jurisdictions.

Various response agencies are responsible for their own specific communication systems.

All Kitsap County departments (including judicial and legislative organizations) shall:

1. Ensure that employee work areas are safe, clear of equipment and supplies that may compromise access/egress routes, and that no equipment or supplies can injure employees.
2. Participate in emergency management training, drills and exercises to test county plans and procedures.
3. Train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response.
4. Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.).
5. Ensure that adequate disaster supplies and equipment are available for department staff.

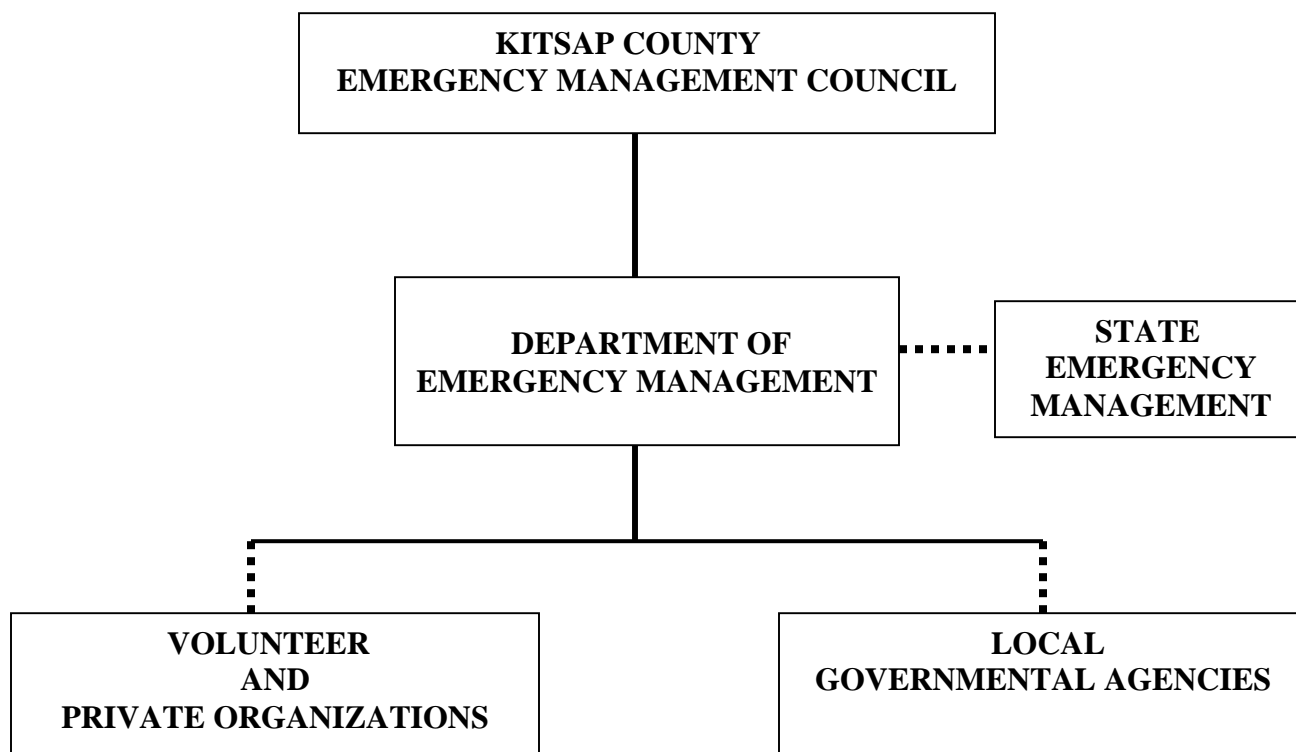
6. Develop mutual support agreements with other “like” departments or organizations in other jurisdictions, when appropriate.
 7. Develop procedures to reestablish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.
 8. Provide department resources (supplies, equipment, services, and personnel), as coordinated through the Emergency Operations Center (EOC).
 9. Develop procedures to document all costs of disaster response and recovery.
 10. Ensure compliance with U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) Endangered Species Act Section 7 when responding during an emergency.
- D. Before a disaster occurs: it is the policy of Kitsap County that the head of each county department (including elected officials) is responsible for the following:
1. Establishing policies and procedures for departmental chain of command and succession of authority.
 2. Designating primary and alternate locations from which to establish direction and control of departmental activities during a disaster.
 3. Identifying and obtaining necessary equipment and supplies, which may be needed to manage departmental activities.
 4. Identifying the information needed to manage department activities including how it will be gathered, stored and accessed.
 5. Deciding how departmental management relates to the County EOC, (Figure 2, Emergency Operations Center EOC Assignments, page 13), and who should report there when an emergency or disaster occurs.
 6. Appointing a liaison and alternates to work with DEM in the development and maintenance of this plan and agency procedures.
 7. Encouraging the development of employee response teams from within their department.
 8. Establishing policy for 24-hour contact to activate department responsibilities.

9. Making staff available, when requested by DEM, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective county department.
 10. Establishing policies and procedures for documentation of disaster costs and developing administrative methods to keep accurate disaster expenditure records.
 11. Keeping an updated inventory of key departmental personnel, facilities and equipment resources.
- E. It is the policy of Kitsap County that, upon the occurrence of an emergency or disaster, each county department is responsible for the following:
1. Assessing the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.
 2. Reporting assessment information through the respective department's chain of command, to DEM or the EOC on a continuing basis, as appropriate.
 3. Keeping complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.
- F. Departmental management shall utilize the following guidelines as a basis for an action checklist to manage disaster response and operations.
1. Report to the pre-designated site to manage department operations.
 2. Ascertain what happened, what can be done about it and what is needed.
 3. Make contact with the courthouse Campus Command Post and report key information. In the event the command post is not functioning, report information to DEM.
 4. Take appropriate actions per department capabilities.
 5. Keep the Campus Command Post informed of actions/activities.
 6. Keep good records, document actions, costs, overtime, etc.
- G. Departmental designated staff and agency liaisons report to the County EOC, when activated, to coordinate response efforts and support field operations. If necessary, alternate sites may be utilized for EOC operations. If staff is unsure if

the EOC is activated and no phone contact can be made, assigned staff should “self report” to County EOC.

- H. The Department of Emergency Management (DEM) is the lead agency for evaluating a situation to determine if the extraordinary authority of an Emergency Proclamation by the Commissioners is necessary. Any department and/or agency requiring an Emergency Proclamation pursuant to their respective authority, coordinates the process with DEM. If requested, DEM may assist cities in Kitsap County with preparing their own Emergency Proclamations.
- I. When a disaster occurs, it is anticipated that Kitsap County departments, other jurisdictions, first response agencies and organizations will break down their areas of responsibility into manageable units, assess what has happened, what can be done about it and what is needed. This information is sent by whatever means available to the EOC. When resources cannot meet the needs created by a disaster, additional assistance may be requested through normal mutual aid or through the EOC. Additional resources supporting county operations may be located at staging areas until a specific assignment is made (see ESF-7).
- J. If the situation is, or may become, beyond the capabilities of the resources of Kitsap County and those provided by mutual aid, the Board of County Commissioners may request assistance from the Governor, or from the federal government, through the Governor. If requested, DEM may assist Kitsap County cities with this request.
- K. If communication systems break down in a disaster, a remote site may act as a remote command center for its local area until coordination is established from the EOC. Each may serve as a command post, staging area, reception center, triage station, communications center or other functional capacity.

**FIGURE 1
EMERGENCY MANAGEMENT
ORGANIZATIONAL CHART**

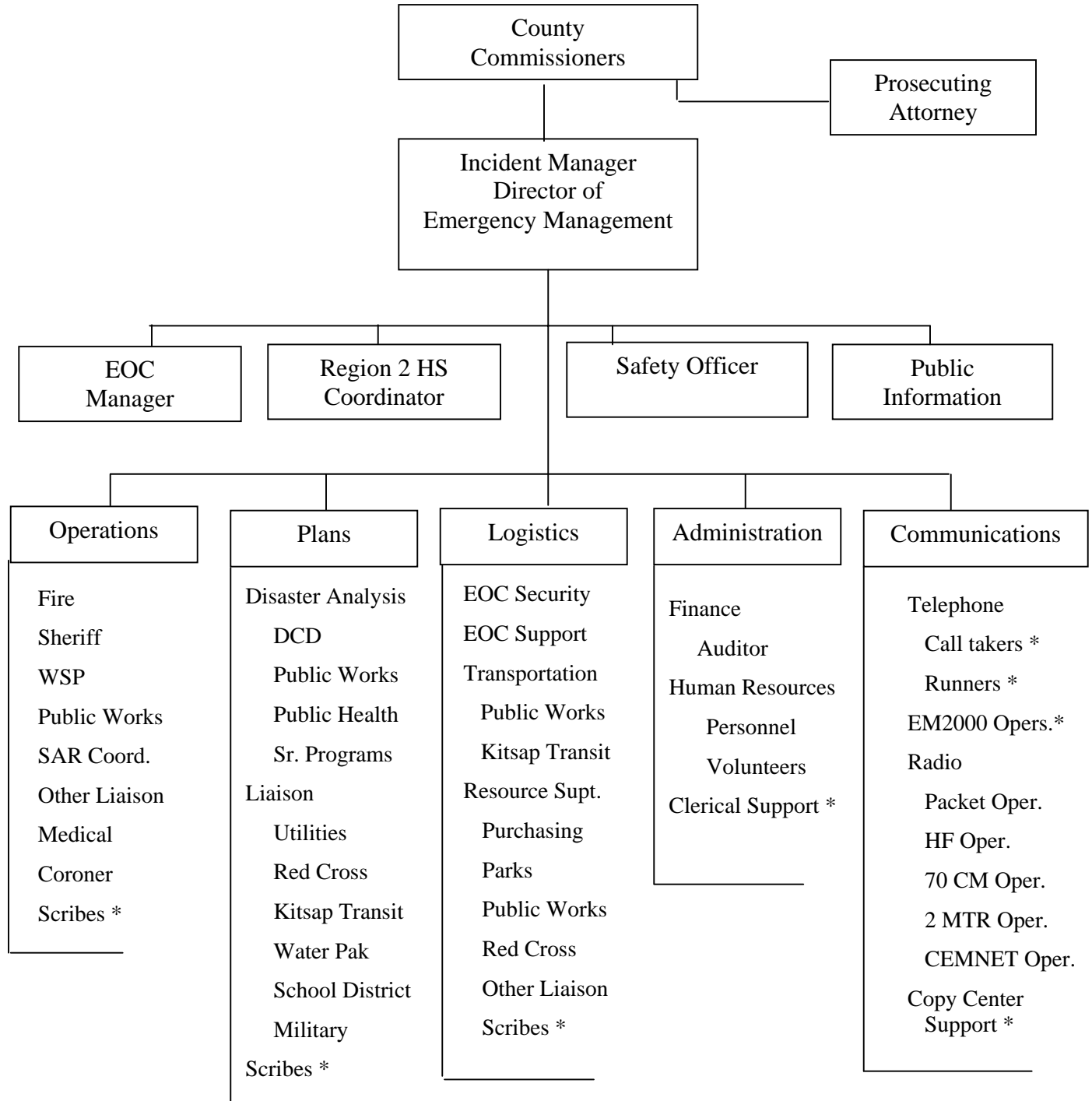


Legend:

Direction **————**

Coordination **.....**

FIGURE 2 – EMERGENCY OPERATIONS CENTER ASSIGNMENTS



* all departments contribute

APPENDIX 1 DIRECTION AND CONTROL

I. INTRODUCTION

Purpose

- A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *Kitsap County Comprehensive Emergency Management Plan* (CEMP).
- B. To ensure continued operation and continuity of Kitsap County government and its functions during and after emergencies or disasters.
- C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. CONCEPT OF OPERATIONS

A. General

- 1. Direction, control, and coordination is conducted along the general guidelines shown in Figure 1 - Emergency Management Organizational Chart, Figure 2 - Emergency Management Operational Chart and Figure 3 - Organization and Responsibilities Matrix.
- 2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

- 1. Emergency Management in Kitsap County is established by state law, RCW 38.52. Other state and county laws and ordinances provide guidance for how emergency management conducts business during emergencies and disasters (see Appendix 3, References).
- 2. When the Board of County Commissioner proclaims a disaster or emergency, direction and control is usually delegated to the Director of the Kitsap County Department of Emergency Management (this term is synonymous with "Deputy Director") in cooperation with local jurisdictions, volunteer organizations, and the private sector.
- 3. Kitsap County services and facilities may be used during the time of an emergency or disaster.
- 4. The Commissioner(s) or their designee, directors of selected county

departments and agencies or their designees, and other key individuals may operate during emergencies and disasters from the primary County Emergency Operations Center (EOC), or a designated alternate County EOC or other site designated by the Commissioner(s).

5. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations. See Emergency Support Function (ESF) 2, Telecommunications/Information Systems and Warning.

C. Coordination

Emergency Management provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with federal, state, and local jurisdictions, as well as other special purpose districts, volunteer agencies and private businesses.

D. Continuity of Government

In the event that an emergency/disaster reduces the number of County Commissioners, the following applies: If there is one vacancy, the two remaining Commissioners fill it; if there are two vacancies, the Governor appoints one Commissioner and the two Commissioners appoint the third; if the two Commissioners are unable to agree on the third, the Governor makes the appointment, per RCW 36.32.070. The statute is based on Article II, Section 15 of the Washington State Constitution.

1. Commissioners Absence – Emergencies/Disaster

In the event the Kitsap County Commissioners are all injured, isolated or deceased the following “succession of command” has been established:
In order of succession:

Sheriff
Auditor
Assessor
Clerk
Treasurer

2. Elected and/or Appointed Department Head absence – Emergencies/Disaster

Other executive heads of departments and agencies will appoint and identify temporary interim successors or designees in the event they are

unable or unavailable to fulfill their duties and responsibilities due to an emergency/disaster. The temporary interim successor, in the order identified by the department head, will have the authority to act in the place of the department head until the department head resumes control or a new executive may be appointed.

In the event the elected and/or appointed department head is injured, isolated or deceased the following “succession of command” has been established in order of succession for each department. See Figure 4 – Kitsap County Departments – Line of Succession on page 17.

3. Essential Records Preservation – Emergencies/Disaster

All departments and agencies of Kitsap County shall identify records essential for continuity and preservation of government and provide for their protection according to the guidelines set by the State Archivist (Secretary of State’s Office, RCW 40.10.010).

E. Emergency Operations Centers

County government will coordinate disaster activities from a central location, referred to as the Kitsap County Emergency Operations Center (EOC) that has communications capabilities to conduct such activities. The primary County EOC is located at the Kitsap County Central Communications (CENCOM/911) facility.

Procedures are maintained to ensure the facility is adequately staffed and equipped to be immediately available when needed.

Construction has begun on a new Central Communications & Emergency Operations Center. The facility will be located at 911 Carver St., Bremerton, and will be occupied by the fall of 2004.

The County alternate EOC may be used if the primary facility is unable to accommodate the county’s needs during a disaster. The primary alternate facility is located at the Pavilion, Kitsap County Fairgrounds.

County departments will designate a central point for operations during times of disasters and will coordinate activities with the County EOC.

Cities and special purpose districts will coordinate activities impacting county resources with the County EOC.

III. RESPONSIBILITIES

A. General

General responsibilities for county departments are identified in the Basic Plan under Section V, Responsibilities. Attached, Figure 3 - Organization and Responsibilities Matrix, identifies primary and support responsibilities for county departments and agencies as they relate to Emergency Support Functions identified by this plan.

Policy decisions affecting county government are made by the Board of County Commissioners. The Commissioners may choose to convene a group of advisors or may make decisions based on information gathered by others. The EOC will be informed of all policy decisions.

Personnel in the County EOC handle coordination issues or operational decisions that significantly impact more than one department. The EOC Incident Manager informs the Commissioners of major events and decisions in regards to the emergency or disaster. In return, the Commissioners or their designee informs the EOC of all policy decisions concerning the event.

Major decisions made at the department level will be transmitted to the EOC. Other agencies or departments may be impacted or have similar issues to address.

Because of the complexity of emergencies and disasters, county departments may be responsible for functions or operations that do not normally fall within their scope of responsibility, and will find that they must work closely with other public, volunteer and private agencies to ensure success.

B. Emergency Management

The director of the Kitsap County Department of Emergency Management (also referred to as the “Deputy Director”), subject to the direction and control of the Kitsap County Emergency Management Council, shall be responsible to the Council for coordinating the emergency management program for the county. The director shall coordinate the activities of organizations for emergency management within the county, and shall maintain liaison with and cooperate with emergency management organizations of cities, the state and the federal government, and shall have such additional authority, duties, and responsibilities as prescribed by the Council. Direction and control is usually delegated to the director of DEM, in cooperation with county departments, agencies, local jurisdictions, volunteer organizations, and the private sector.

C. County Departments’ & Agencies’ Responsibilities

1. Administrative Services

- a. Restore and maintain telephone, computer and mail services.
- b. Provide for the emergency repair or relocation of the County EOC phones, computers and equipment.
- c. Coordinate the emergency repair or relocation of other county departments' phones and computers.
- d. Coordinate private telephonic resources.
- e. Provide GIS support to the EOC for mapping and charting services
- f. Provide support staff to the EOC.
- g. Advise on safety issues.
- h. Coordinate with Risk Management, State Retirement, and the family in the case of a county employee fatality.
- i. Provide volunteer coordination assistance to the EOC.
- j. Support agency for ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.

2. American Red Cross

- a. Coordinate shelter operations including the provision of first aid and the feeding of shelter residents.
- b. Coordinate the feeding of emergency workers in the field.
- c. Coordinate residential damage assessment.
- d. Provide representation to the EOC.
- e. Co-lead agency for ESF-6, Mass Care/Shelter; ESF-11, Food and Water.
- f. Support agency for ESF-7, Resource Management; ESF-23, Damage Assessment.

3. Assessor

- a. Provide for re-evaluation of property damaged or destroyed by a disaster.
- b. Provide information regarding ownership and values.
- c. Provide manpower support to the EOC as requested.
- d. Support agency for ESF-21, Recovery and Restoration; ESF-23 Damage Assessment.

4. Auditor

- a. Coordinate the compilation of disaster response and recovery related labor, equipment, material and service costs for post disaster reporting purposes.
- b. Coordinate post-disaster activity with the County Treasurer and Assessor.
- c. Provide for internal cash and system financial auditing of county departments and offices, as required to maintain the continuous

- provision of emergency management functions.
 - d. Provide representation to the EOC as needed.
 - e. Provide manpower support to the EOC as requested.
 - f. Support agency for ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.
- 5. Board of County Commissioners
 - a. Provide overall direction and control.
 - b. Proclaim a state of emergency when necessary and request state and federal assistance.
 - c. Liaison with local, state, and federal elected officials.
 - d. Communicate with the press and citizens of Kitsap County.
 - e. Be available to constituents to address non-routine problems during disaster response and recovery operations.
 - f. Support agency for ESF-2, Communications and Warning; ESF-21, Recovery and Restoration; ESF-23, Damage Assessment; and Appendix 2, Public Information.
- 6. CENCOM
 - a. Dispatch resources as requested.
 - b. Forward emergency information and requests to the EOC.
 - c. Provide representation to the EOC as required.
 - d. Co-lead agency for ESF-2, Communications and Warning
 - e. Support agency for ESF-21, Recovery and Restoration; and ESF-23-Damage Assessment.
- 7. Clerk
 - a. Provide support personnel to the EOC as needed.
 - b. Support agency for ESF-21, Recovery and Restoration; and ESF-23-Damage Assessment.
- 8. Community Development
 - a. Coordinate damage assessment and post disaster safety inspections of county buildings and facilities.
 - b. Coordinate damage assessment and post disaster safety inspections of private businesses deemed to be critical functions in the County.
 - c. Coordinate private assessment and inspection resources.
 - d. Provide permit assistance and waivers.
 - e. Provide DCD representation to the EOC.
 - f. Provide manpower support to the EOC as requested.
 - g. Co-lead agency for ESF-3, Public Works and Engineering
 - h. Support agency for ESF-5, Planning; ESF-21, Recovery; and ESF-

23-Damage Assessment.

9. Conservation District
 - a. Provide information and outreach to the agriculture community.
 - b. Coordinate with government and the private sector to reduce or alleviate affects of emergencies or disasters on renewable natural resources.
10. Cooperative Extension

Provide information on food safety.
11. Coroner
 - a. Collect and identify deceased victims.
 - b. Provide coordination with other services, including funeral homes, state and federal authorities.
 - c. Provide representation to the EOC.
 - d. Co-lead agency for ESF-8, Health, Medical and Mortuary Services.
 - e. Support agency for ESF-21, Recovery and Restoration; and ESF-23-Damage Assessment.
12. Correctional Center
 - a. Provide for the emergency shelter and/or congregate care of persons institutionalized in Kitsap County Adult and Juvenile Detention facilities.
 - b. Provide emergency jail operations as required.
 - c. Provide assistance such as food service to the EOC when the needs of the detainees have been met.
 - d. Assist in collecting information and compiling data for operational reports necessary for emergency operations.
 - e. Support response and recovery activities as required.
 - f. Support agency for ESF-7, Resource Management; ESF-23, Damage Assessment.
13. County Administrator
 - a. Oversee courthouse and campus evacuation and personnel accountability.
 - b. Provide courthouse damage assessment information to the EOC.
 - c. Provide personnel, equipment, and resources to adequately support DEM, and ensure the efficient support of the County EOC.
 - d. Provide assistance in emergency budgetary and financial management.

- e. Provide assistance in analyzing emergency planning on issues affecting county emergency management.
- f. Administer the county's economic stabilization program and recovery plan.
- g. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.
- h. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- i. Perform major administrative decisions necessary for the continuity of county government.
- j. Assume lead role in the recovery process.
- k. Keep the Board of Commissioners informed.

14. District Court and Superior Court

- a. Provide for continuity of court operations.
- b. Continue to operate the county courts as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
- c. Perform coordination with other divisions: Probation Division, Community and Human Services, Prosecuting Attorney, and Adult and Juvenile Detention to insure efficient trial operations.
- d. Report to the EOC any damage of department occupied facilities, equipment, or resources.
- e. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- f. Support response and recovery activities as required.
- g. Provide manpower support to the EOC as requested.
- h. ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.

15. Emergency Management

- a. Coordinate all phases of the emergency/disaster.
- b. Provide comprehensive disaster management planning.
- c. Coordinate with local, state, federal, private and volunteer organizations.
- d. Prepare emergency proclamations for the Board of County Commissioners.
- e. Provide staff and public training.
- f. Register emergency workers.
- g. Provide resource management.
- h. Provide EOC volunteer management.
- i. Maintain primary and alternate County EOC.

16. Facilities, Parks and Recreation

- a. Identify and provide staging and assembly areas.
- b. Provide heavy equipment and personnel for emergency operations, as needed.
- c. Provide county property for emergency operations.
- d. Assist in gathering information and compiling data for operational reports necessary to emergency operations.
- e. Support response and recovery activities as required.
- f. Provide manpower support to the EOC as requested.
- g. Support agency for ESF-6, Mass Care/Shelter; ESF-7, Resource Management; ESF-11, Food and Water; ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.

17. Fire Service

- a. Provide fire suppression and control.
- b. Provide fire prevention inspections and activities.
- c. Provide emergency response such as pumping, evacuation, and limited property protection, resources permitting.
- d. Provide suburban search and rescue operations.
- e. Coordination with appropriate outside agencies.
- f. Provide damage assessment.
- g. Provide hazardous material operations.
- h. Provide warning support.
- i. Provide communications support.
- j. Provide representation to the EOC.
- k. Lead agency for ESF-4, Fire Services; ESF-10, Hazardous Material.
- l. Support agency for ESF-1, Transportation; ESF-2, Communications and Warning; ESF-7, Resource Management; ESF-8, Health, Medical and Mortuary Services; ESF-9, Search and Rescue; ESF-21, Recovery and Restoration; ESF-22, Law Enforcement; ESF-23, Damage Assessment; Appendix 1, Direction and Control.

18. Health District

- a. Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.
- b. Coordinate and provide triage and limited first aid care and treatment of minor injuries at Public Health facilities.
- c. Provide staff and resources as the lead agency in Kitsap County for

- bio-terrorism planning.
 - d. Coordinate and provide environmental health services, including inspections for water and food contamination; vector control; inspections of temporary emergency housing and schools for proper sanitation; and disposal of disaster related solid waste.
 - e. Provide representatives to the EOC as required.
 - f. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.
 - g. Co-lead agency for ESF-8, Health, Medical and Mortuary Services.
 - h. Support agency for ESF-3, Public Works and Engineering; ESF-5, Planning; ESF-6, Mass Care/Shelter; ESF-11, Food and Water, ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.
19. Housing Authority
- a. Coordinate provision of long-term shelter to disaster victims.
 - b. Provide moving/relocation assistance.
 - c. Support agency for ESF-6, Mass Care/Shelter; ESF-21, Recovery and Restoration.
20. Personnel and Human Services/Senior Programs
- a. Coordinate with other organizations for the provision of emergency management staff and field support throughout the response and recovery phases.
 - b. Coordinate the hiring of emergency personnel.
 - c. Provide representation to the EOC.
 - d. Provide mental health crisis response and involuntary detention services and outpatient mental health services for persons who suffer from reactions to the disaster.
 - e. Coordinate with Risk Management, State Retirement, and the family in the case of a County employee fatality.
 - f. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
 - g. Support response and recovery activities as required.
 - h. Senior Programs provides technical expertise to the EOC for social concerns for the at-risk population.
 - i. Support agency for ESF-5, Planning; ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.
21. Port of Bremerton
- a. Provide representation to the County EOC as necessary.

- b. Advise the Transportation Supervisor on marine and air transport matters.
- c. Coordinate the provision of marine and air transportation.
- d. Support agency for ESF-1, Transportation; ESF-7, Resource Management.

22. Prosecutor

- a. Advise county government officials on legal matters relating to emergency management authority and responsibility.
- b. Review emergency agreements, contracts, and disaster-related documents.
- c. Represent county government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.
- d. Report to the EOC any damage of department occupied facilities, equipment or resources.
- e. Provide a representative to the EOC when required.
- f. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- g. Support response and recovery activities as required.
- h. Support agency for ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.

23. Puget Power and Cascade Natural Gas

- a. Provide gas shortage and distribution advice.
- b. Provide gas shortage impact predictions.
- c. Provide power outage and distribution advice.
- d. Provide power outage impact predictions.
- e. Provide representation to the County EOC as necessary.
- f. Support agency for ESF-12, Energy and Utilities; ESF-23, Damage Assessment.

24. Public Works

- a. Provide inspections of county roads and bridges to determine damage and safety.
- b. Provide a liaison to the County EOC and maintain communications with field personnel.
- c. Remove debris and wreckage from roads and bridges.
- d. Provide for waste disposal.
- e. Designate usable roads and bridges.
- f. Provide temporary repair of damaged county roads and bridges, if possible.
- g. Provide surface and stormwater management.

- h. Assess the wastewater system to determine damage.
- i. Provide roadblocks, barricades, signs, or flaggers as requested.
- j. Coordinate expeditious removal of debris and other non-hazardous materials.
- k. Provide fuel storage.
- l. Provide sand and gravel.
- m. Provide flood control support.
- n. Coordinate drainage activities.
- o. Coordinate with private contractors and suppliers.
- p. Lead agency for ESF-1, Transportation; ESF-3, Public Works and Engineering; ESF-12 Energy and Utilities; ESF-24, Evacuation.
- q. Support agency for ESF-10, Hazardous Materials; ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.

25. School Districts

- a. Develop district building hazard mitigation and emergency response plans in accordance with state and district policy.
- b. Provide public shelters through agreements with the Red Cross.
- c. Provide buses for transportation.
- d. Provide school situation reports to the County EOC.
- e. Provide damage assessment reports to the County EOC from field observations of bus drivers and other personnel.
- f. Provide a representative to the County EOC as needed.
- g. Support agency for ESF-1, Transportation.

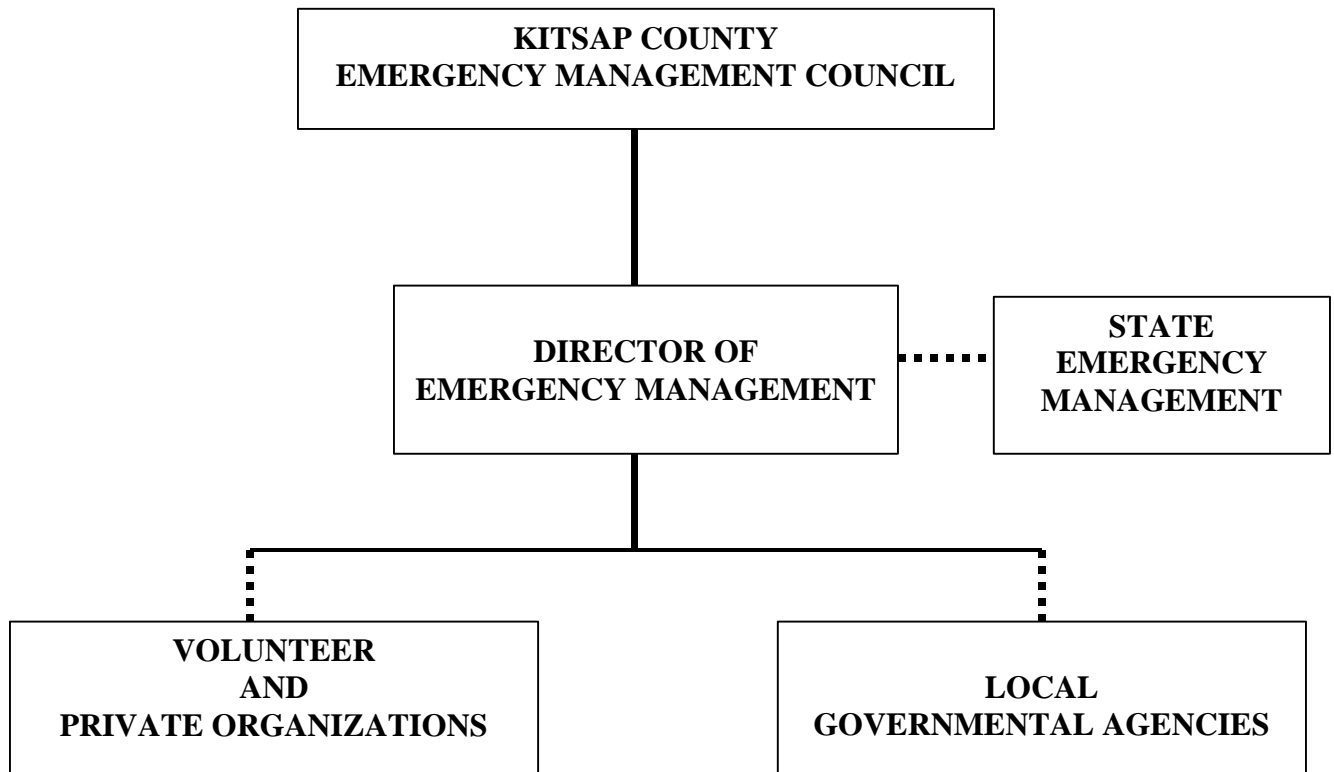
26. Sheriff

- a. Coordinate crime prevention and detection programs and the apprehension of criminals.
- b. Provide efficient service to the public through crowd and traffic control, emergency aid and safety programs.
- c. Prevent and control civil disorder.
- d. Provide security to the County EOC, shelters, food and water distribution staging areas, and transportation, as needed.
- e. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
- f. Provide Search and Rescue as needed.
- g. Provide damage assessment support.
- h. Provide liaison and coordination with other law enforcement agencies.
- i. Provide representation to the County EOC.
- j. Lead agency for ESF-1, Transportation; ESF-2 Communications and Warning; ESF-8, Search and Rescue; ESF-22, Law Enforcement; and ESF-24 Evacuation and Movement of People.

- k. Support agency for ESF-10, Hazardous Materials; ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.
27. Transit
- a. Coordinate public transportation resources.
 - b. Advise on public transportation issues.
 - c. Provide representation to the County EOC.
 - d. Co-lead agency for ESF-1 Transportation and ESF-24, Evacuation
28. Treasurer
- a. Arrange for emergency funding.
 - b. Provide representation to the EOC as necessary.
 - c. Provide support personnel to the EOC as needed.
 - d. Support agency for ESF-21, Recovery and Restoration; and ESF-23, Damage Assessment.
29. Water Purveyors
- a. Provide representation to the County EOC as necessary to address water issues in the county.
 - b. Develop plans and procedures for providing a safe and continuous water supply.
 - c. Establish adequate emergency water supply procedures for effective fire protection operations.
 - d. Provide damage assessment reports to the County EOC.
 - e. Support agency for ESF-12, Energy and Utilities; and ESF 11, Food and Water.

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**APPENDIX 1
FIGURE 1
EMERGENCY MANAGEMENT
ORGANIZATIONAL CHART**

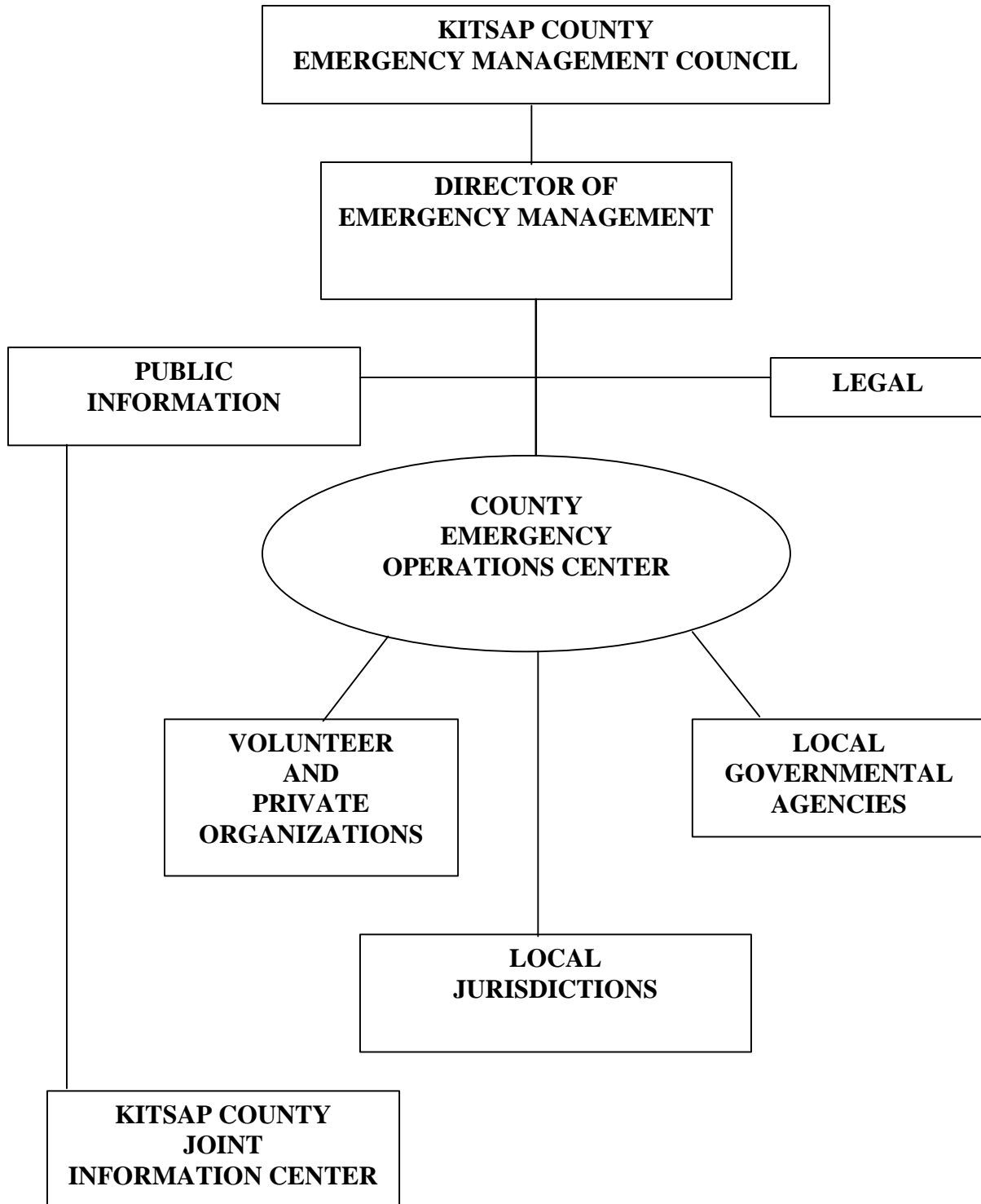


Legend:

Direction —————

Coordination

**FIGURE 2
EMERGENCY MANAGEMENT
OPERATIONAL CHART**



**APPENDIX 1, FIGURE 3
ORGANIZATION & RESPONSIBILITIES MATRIX**

Kitsap County

		Emergency Support Function	Commissioners/Administrator	Administrative Services	Assessor	Auditor	CENCOM	Clerk	Courts	Community Development	Conservation Dist.	Coop. Ext.	Coroner	Correctional Center	Fire Agencies	Health District	Housing Authority	Parks & Recreation	Personnel/Area Agency on Aging	Port of Bremerton	Prosecuting Attorney	Public Works	Red Cross	Schools	Sheriff	Transit	Treasurer	Utilities	Water Purveyors	WSP
Direction & Control	Appdx 1	P																	S											
Public Information	Appdx 2	S	S																											
Admin. & Finance	Appdx 5																													
Transportation	ESF 1																			S		P		S	P	P				
Comm & Warning	ESF 2						P								S										P					
Public Works/Engrg	ESF 3								P							S						P						S		
Fire	ESF 4														P															
Planning	ESF 5								S							S			S				S							
Mass Care	ESF 6															S	S	S					P	S						
Resources	ESF 7																	S		S			S							
Health/Med & Mort.	ESF 8												P			P							S							
Search & Rescue	ESF 9														S										P					
Hazardous Materials	ESF 10														P							S			S					P
Food & Water	ESF 11											S				S		S					P						S	
Energy/Utilities	ESF 12																					P						S		
Military Support	ESF 20																													
Recovery	ESF 21	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S		S	S	S	S		S	S	S	S	S
Law Enforcement	ESF 22																								P					P
Damage Assessment	ESF 23	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S
Evacuation	ESF 24														S							P	S		P	S				
P= Primary S= Support																														

APPENDIX 1, FIGURE 4
Kitsap County Departments – Line of Succession

DEPARTMENT	Line of Succession (in succession order)
Administrator's Office	1. Administrative Svcs. Dir. 2. Community Development Dir. 3. Parks/Recreation Dir. 4. Public Works Dir. 5. Personnel/HS Dir.
Administrative Services	1. IS Division Head 2. Risk Manager , 3. Budget and Purchasing Manager
Assessor	1. Deputy Assessor 2. Chief Residential Appraiser 3. Commercial Appraisal and Special Use Supervisor
Auditor	1. Chief Deputy 2. Adm Services Mgr. 3. Financial Service Mg. 4. Elections Mgr.
CENCOM	1. Deputy Director 2. Training/Operations Mgr. 3. Shift Supervisors
Clerk	1. Chief Deputy 2. Court Services Supervisor 3. Courtroom Operations Supervisor
Community Development	1. DCD Assistant Director 2. Chief Building Official 3. Fire Marshall 4. Administrative Services Supv.
Coroner	1. Chief Deputy
District Court – Presiding Judge, Director	1. Office Supervisor 1/ Criminal 2. Office Supervisor /Accounting 3. Court Scheduler
District Court - Probation	1. Probation Supervisor 2. Clerical Supervisor 3. Probation Officer
Emergency Mgmt.	1. Operations Program Coord., 2. Public Info/Public Education Program Mgr. 3. Administrative Asst.
Health District	1. Deputy Director 2. Director Admin. Services 3. Director Environmental Health
Juvenile	1. Detention Mgr. 2. Administration Mgr. 3. Court Services Mgr.
Facilities, Parks and Recreation	1. Operations and Maintenance Superintendent 2. Open Space Coordinator
Personnel & Human Services	1. Senior Program Mgr. Human Services 2. Personnel Mgr. Personnel Services
Prosecuting Attorney	Division Chiefs
Public Works	1. Asst. Director Roads 2. Asst. Director Utilities
Sheriff	1. Undersheriff 2. Patrol Chief 3. Detectives Chief 4. Corrections Chief (Lieutenant)
Superior Court – Presiding Judge, Director of Administration	1. Adm Services Supervisor
Treasurer	1. Chief Deputy 2. Investment Officer 3. Financial Analyst

APPENDIX 2 PUBLIC INFORMATION

I. INTRODUCTION

A. Purpose

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster.

B. Scope

This ESF addresses responsibilities to process, coordinate, and disseminate information for Kitsap County, county officials, employees, the media, and the public.

II. RELATED POLICIES

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. County departments and offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Coordinator.

III. PLANNING ASSUMPTIONS

- A. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
- B. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
- C. Demands for information from media outside the county will be significantly increased in a disaster.
- D. Sufficient communications will be established to support public information efforts.
- E. Following a disaster, the Emergency Alert System (EAS) will be available to Kitsap County.
- F. In a disaster, State Emergency Management and the Federal Emergency Management Agency (FEMA) will assimilate into the Kitsap County Joint Information Center (JIC) as necessary to coordinate federal, state, and local information.

IV. CONCEPT OF OPERATIONS

A. Overview

The need for rapid dissemination of essential information during an emergency necessitates the activation of a Joint Information Center (JIC). The Joint Information Center will be coordinated by the JIC Manager within the EOC as outlined in the *Kitsap County Department of Emergency Management Joint Information Center Operations Manual*. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged.

Level 1: Routine Operations and Low Impact Emergencies

The EOC Incident Manager will coordinate public information needs in consultation with the Public Information Coordinator. Additional assistance will be requested as necessary.

Levels II and III: Medium and High Impact Disaster

The Public Information Program Coordinator will activate the public information system, and assume the position of the JIC Manager.

B. Objectives

The public information objectives during a disaster are:

1. To inform the public and county employees of the presence of a hazardous situation, its effects, and proper counter-measures
2. To coordinate the county's release of public information to the media.
3. To inform the public on protective measures that can be taken during an emergency
4. To control rumors and reassure the public
5. To provide ongoing information about emergency operations and emergency services
6. To instruct the public on disaster assistance and recovery services and procedures

C. Dissemination

1. Methods for dissemination of local emergency information and instruction will be determined by the Public Information Coordinator depending on

available means of disseminating information as appropriate to the emergency, including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.

2. Information will also be disseminated to the Board of Commissioners, elected officials, emergency personnel in the field, and other county employees so they know what information and guidance is being released to the public.
3. Dissemination of public information regarding county activities and services relating to an emergency should be reviewed and coordinated with the Public Information Coordinator.
4. A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
5. Up-to-date distribution lists will be maintained by the Public Information Program Coordinator.

D. Special Groups and Instructions

1. There are several non-English speaking communities in Kitsap County. In the event that public information needs to be translated, interpreters will be coordinated through the EOC.
2. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.

V. RESPONSIBILITIES

A. Local

1. County Commissioners
 - a. Establish policy pertaining to the release of emergency public information and instructions.
 - b. Represent the county at press conferences, public hearings, and other public events as appropriate to the disaster.
2. Department of Emergency Management (DEM)

- a. Prepare and disseminate emergency information and official news releases in conjunction with the Public Information Coordinator.
 - b. Provide adequate training for the Public Information Coordinator and support staff.
 - c. Plan and coordinate with the local news media to ensure assistance in disseminating emergency information and instructions in conjunction with the Public Information Coordinator.
 - d. Maintain local EAS Agreement(s).
 - e. Coordinate with state and federal agencies on the release of emergency information and instructions, as appropriate.
 - f. Provide facilities where media representatives can be briefed. Whenever possible, these facilities will provide telecommunications capabilities for media use.
3. Public Information Coordinator
- a. The Public Information Program Coordinator will function as Public Information Coordinator.
 - b. Identify additional staff to support the emergency Public Information Team activation.
 - c. Establish and coordinate emergency public information prior to, during and after an emergency.
 - d. Prepare and distribute public information releases regarding disaster preparedness, response and recovery.
 - e. Review and coordinate releases of information from other county offices and departments through the EOC.
 - f. Respond to media inquiries.
 - g. Provide information to county elected officials, and to employees as necessary.
 - h. Monitor news media coverage of the incident.
 - i. Establish rumor control capability.

- j. Obtain approval for all information releases from the EOC Incident Manager.
 - k. Coordinate the release of public information, or establish a Joint Information Center, with other jurisdictions, as appropriate.
4. Other Response Agencies
- a. Provide pertinent information (e.g. road closures, emergency instructions, available assistance, place of contact for missing relatives, restricted areas, etc.) to the EOC for use by the JIC for dissemination to the public.
 - b. Provide emergency public information support to the Public Information Coordinator upon request.

B. State

- 1. Throughout the emergency, public information staff from the state EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and state response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
- 2. In the absence of the Governor's Press Secretary or assistant, the State Emergency Management Public Information Officer (PIO) will direct, coordinate, and supervise the emergency public information functions.
- 3. Coordinate with local and federal agencies on the release of emergency information and instructions.

C. Federal

The Federal Emergency Management Agency (FEMA) provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Major Disaster Declaration. All emergency public information will be coordinated with the State PIO and with local PIO's.

VI. REFERENCES

Kitsap County
Comprehensive Emergency Management Plan

- A. *Washington State Comprehensive Emergency Management Plan*
- B. *The Federal Response Plan*
- C. *Kitsap County Joint Information Center Operations Manual*

APPENDIX 3 REFERENCES

This appendix is a compilation of references used in the completion of this version of the Kitsap County Comprehensive Emergency Management Plan. References include: Federal, State, and local codes and regulations as well as texts, plans and widely used standards.

CODES AND REGULATIONS

Kitsap County Code

Kitsap County Code Chapter 2.04 Emergency Powers
Kitsap County Code, Chapter 2.104 Emergency Management

State Laws and Regulations

RCW, Chapter 4.24.314, Person causing Hazardous Material Incident – Responsibility for incident clean-up - Liability
RCW, Chapter 36.22, County Auditor
RCW, Chapter 36.32.70, Vacancies on Board
RCW, Chapter 36.40, Budget
RCW, Chapter 38.08, Powers and Duties of Governor
RCW, Chapter 38.52, Emergency Management
RCW, Chapter 39.34, Interlocal Cooperation Act
RCW, Chapter 40.10, Microfilming of Records to Provide Continuity of Civil Government
RCW, Chapter 43.21G, Energy Supply Emergencies, Alerts
RCW, Chapter 43.43.96, State Fire Services Mobilization
RCW, Chapter 43.63A, Department of Community, Trade, & Economic Development
RCW, Chapter 47.68, Aeronautics
RCW, Chapter 52.12, Powers – Burning Permit
RCW, Chapter 68.50, Human Remains
RCW, Chapter 68.52, Public Cemeteries, and Morgues
RCW, Chapter 70.102, Hazardous Substance Information
RCW, Chapter 70.105, Hazardous Waste Management
RCW, Chapter 70.105 A, Hazardous Waste Fees
RCW, Chapter 70.105.D, Hazardous Waste Cleanup-Model Toxics Control Act
RCW, Chapter 70.136, Hazardous Materials Incidents
RCW, Chapter 76.04, Forest Protection

WAC 118-04, Emergency Worker Program
WAC 118-30, Local Emergency Management/Services Organizations, Plans, and Programs
WAC 118-40, Hazardous Chemical Emergency Response Planning and Community Right-To-Know Reporting
WAC 296.62, General Occupational Health Standards

Washington State Constitution, Article II, Section 15
Washington State Constitution, Article VIII, Section 7

United States Governing Statutes

5 USC, Section 552 (b) (7) (E), Freedom of Information Act Disclosure Exemption

49 USC, Section 5101-5127, Hazardous Materials Transportation Act of 1994

42 USC, Sections 7401-7671q, Clean Air Act of 1970, as amended in 1977 and 1990

33 USC, Section 1251 et seq., Clean Water Act of 1948, as amended in 1972, 1977, and 1987

42 USC, Sections 300f-300j-26, Federal Safe Drinking Water Act of 1974, as amended in 1996

Code of Federal Regulations, Title 11, Part 11; FCC Rules and Regulations, Emergency Alert System

Code of Federal Regulations, Title 29, Occupational Safety and Health Standards

Code of Federal Regulations, Title 44, Emergency Management and Assistance

Code of Federal Regulations, Title 49, Transportation

Presidential Decision Directive -39, United States Policy on Counterterrorism (June 21, 1995)

Presidential Decision Directive -62, Protection Against Unconventional Threats to Homeland and Americans Overseas (May 22, 1998)

Presidential Decision Directive -63, Protecting America's Critical Infrastructure (May 22, 1998)

Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act

Public Law 96-342, Improved Civil Defense Act of 1980, as amended

Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

Public Law 100-707, Disaster Relief and Emergency Assistance Amendments

Public Law 104-201, Defense Against Weapons of Mass Destruction Act of 1996

Public Law 105-19, Volunteer Protection Act of 1997

Public Law 105-381, Pacific Northwest Emergency Management Arrangement

Public Law 106-390, Disaster Mitigation Act of 2000

PLAN REFERENCES

Kitsap County

Kitsap County Alternative Communications System Plan
Kitsap County Coroner Plan
Kitsap County Debris Removal Outline
Kitsap County Emergency Alert System Plan
Kitsap County Emergency Operations Center Manual, 2003
Kitsap County Fire Resource Plan
Kitsap County Hazard Identification Vulnerability Assessment
Kitsap County Joint Information Center Operations Manual
Kitsap County List of Local Engineers and Contractors
Kitsap County Mass Casualty Incident Plan
Kitsap County Medical Reserve Corp Plan
Kitsap County Public Information Officers Plan
Kitsap County Purchasing Small Works Roster
Kitsap County Recovery Plan
Kitsap County Refueling Plan
Kitsap County Sheriff's Office Policy Manual
Kitsap County Terrorism Response Coordination Plan, Attachment 4

State

The Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7(1))
Washington State Comprehensive Emergency Management Plan, March 2003
Washington State Department of Transportation Disaster Plan
Washington State Emergency Communication Development Plan
Washington State Disaster Assistance Guide for Local Governments
Washington State Fire Services Mobilization Plan
Washington State Fire Services Resource Mobilization Procedures
Washington State Hazard Identification Vulnerability Analysis (HIVA), 2001
Washington State Department of Ecology, Northwest Area Contingency Plan, 2003

Federal

Federal Response Plan
Naval Hospital Disaster Preparedness Plan
National Search and Rescue Plan
Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis
Federal National Contingency Plan
Federal Radiological Monitoring & Assessment Plan

Other

Applied Technology Council Procedures for Post Earthquake Safety Evaluation of Buildings

Kitsap County
Comprehensive Emergency Management Plan

Harrison Hospital Mass Casualty Plan
Information and Planning Standard Operating Procedures
Interstate Mutual Aid Contract
King/Kitsap American Red Cross Disaster Services Regulations and Procedures:
 Survey/Damage Assessment
King/Kitsap American Red Cross - Shelters Disaster Plan
Kitsap County Health District Emergency Response Plan
Kitsap Transit Emergency Operations Plan
South Puget Sound Region Fire Defense Mobilization Plan

APPENDIX 4

DEFINITIONS AND ACRONYMS

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

AIR SEARCH AND RESCUE - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

DISASTER ANALYSIS – The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

DISASTER ASSESSMENT – Estimation of damages made after a disaster has occurred which serves as the basis of the Board of Commissioners' proclamation of emergency.

DISASTER FIELD OFFICE (DFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

DISASTER RECOVERY CENTER (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

DISASTER SEARCH AND RESCUE - Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

EMERGENCY - "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY OPERATIONS PLAN (EOP) – Those Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well

as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY PROTECTIVE MEASURES – Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

EMERGENCY WORKER - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENGINEER - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FEDERAL RESPONSE PLAN (FRP) - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that results in a requirement for federal response assistance.

FIELD ASSESSMENT TEAM (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

FOREST FIRE - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

INCIDENT - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMAND SYSTEM (ICS)

- a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).
- b. An equivalent and compatible all-hazards, on-scene, functional management system.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM - The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

MAJOR DISASTER - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused

catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.

MILITARY DEPARTMENT - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

NATIONAL CONTINGENCY PLAN (NCP) - “The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

NATIONAL INTERAGENCY COORDINATION CENTER (NICC) - The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

NATIONAL RESPONSE CENTER - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

NATIONAL SEARCH AND RESCUE PLAN (NSP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

PRELIMINARY DAMAGE ASSESSMENT TEAM - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

PRESIDENTIAL DECLARATION - Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

PRIMARY AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

PROTECTION - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RADIOLOGICAL RESPONSE TEAM (RRT) - A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential

services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

RECOVERY

- a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
- b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

RESPONSE - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

SEARCH AND RESCUE - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes **DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE**. Also referred to as **LAND SEARCH AND RESCUE** to differentiate from **AIR SEARCH AND RESCUE**.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel

to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a “resting stage.”

STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA) - A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

TABLETOP EXERCISE - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TERRORISM - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

URBAN FIRE - Fire that is primarily found within the boundaries or limits of a city.

URBAN SEARCH AND RESCUE (USR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

URBAN SEARCH AND RESCUE TASK FORCE - A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

WEAPON OF MASS DESTRUCTION (WMD) (TITLE 18 USC, SECTION 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WILDLAND - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of **WILDERNESS**, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

WILDLAND FIRE - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

WILDLAND SEARCH AND RESCUE - Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See **SEARCH AND RESCUE**, **DISASTER SEARCH AND RESCUE**, and **URBAN SEARCH AND RESCUE**.

ACRONYMNS

ACCESS	A Central Computerized Enforcement Service System
AFRCC	Air Force Rescue Coordination Center
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Alternate Radio Emergency Services
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CENCOM	Kitsap County Central Communications Center
CFR	Code of Federal Regulation
CISD	Critical Incident Stress Debriefing
COMVAN	Communications Van
DCD	Department of Community Development
DCTED	Washington State Department of Community Trade & Economic Development
DEM	Kitsap County Department of Emergency Management
DFO	Disaster Field Office
DOE	Department of Energy
DNR	Washington State Department of Natural Resources
DOD	United States Department of Defense
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DRAC	Disaster Resource Assistance Center
DRC	Disaster Recovery Center
DSHS	Department of Social and Health Services
DSR	Disaster Survey Report
EAS	Emergency Alert System
EBS	Emergency Broadcasting System
EIDL	Economic Injury Disaster Loans
EMD	Washington State Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAST	Federal Agency Support Team

FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FHA	Farmers Home Administration
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRP	Federal Response Plan
HIVA	Hazard Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual & Family Grant Program
JIC	Joint Information Center
KCACS	Kitsap County Alternative Communications System
KCSO	Kitsap County Sheriff's Office
LEPC	Local Emergency Planning Committee
MRC	Medical Reserve Corp
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NCP	National Contingency Plan
NIMS	National Interagency Incident Management System
NMFS	National Marine & Fisheries Services
NOAA	National Oceanic Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRT	National Response Team
NWACP	Northwest Area Contingency Plan
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RRT	Radiological Response Team
RRT	Regional Response Team
SAR	Search and Rescue

SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Association
SOP	Standard Operating Procedures
SSA	Social Security Administration
UC	Unified Command
UHF	Ultra High Frequency
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
US&R	Urban Search and Rescue
VA	Veteran's Administration
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol
WUTC	Washington Utilities and Transportation Commission

APPENDIX 5

ADMINISTRATION AND FINANCE

I. INTRODUCTION

A. Purpose

To provide administrative and fiscal procedures to support emergency management operations at all levels during an emergency/disaster.

B. Scope

This Appendix is applicable to all Kitsap County departments and agencies with responsibilities in this plan.

II. RELATED POLICIES

- A. Political subdivisions have the power to enter into contracts and incur obligations in carrying out the provisions of the Washington Emergency Management Act without regard to time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including but not limited to budget law limitations and the appropriation and expenditures of public funds (RCW 38.52.070[2]).
- B. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the Board, consistent with RCW 36.40.180 and 190, passes a resolution authorizing the budget extension.
- C. The emergency/disaster response capabilities of Kitsap County will be built upon the capabilities of existing departments/agencies of government, augmented, as required, by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

III. PLANNING ASSUMPTIONS

- A. A disaster may require the expenditure of large sums of money by Kitsap County departments and agencies.
- B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound financial management and accountability.
- C. A presidentially declared disaster or emergency will permit funding from the

Federal Disaster Relief Fund under the provisions of the Stafford Act, through the Public Assistance Program.

- D. Actions, decisions, conditions, and expenses must be documented in a disaster to recover federal and state funds and to provide for legal documentation.
- E. Sufficient administrative personnel will be available to perform support tasks.

IV. CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

- 1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
- 2. Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

".....in carrying out the provisions of this Chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditures of public funds."

- 3. County

The Board of County Commissioners is authorized to declare emergencies and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 36.40.180:

"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health or for

the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which all of such commissioners have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing."

The payment of emergency warrants is covered under RCW 36.40.190:

"All emergency expenditures shall be paid for by the issuance of emergency warrants which shall be paid from any moneys on hand in the County treasury in the fund properly chargeable therewith and the county treasurer shall pay such warrants out of any moneys in the treasury in such fund. If, at any time, there are insufficient moneys on hand in the treasury to pay any of such warrants, they shall be registered, bear interest and be called in the manner provided by law for other county warrants."

B. Record Keeping

Each municipal or county department expending resources in response to a declared emergency/disaster will maintain detailed records during such disasters to meet the financial and accounting requirements of the federal or state funding agency. (See Attachment 1, Instruction Sheet for procedures.) Records will be kept in such a manner that disaster related expenditures and obligations of local departments and agencies can be broken out and identified, separate from regular or general programs and activities.

Complete and accurate records are necessary:

1. To document requests for assistance and ensure maximum eligible reimbursement.
2. To facilitate reimbursement under approved applications pertaining to declared emergencies or major disasters.
3. For audit reports and audit records. Detailed records will be kept from the onset of the disaster, including but not limited to:

- a. Appropriate extracts from payrolls, with any cross-references needed to locate original documents. (See Attachment 1 Federal Disaster Assistance Instruction Sheet.)
- b. A schedule of county equipment used or copies of invoices for rented equipment.
- c. Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
- d. Copies of contracts for all work performed by an outside agency.

C. Federal and State Reimbursement

Disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of federal or state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal or state government after a major disaster declaration by the President or under the statutory authority of certain federal agencies.

Other agencies besides FEMA Public Assistance include:

- WA Department of Energy – FCAAP Grants
 - US Department of Transportation – Trans Aid
 - U. S. Fish and Wildlife
 - FEMA Mitigation Program
 - U.S. Corps of Engineers
1. Before a Presidential Declaration

After an occurrence that may result in a declared major disaster or emergency, the county will assess the situation and prepare an estimate of labor and damage costs. These estimates will be forwarded to state Emergency Management. If local and state resources have been exceeded, the governor will request either a Presidential “Emergency Disaster Declaration” or a “Major Disaster Declaration.”
 2. After a Presidential Declaration

Once an emergency or major disaster is declared by the President, a

Disaster Field Office (DFO) is opened to accommodate a FEMA financial management unit from which extensive federal and state assistance can be provided. Disaster Resource Assistance Centers (DRAC) are opened and private assistance moneys are made available. Emergency telephone centers are also opened to assist in applications. Public agency assistance briefings are conducted and moneys made available.

D. Audits of Disaster Related Expenditures and Obligations

Audits of local disaster related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of work.

V. RESPONSIBILITIES

A. Local

1. Board of County Commissioners
 - a. The Kitsap County Board of Commissioners or designee may accept the necessary emergency funds, equipment, etc., offered to the county by the federal government (through the state). (RCW 38.52.100)
2. Auditor's Office/Financial Services
 - a. Establish a means of recording emergency purchases authorized by the County Commissioners and communicate information to appropriate EOC staff.
 - b. Coordinate the compilation of disaster response and recovery related labor, equipment, material, and service costs for post-disaster reporting purposes.
 - c. Coordinate post-disaster activity with the County Treasurer, Administrative Services, the Assessor, and other departments as needed.
 - d. The Deputy Auditor for Finance or designee will act as county agent for recovering disaster funds and grants.
 - e. Provide for essential county services including payroll operations, purchasing, emergency contracts, and payments.
 - f. Provide essential services to fire agencies and special purpose

districts, including processing payroll and emergency vouchers and tracking the budget.

- g. Provide fixed assets inventory as needed for damage assessment and equipment replacement in conjunction with Administrative Services.

3. Personnel and Administrative Services

- a. Identify emergency management staff and field support personnel.
- b. Coordinate with other departments for the provision of emergency management staff and field support throughout the response and recovery phases.
- c. Coordinate the hiring of emergency personnel.
- d. Coordinate and assist in the development of county facility evacuation and emergency preparedness plans.
- e. Provide for coordination of insurance documentation and requirements in conjunction with the Auditor's Office.
- f. Handle Labor and Industry Worker's Compensation Claims.

4. Treasurer

- a. Arrange for emergency cash management and banking services.
- b. Coordinate receipt and process disaster recovery funds.

5. Information Services

- a. Provide mainframe, network, and PC computers to support administrative and finance responsibilities.
- b. Provide damage assessment of critical county computer and business equipment.
- c. Provide or coordinate emergency repair of equipment.
- d. Provide emergency replacement of computer and business equipment.

6. Emergency Management

- a. Assist Financial Services in coordinating with all departments/agencies in developing and carrying out of emergency fiscal plans and procedures.
- b. Coordinate damage assessment and record keeping.
- c. Assist in the coordination of state and federal public and individual assistance programs.
- d. Assist Financial Services in processing billing for appropriate agencies and seeking reimbursement of bills resulting from an emergency.

7. Prosecuting Attorney

Provide legal advice and assistance to the County Commissioners, Department Directors and Emergency Management in the preparation of agreements, contracts, and other disaster related agreements.

8. Public Information

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.

9. All Departments/Agencies

- a. All department heads will prepare emergency fiscal procedures for the operations of their respective departments that meet the requirements specified in this plan by Auditor/Financial Services, Treasurer and/or requisite funding agency.
- b. Department heads will protect essential fiscal records within their departments.
- c. Provide essential records and documents to the Auditor's Office for disaster recovery funding.

B. State

1. State Emergency Management

Authorize expenditures necessary to accomplish appropriate emergency response, including the settling of property loss or damage claims and liability resulting from injury or death of registered emergency personnel as defined in the Washington Emergency Management Act (RCW 38.52.020[d]).

2. Other responsibilities as defined in the *Washington State Comprehensive Emergency Management Plan, Appendix 5, Administration and Finance*

C. Federal

Provide aid and assistance to any state, which during an emergency, has exhausted its own resources.

VI. REFERENCES

- A. *The Federal Response Plan, Financial Management*
- B. *Washington State Comprehensive Emergency Management Plan*

VII. ATTACHMENTS

1. Federal Disaster Assistance Instruction Sheet

ATTACHMENT 1 FEDERAL DISASTER ASSISTANCE INSTRUCTION SHEET

FEMA - 1100-DR-WA

EMERGENCY WORK

Categories - A. Debris Clearance & B. Protective Measures Work:

- 1) Due to the nature of the Emergency work, a Disaster Survey Report (DSR) cannot be prepared in advance. Work is necessary and is started immediately following the onset of the disaster.
- 2) Reimbursement for category A Debris Clearance & B Protective Measures is done after the work is completed. County department submit their category A & B costs to Financial Services. Financial Services reviews the information and prepares it for the FEMA inspectors.
- 3) FEMA inspectors review the documentation for all A & B costs and then prepares the DSR for federal and state reimbursement.
- 4) When reimbursement is received, Financial Services will deposit the monies into the appropriate funds and forward copies to the departments of the DSRs and deposit receipts.

PERMANENT WORK

Categories - C. Road System, D. Water Control Facilities, E. Buildings and Equipment, F. Public Utility Systems, and G. Other

Small Projects <\$44,800

- 1) Departments meet with FEMA and state inspectors. A Disaster Survey Report (DSR) is prepared. The department begins work.
- 2) Approval of the DSR is received by Financial Services in the form of a Project Application Summary that states: the approved dollar amounts, project completion dates, project title, location, and any conditions of approval. The “approved” computer generated DSR is sent also. Copies of the approval are forwarded to the department.
- 3) When work is completed, the department notifies Financial Services in writing that the DSR No. ____ is complete and ready for reimbursement, noting the actual amount expended on the project.
- 4) Financial Services will prepare the A-19 and Letter of Certification of Completion for billing. The Financial Services Manager or designee will

authorize the reimbursement as the County's designated agent, and it will be forwarded to the Washing State Emergency Management Division for payment.

- 5) When the payment is received, Financial Services will send the warrant to the department for deposit with coding information. Financial Services will record and track all payments.

Categories - C. Road System, D. Water Control Facilities, E. Buildings and Equipment, F. Public Utility Systems, and G. Other

Large Projects >\$44,800

- 1) Same as for Small Projects 1).
- 2) Same as for Small Projects 2).
- 3) Monthly the department will notify Financial Services of the total expenditures to date for a specific DSR. Financial Services will bill for progress payments (75% of the eligible costs less 10% for retainage).
- 4) When the monthly payment is received, it will be forwarded to the department for deposit, unless the warrant is for multiple DSRs of different departments, in which case, Financial Services will make the deposit and forward copies to the respective departments.
- 5) Quarterly Progress Reports are required on all Large Projects. Financial Services will notify the departments of the need to submit the quarterly progress information. Financial Services will combine the information and send in the report.
- 6) When the project is completed, the department will notify Financial Services and forward a statement of actual expenses incurred, separated into the same categories as the estimated costs listed in the DSR.
- 7) Financial Services will complete the "Statement of Documentation in Support of Amount Claimed for Financial Disaster Assistance", Manager will authorize and forward to the state Emergency Management Division.
- 8) Reimbursement of all final costs and the administrative allowance will be sent after all DSRs are completed and inspected. This deposit will be made by Financial Services with copies sent to the respective departments.

APPENDIX 6 TRAINING & EXERCISES

I. INTRODUCTION

A. Purpose

The purpose of this Appendix is to outline the emergency management training responsibilities of Kitsap County departments and the schedule and objectives of Emergency Operations Center (EOC) exercises. The training and exercise programs serve to improve operational readiness by improving individual skills and by improving the emergency management system in Kitsap County.

B. Scope

The Kitsap County Department of Emergency Management provides training for EOC representatives on an ongoing basis and provides training and consultation to Kitsap County departments, divisions, and offices upon request. The Department of Emergency Management also coordinates and facilitates the range of exercises, which serve to verify the effectiveness of both the Kitsap County Emergency Management Plan and the plans and procedures of Kitsap County departments.

Disaster events and exercising are the principle methods of validating Kitsap County's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA).

II. EXERCISE AND TRAINING POLICIES

Kitsap County Department of Emergency Management (DEM) delivers a range of training classes to enhance the emergency planning and response capabilities of Kitsap County elected officials, department directors, managers, and employees, special purpose districts, businesses, schools, emergency workers, and the public. In addition to these local classes, DEM coordinates with the Washington State Emergency Management Division to get Kitsap County and other agency employees into relevant state and FEMA training classes.

Kitsap County Department of Emergency Management will provide resources to enable professional development training for its staff.

III. ASSUMPTIONS

Emergency Management exercises are stand-alone events that test county plans and procedures. They are part of Kitsap County's commitment to improving the overall emergency management program. The exercise program will receive ongoing support

from the Kitsap County Commissioners and all participating agencies. Participating Kitsap County agencies will continue to develop, and be willing to test, their internal emergency procedures as part of the overall exercise program.

Cities and Special Purpose Districts have the responsibility to develop and exercise their own plans and procedures. Kitsap County DEM will “partner” with selected jurisdictions in training and exercise development and execution if resources allow.

IV. CONCEPT OF OPERATIONS

The exercises and training course offerings sponsored by Kitsap County will be based on current needs and part of a systemic effort to further the emergency readiness of Kitsap County government, the public, and the range of organizations based in Kitsap County. The exercise and training programs will be evaluated and reviewed. Exercises will be evaluated so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses will be evaluated to identify shortcomings and future training needs.

Prior to a disaster, a person or organization seeking training may call the Kitsap County Department of Emergency Management with a request for training. The Department of Emergency Management will provide appropriate training if resources are available, or refer the request to other appropriate trainers, and organizations. Other sources of training include but are not limited to:

FEMA’s Emergency Management Institute
Washing State Emergency Management Division
The American Red Cross
Private Consultants

The five elements of the exercise program in Kitsap County include: orientations (informal seminar to familiarize participants to the plan), tabletop exercises (discussion of simulated emergency situation), drills (tests a single response procedure), functional exercises (activity to evaluate capability of an individual function), and full-scale exercises (evaluates operation capability of emergency management systems over time).

V. RESPONSIBILITIES

Kitsap County DEM is the focal point for exercises that test and evaluate the Kitsap County Emergency Management Plan. Kitsap County DEM develops and coordinates the exercise program and facilitates the training that is necessary to orient Kitsap County agencies to the Kitsap County Emergency Management Plan.

A. Kitsap County Department of Emergency Management shall:

1. Provide emergency planning and response training to public and private organizations and individuals commensurate with the resources available.

2. Coordinate the acquisition and distribution of emergency training course materials.
3. Assist the training officers and emergency planners of county government departments in preparing and conducting training and exercise programs.
4. Coordinate and facilitate an exercise program that involves at least one functional or full-scale exercise per year, unless impacted by a natural or technological disaster requiring an EOC activation of level 2 or above.
5. Provide an after action report with recommendations for plan or procedure improvements.

B. Each Kitsap County Department shall:

1. Ensure that their EOC representatives have the appropriate training as proscribed by the Kitsap County DEM to function effectively in the EOC
2. Ensure that all relevant staff is trained as needed. Designate qualified employees to coordinate emergency management training programs with the Department of Emergency Management.
3. Determine department exercise requirements in coordination with the DEM staff.
4. Participate in county exercises utilizing selected staff for policy issues and EOC representatives for operational response and recovery.
5. Evaluate all exercises and revise department plans and procedures based on the shortcomings discovered through the exercise.

VI. RESOURCE REQUIREMENTS:

Funding, facilities, food service, audio-visual support, and curriculum development, printing and distribution costs will be budgeted for and considered in each training class and course.

V. REFERENCES

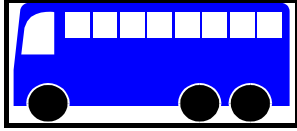
See appendix 4 References

Appendix 7 Distribution List

Administrative Services	3	
Assessor	1	
Auditor	1	
Cencom	1	
Clerk	1	
Commissioners (3)	3	
Conservation District	1	
Cooperative Extension	1	
Coroner	1	
Correctional Center	1	
County Administrator	1	
DCD	2	
District Court	1	
Emergency Management	4	
Facilities, Parks & Recreation	2	
Health District	1	
Juvenile	1	
Personnel & Human Services	2	
Prosecuting Attorney	2	
Public Works	1	
Sheriff	2	
Superior Court	1	
Treasurer	1	
American Red Cross	1	
Bainbridge Island Fire	1	
Bainbridge Island PD	1	
Bainbridge Island School District	1	
Bremerton Fire	1	
Bremerton PD	1	
Bremerton School District	1	
Central Kitsap School District	1	
City of Bainbridge Island	1	
City of Bremerton	1	
City of Port Orchard	1	
City of Poulsbo	1	
CKF&R	1	
Clallam County	1	
Clallam County DEM	1	
Fire Dist. #7	1	
Harrison Hospital	1	

Kitsap County
Comprehensive Emergency Management Plan

Jefferson County	1	
Jefferson County DEM	1	
Kitsap Housing Authority	1	
Kitsap Mental Health	1	
Kitsap Transit	1	
Libraries	1	
Mason County DEM	1	
Naval Hospital	1	
Naval Station Bremerton	1	
Navy Region NW	1	
NKF&R	1	
North Kitsap School District	1	
Pierce County DEM	1	
Port of Bremerton	1	
Port Orchard PD	1	
Poulsbo PD	1	
PSNS	1	
Puget Sound Energy	1	
Red Cross	1	
S'Klallam Tribe	1	
Salvation Army	1	
Silverdale Water	1	
South Kitsap School District	1	
State EM	1	
Suquamish Tribe	1	
WSP	1	



EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION

LEAD: Kitsap Transit
Kitsap County Sheriff's Office
Public Works - Roads

SUPPORT: Kitsap County Department of Emergency Management (DEM)
School Districts
Port of Bremerton

I. INTRODUCTION

A. Purpose

To ensure effective utilization of all available transportation resources during an emergency/disaster.

B. Scope

This Emergency Support Function (ESF) addresses all transportation emergency activities including buses, vans, watercraft and aircraft as necessary for relief services and supplies.

II. POLICIES

- A. Primary emergency transportation responsibilities will be divided between Kitsap Transit and the Kitsap County Public Works Road Department . Kitsap Transit will coordinate for all people movement and Roads will coordinate for all other resource movement.
- B. In accordance with RCW 38.52.110 (1) in responding to a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof, including, but not limited to, districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

III. PLANNING ASSUMPTIONS

- A. All county owned vehicles (not otherwise involved in the emergency response) will be available for use by the transportation supervisors.
- B. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.
- C. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively during the immediate post-disaster period.
- D. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the County or readily obtained assets.
- E. Where the local ground, water or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis.

IV. CONCEPT OF OPERATIONS - TRANSPORTATION

- A. The Executive Director of Kitsap Transit and the Director of Public Works, or their designees, shall serve as transportation supervisor in disasters.
- B. When transportation sources (e.g., buses or vans) are obtained, drivers will be assigned to drive those vehicles that they are familiar with (e.g., owner or assigned driver).
- C. Kitsap County will provide emergency transportation, within its capability, in an emergency/disaster. If transportation requirements exceed the capabilities of the county, private sources shall be utilized as a secondary transportation means.
- D. If local capabilities are exceeded in meeting transportation needs, Emergency Management may request assistance from the State or FEMA.

V. RESPONSIBILITIES - TRANSPORTATION

A. Local

- 1. Kitsap Transit
 - a. Coordinate the emergency transport of people.
 - b. Coordinate transportation availability and use with applicable public and private resource providers.
 - c. Upon the request of the DEM/EOC, send a representative to the Emergency Operations Center (EOC) to serve as transportation

supervisor.

2. Kitsap County Public Works Roads Department

- a. Coordinate the emergency transport of material and equipment.
- b. Upon request of the EOC, send a representative to the EOC to serve as transportation supervisor.
- c. Determine the usable portions of the local street and road network.
- d. Provide for removal of wreckage and debris to permit vehicle access or movement, and temporary repair of lightly damaged roads and bridges.
- e. Recommend priorities for restoration of local streets and roads.

3. Transportation Supervisor (EOC Activation Position)

- a. Notify appropriate agencies of the potential need for emergency transportation and request vehicles as necessary.
- b. Assign transportation resources.
- c. Arrange for emergency fuel sources.
- d. Arrange for vehicle maintenance and support.
- e. Provide record keeping of transportation expenses incurred under emergency conditions.
- f. Request supplemented transportation resources from the State EOC if local emergency transportation capabilities are exceeded.

4. Emergency Management

Coordinate transportation issues with other local emergency management programs through the Emergency Management Council of Kitsap County.

5. Law Enforcement

Provide traffic control to allow emergency transportation resources appropriate and timely access, and coordinate evacuations as required.

6. School Districts

Coordinate with the Transportation Supervisor for the provision of district

transportation assets to assist in meeting emergency transportation needs.

7. Port of Bremerton

- a. Advise the Transportation Supervisor on marine and air transport matters.
- b. Coordinate the provision of marine and air transportation.

8. All Other County Organizations

Provide transportation resources and support as requested and available.

B. State

1. State Emergency Management

Coordinate state and federal response for transportation assistance when requested by local government.

C. Federal

1. Federal Emergency Management Agency (FEMA)

Supplement local transportation requirements after disasters as needed.

2. Department of Defense (DOD)

Provide air transport/rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures.

VI. REFERENCES

- A. *Kitsap County EOC Manual*
- B. *Washington State Comprehensive Emergency Management Plan*
- C. *Washington State Department of Transportation Disaster Plan*
- D. *Kitsap County Refueling Plan*
- E. *Kitsap Transit Emergency Operations Plan*

VII. ATTACHMENTS

1. Kitsap County Emergency Routes
2. Emergency Worker Staging Areas
3. Transportation Alternates to Highways (Air, Railroad, Water)
4. Marinas/Ports/Yacht Clubs

ATTACHMENT 1

Kitsap County Emergency Routes (Follows Ice/Snow Removal Plans)

City of Poulsbo

1. From Public Works, proceed down Lincoln Road, through downtown on Front Street. Continue out to Lindvig Way and up Finn Hill Road to City limits. At City limits, turn around and return to Viking Way. Clear Viking Way, City limit to City limit, north and south. Return to Public Works via Bond Road and Highway 305. Reload.
2. From Public Works, proceed up Lincoln to 10th Ave. N.E. and thence South around Fire Department to Highway 305. proceed across Highway 305 to 7th Ave. and clear 7th Ave. to Jensen Way in both direction and return to Public Works. Reload.
3. From Public Works proceed up Lincoln Road to City limits, continue through Ridgewood to 23rd Ave. turn right on 23rd and proceed to Mesford. Turn left and then right on Noll Road. Clear Noll down to Elementary School. Return to Hostmark. Come down Hostmark to Fjord Drive and return to Public Works. Reload.
4. From public Works, clear 8th Ave. to Poulsbo Village. Return on 8th Ave. to Hostmark. Proceed down Hostmark to 6th and clear 6th to Fjord Drive. Proceed down Fjord Drive to City limits. U-turn and proceed on Fjord Drive to Hostmark. Continue on 4th Ave. to Torval Canyon and thence to First Avenue. Return to Public Works sanding any side streets en route. Reload
5. Stand ready to proceed to side streets and subdivisions as directed.

NOTE: It may be assumed that State DOT crews will clear Highway 3, 305 and 307 (Bond Rd.)

City of Port Orchard

Per City Engineer : the City does not have an official listing of the High Priority Roads. Here is his opinion:

Road	Begin	End
SR 166 – Bay (1)	SR 16	Bethel
Bay Street (1)	Bethel	East City limits
SR 166 (Bethel and Mile Hill Drive)	Bay St. at Westbay	East City limits
Tremont Street	Lund	SR 16
Kitsap Street (2)	Bay St.	Seattle Ave.
Seattle Ave. (2)	Kitsap St.	Dwight St.
Dwight St. (2)	Seattle St.	Harrison Ave.
Harrison Ave. (2)	Dwight St.	Division St.
Division St. (2)	Harrison Ave.	Sidney St.
Sidney Ave.	Division St.	Tremont St.
Sedgwick Rd. (3)	Sidney Rd.	East City limits
Port Orchard Blvd.	Tremont St.	Bay Street
Pottery Ave.	Tremont St.	Sidney Rd.
Bethel Rd.	Mill Hill Drive	South City limits
Old Clifton Rd.	SR 16	South City limits

- (1) This road is part of the federal NHS system
- (2) This is the Snow route, which provides for access when the steep portions of Sidney and Cline are closed
- (3) East of SR 16 is SR 160

City of Bremerton

Primary Snow and Ice Emergency Routes

- Kitsap Way from City limits, down 11th across the Manette Bridge, left on Old Wheaton Way to Sheridan Rd.
- Warren Ave./Wheaton Way from 11th across the Warren Ave. Bridge to Riddell Rd.
- Callahan from Wheaton Way to Old Wheaton Way
- Sheridan from Wheaton Way to Olympic Drive to Sylvan Way to Wheaton Way
- Callow Ave. from 11th to South City limits
- Kitsap Way from 11th to 6th, Callow Ave. from 11th to 6th
- National Ave. from Kitsap Way to Werner Rd., Werner Rd. to Kean St.
- Austin Drive from Kitsap Way to Jackson Park

City of Bainbridge Island

Individual Route Plan – Dept. of Public Works

North End Route:

Agate Pass Rd.	N. Madison
Day Road E.	Manitou Beach Dr.
Euclid Ave.	Manzanita Rd.
Flak Ave.	Phelps Rd.
Ferncliff Ave.	W. Port Madison Rd.
Hidden Cover Rd.	Sunrise Dr.
Komedal Rd.	Valley Rd.
Lafayette Ave	
Lovegreen	

Mid Island Route

Arrow Point Dr.	Koura Rd.
Battle Point Dr.	Lynnwood Center Rd.
Frey Ave.	Miller Rd.
Fletcher Bay Rd.	Olympic Terrace Dr.
High School Road	

Winslow Route

Bjune Dr.	Madison
Cave Ave.	Parfitt Ave.
Deercliff Dr.	Weaver Rd.
Eaglecliff Dr.	Wing Point Rd.
Grand-Ferncliff	Winslow Way
Grow Rd.	Wood Ave.
High School Rd.	Wyatt Way
Lofgreen Rd.	

South End Route

Baker Hill Rd. W.	Oddfellows Rd.
Blakely Ave.	Pleasant Beach Dr.
Blakely Heights	Point White Dr.
Blakely Hill Rd.	Sportsman Club Rd.
Country Club	Taylor Ave.
Crystal Springs Rd.	Upper Farms Rd.
Eagle Harbor Dr.	Wyatt Way
Finch Rd.	
Fort Ward Hill Rd.	
New Sweden Rd.	

Kitsap County Public Works

Snow Plowing Schedule – Primary Roads

Hansville Rd. NE
Miller Bay Rd. NE
Totten Rd.
NE W. Kingston Rd.
Kingston Rd. NE
Indianola Rd.
NE Lincoln Rd.
Noll Rd. NE
NE Gunderson Rd.
Big Valley Rd. NE
Pioneer Way NW
NW Finn Hill Rd.
Viking Way NW
Silverdale Way
Frontier Rd. NW
NW Trigger Ave
NW Westgate Rd.
NW Anderson Hill Rd.
Olympic View Road NW
Seabeck Highway NW
Seabeck Holly Rd. NW
NW Holly Road
Gold Creek Road
Old Frontier Rd. NW
Bucklin Hill Rd.
Tracyton Blvd. NW
Nels Nelson Rd. NW
Stampede Blvd NW
NE Fairgrounds Rd.
NE McWilliams Rd.
NE Winters Rd.
NE John Carlson Rd.
Aegean Blvd. NE
Pine Rd. NE
Old Military Rd. NE
Central Valley Rd.
Illahee Rd. NE
Ocean View Blvd. NE
NE Riddell Rd.
Petersville Rd. NE
Perry Ave. NE
NE Sylvan Way

Perry Ave. NE
Ridgeview Dr. NE
NE Sheridan Rd.
Trenton Ave. NE
NE Stone Way
Petersville Rd. NE
Provost Rd. NW
Chico Way NW
W. Werner Rd. Sherman Hts. Rd.
Belfair Valley Rd.
Anderson Hill Rd. SE
SW Old Clifton Rd.
Sunnyslope Rd. SW
SW Lake Flora Rd.
SE Lider Rd.
JM Dickerson Rd. SW
Carney Lake Rd. SW
SW Lake Helena Rd.
Glenwood Rd SW
SW Wildwood Rd.
Sidney Rd. SW
SW Lakeway Blvd.
SW Pine Rd.
Beach Dr. E
SE Mile Hill Drive
Woods Rd. E
California Ave. E.
Alaska Ave. E.
Colchester Dr. E
SE Lund Ave.
SE Salmonberry Rd.
Long Lake Rd.
Southworth Dr.
Phillips Rd. SE
Bethel Rd. SE
SE Mullenix Rd.
Banner Rd. SE
Olalla Valley Rd. SE
SE Burley Olalla Rd.
SE Nelson Rd.
Stevens Rd. SE
Crescent Valley Rd. SE

ATTACHMENT 2

Human Resources Staging Areas

In the event that transportation routes are damaged and/or communications are down, emergency workers may report to one of Kitsap Transit's designated locations for information. Radio communications should be available from these locations. A DEM volunteer will be sent to the site to coordinate information and transportation of workers.

Emergency Worker Staging Areas:

- ❑ Area 1 – North Base (23000 Bond Rd., Poulsbo)
- ❑ Area 2 – Kitsap Transit Main Base (200 Charleston Blvd., Bremerton)
- ❑ Area 3 – South Base (1430 Retsil Rd., Port Orchard)
- ❑ Area 4 - Bainbridge Island School Transportation Department (9451 N.E. New Brooklyn Rd., Bainbridge Island)

School District Transportation/ Bus Garage addresses:

Bainbridge Island – 9451 N.E. New Brooklyn Rd., Bainbridge Island
Bremerton – 200 Bruenn Ave., Bremerton
Central Kitsap – 10170 N.W. Frontier Place, Silverdale
North Kitsap – 9916 N.E. West Kingston Rd., Kingston
South Kitsap – 1962 Hoover Ave. S.E., Port Orchard

ATTACHMENT 3

Transportation Alternatives to Highways

- Air Bremerton National Airport can accommodate the following:
 55,000 lbs. Single wheel
 65,000 lbs. Dual wheel
 100,000# Dual tandem
- Contact person: Airport Manager phone: (360) 674-2543
- Railroad Puget Sound and Pacific Railroad
 Runs through Kitsap County from Shelton, past the airport to Bangor.
- Contact number: (360) 482-4994
- Water Landing/departure sites for people and supplies (see following page –
 Marinas/Ports/Yacht Clubs)

Marinas/Ports/Yacht Clubs

NAME	ADDRESS		
Marinas			
Bremerton Marina		360 373-1035	
Kitsap Marina	1595 SW Bay Port Orchard 98366	360 876-1186	
Liberty Bay Marina	17791 Fjord Dr NE Ste A Poulsbo 98370	360 779-7762	
Port Orchard Marina	Sidney Parkway Port Orchard 98366	360 876-5535	
Seabeck Marina	15376 Seabeck Hwy Seabeck 98380		
Port Washington Marina	1805 Thompson Dr. Bremerton 98337	360 479-3037	
Ports			
Port of Bremerton Bremerton Nat'l Airport	8850 SW State Hwy 3 Port Orchard 98367	360 674-2381	
Port of Brownsville	9790 Ogle Rd. NE	360 692-5498	
Port of Kingston	Kingston 98346	360 297-3545	
Port of Poulsbo	18809 Front St NE Poulsbo 98370	360 779-3505	
Port of Silverdale	3350 NW Byron, 98383	360 698-4918	
Port of Manchester	9094 E Main St.	360 871-2510	
Yacht Clubs			
Bremerton Yacht Club	2700 Yacht Haven Wy NW	360 479-2662	
Port Madison Yacht Club		206 842-8826	
Port Orchard Yacht Club	201 Bay	360 874-9366	
Poulsbo Yacht Club		360 779-3116	
Other			
Suldans Boat Works		360 876-4435	
PO Marine Railway		360 876-2522	



EMERGENCY SUPPORT FUNCTION #2 COMMUNICATIONS AND WARNING

COMMUNICATIONS LEAD: Kitsap County Department of Emergency Management
Kitsap County Central Communications (CENCOM)

WARNING LEAD: Kitsap County Department of Emergency Management
Kitsap County Board of Commissioners
Kitsap County Sheriff's Office

SUPPORT: Kitsap County Fire Agencies
Public Information Office
Kitsap County Alternate Communications System
(KCACS)

I. INTRODUCTION

A. Purpose

1. Communications

To identify a communications system for the efficient flow of information during an emergency or disaster.

2. Warning

To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

B. Scope

This Emergency Support Function (ESF) applies to all communication and warning assets of Kitsap County organizations to include radio, E9-1-1, voice and data links, telephone and cellular systems, NAWAS, Emergency Alert System (EAS), NOAA Weather Alert Radio and amateur radio.

II. RELATED POLICIES

- A. The county relies on the hazard warning capabilities of federal and state government, industry, and the media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the county may supplement existing

warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

- B. In accordance with RCW 38.52.110 (1), in responding to a disaster, or the threat of a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
- C. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, Kitsap County can only endeavor to make every reasonable effort to respond to a hazardous event based on the situation and on information and resources available at the time.

III. PLANNING ASSUMPTIONS

- A. Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the state, local governments and response agencies.
- B. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- C. Local government may request state assistance when necessary by going through emergency management channels.
- D. Kitsap County is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warning may originate from any level of government; however, most disaster forecasting resources are located within the Federal government.
- E. The National Warning System (NAWAS), established by the Federal government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Office, with operational assistance provided by the Washington State Patrol. Kitsap

County's NAWAS receiving point is the Central Communications Center (CENCOM), a 24-hour facility.

- F. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.
- G. Initially, Kitsap County will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
- H. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.
- I. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communications nodes into the area.
- J. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.
- K. In the event that public instructions need to be translated, the provision of interpreters will be coordinated through the EOC.

IV. CONCEPT OF OPERATIONS

A. Communications

- 1. The Kitsap County Central Communications Center (CENCOM) is located in Bremerton. CENCOM functions as the county-wide E9-1-1 Public Safety Answering Point (PSAP), and provides dispatch services for various law enforcement, fire and emergency medical agencies. CENCOM also serves as the initial communications, alert, and warning point for Emergency Management. See Attachment 2, Kitsap County Communications Center for a description of the CENCOM organization and services.
- 2. Once activated, emergency communication is also provided through the Kitsap County Emergency Operations Center.
- 3. The Emergency Alert System (EAS) operates through local radio stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency/disaster.
 - a. KIRO, Seattle, 710 AM
 - b. KOMO, Seattle, 1000 AM

4. The communication capabilities presently available are:
 - a. E9-1-1 Public Safety Answering Point (PSAP)
 - b. Commercial Telephone (regular, cellular, and wireless telephone)
 - c. Two-way radio (see Attachment 1)
 - d. National Warning System (NAWAS): land line-voice; intrastate land line voice; located in CENCOM.
 - e. EAS relay network public safety radio and the broadcast industry. KIRO 710 AM is the Puget Sound EAS.
 - f. CEMNET state radio direction and control
 - g. NOAA Weather Alert Radio
 - h. Kitsap County Alternate Communications System (KCACS) includes Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES), 2-way radio and/or teletype/packet system via ham frequency bands

B. Warning

1. Whenever Kitsap County Emergency Management officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the Emergency Operations Center will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
2. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as appropriate and as time and resources allow. Warning could take the form of one or more of the following: activation of the NOAA Weather Alert Radio to alert citizens to turn on their radio or television and listen to instructions, activation of the Emergency Alert System to disseminate urgent information; activation of a telephone alerting system; Fire District and Law Enforcement apparatus providing warnings along specific routes using public address systems and sirens; activation of volunteer resources; posting of signs; activating a call response center in the EOC; providing

local warning information to regional television and radio stations; or other mechanisms, as appropriate.

4. Public information, advisories and warnings will be updated as necessary until the hazard has subsided.

V. RESPONSIBILITIES

A. Emergency Management

1. Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communications systems.
2. Conduct tests and exercises of the communication and warning systems.
3. Develop EOC procedures for gathering, displaying and evaluating relevant information.
4. Develop appropriate notification lists and procedures for activating the information and warning system. Include consideration of special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.
5. Coordinate public information and warnings with local jurisdictions and surrounding counties, as appropriate.
6. Maintain the EOC in a configuration to support the warning systems and efficient and effective communications.
7. Include communications and warning as part of the county-wide emergency management training program.

B. Fire Agencies

1. In coordination with Emergency Management, develop and maintain procedures to provide communications and warning support and services when requested by the EOC.
2. In coordination with Emergency Management, train personnel in proper warning methods.

C. Sheriff's Office

1. In coordination with Emergency Management, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.

2. In coordination with Emergency Management, train personnel in proper warning methods.
3. When requested, as feasible and without jeopardizing their primary mission, make Search and Rescue units and volunteers available to the EOC to assist in the warning effort.

D. Administrative Services

1. Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of the county telephone system.
2. Develop and maintain means to expeditiously post warning information on the County's internet site.

E. Public Information

Coordinate public information, instructions and media relations as defined in Appendix 2, Public Information.

VI. REFERENCES

- A. *Kitsap County EOC Standard Operating Procedure*
- B. *Kitsap County KCACS Plan*
- C. *Kitsap County PIO Manual*
- D. *Emergency Alert System Plan*
- E. *Washington State Emergency Communication Development Plan*

VII. ATTACHMENTS

1. Kitsap County Radio Communications Frequencies
2. Kitsap County Central Communications (CENCOM) Overview
3. Emergency Communications Schematic

ATTACHMENT 1 KITSAP COUNTY RADIO COMMUNICATIONS

Function	Rptr/Base Tx	Rptr/Base Rx	Ts&Rx PL	Repeater/Base Site Location
Law Enforcement				
South	158.880	153.920	110.9	Gold Mtn.
Bremerton Police	155.775	153.815	110.91	East 30 th
North	154.965	153.995	10.9	Gold Mtn.
King F2	154.965	153.995	110.9	Gold Mtn.
LERN	155.370	153.370	none	Gold Mtn.
NLERN	(Mobile Only)	154.475	none	Mobile
BLER (Brem., L.E., Net)	(Mobile Only)	154.980	110.9	Mobile
Bainbridge LE TAC	155.670	155.670	none	BI City Hall
Fire				
Kitsap Co. Fire Dispatch	154.370	154.370	None	Gold Mtn., Lincoln Hill, Kingston, Hansville
Bremerton Fire	154.145	154.145	None	East 30 th
Bainbridge Island Fire	33.700	33.700	DPL 0233	BI High School
Fire TAC 2	153.770	153.770	None	Gold Mtn.
Fire TAC 3	(Mobile Only)	159.015	None	Mobile
RED NET	153.830	153.830	None	Gold Mtn.
OSCCR	(Mobile Only)	156.135	None	Mobile
EMS				
Med 8	463.175	468.175	192.8	Gold Mtn.
Med 10	462.975	467.975	192.8	Gold Mtn.
HEAR	155.340	155.340	none	East 30th
Public Works				
Bremerton PW	155.895	154.890	110.9	Gold Mtn.
Kitsap PUD/Wastewater	155.955	153.965		Gold Mtn.
Poulsbo PW	156.015	156.015	none	Lincoln Hill
Port Orchard PW	154.940	154.940	none	PO City Hall
Bainbridge Island PW	158.820	158.820	none	BI City Hall
Mobile Computer Radio System				
Gold Mtn.	460.175	465.175		
Kingston	460.425	465.425		
View Park	460.075	465.075		

ATTACHMENT 2

KITSAP COUNTY CENTRAL COMMUNICATIONS (CENCOM) OVERVIEW

Kitsap County Central Communications (CENCOM) was established by intergovernmental agreement to provide a consolidated communications system for Kitsap County, cities and fire/law agencies in the county.

The department is staffed by a director and 56 employees operating under a policy board made up of elected officials from the county and the four cities, three fire representatives and the sheriff.

Funds for the services provided are derived from each political subdivision, from nonmember agencies and departments that receive services, from sales tax, and from E9-1-1 tax collections.

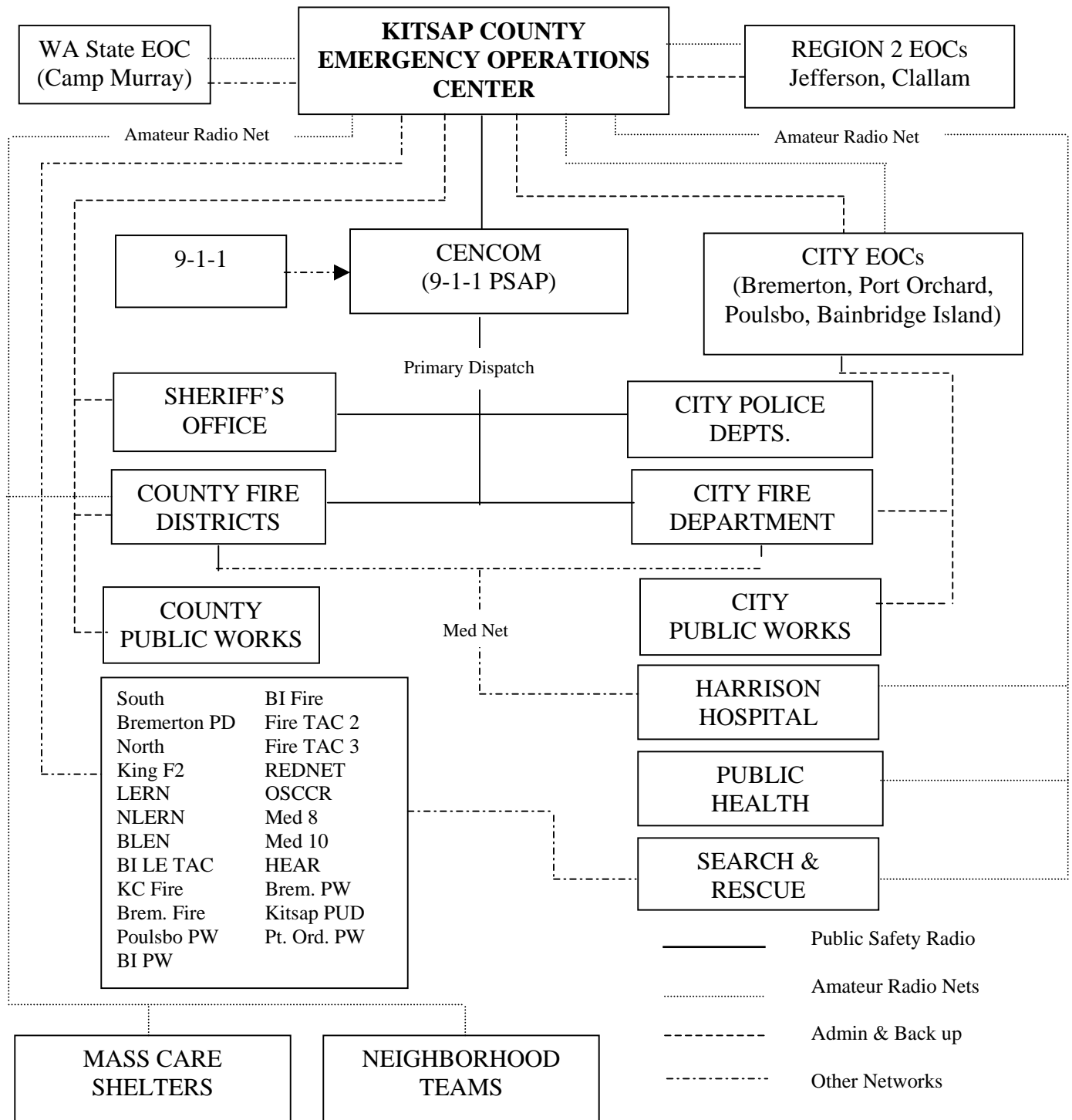
The primary responsibilities of CENCOM are as follows:

1. The planning, organizing, installation, maintenance, and administration of a central dispatch facility to provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies. Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
2. CENCOM also provides support dispatch and paging service to some county and city road districts, street and sewer departments, the Coroner, Emergency Management, and several others. Tapes and expert witness services are provided for user departments.
3. Coordination assistance is provided to the various governmental agencies for the purchase, maintenance, and operation of their systems.
4. The department serves four cities, six fire districts and two tribes. There are a total of 13 telephone lines in CENCOM, all of which are enhanced E9-1-1 lines, serving approximately 240,000 persons residing in or passing through Kitsap County. During 2002, CENCOM handled 232,000 calls, all of which were tape recorded for use by the responding and investigating departments.
5. All Central Communications Department personnel are trained in law enforcement, fire dispatch procedures and emergency medical dispatching. They provide emergency medical pre-arrival instruction by telephone prior to the arrival of the EMT or paramedic units. There is direct access via the E9-1-1 emergency number for the speech and hearing-impaired using the teletype (TTY) for the deaf and hard of hearing.
6. The E9-1-1 Central Dispatch facility is co-located with the Kitsap County Emergency Operations Center (EOC) where county and city administrative officials may meet during an extended emergency to receive briefings and plan

courses of action for the community. The EOC also provides emergency communications, including amateur and citizen band radio, and direct local government communications between county and city administrators and State Emergency Management.

7. A diesel auxiliary generator provides backup emergency power. CENCOM is supported additionally by an uninterruptible power supply.

ATTACHMENT 3 EMERGENCY COMMUNICATIONS SCHEMATIC





EMERGENCY SUPPORT FUNCTION #3 PUBLIC WORKS AND ENGINEERING

LEAD: Public Works Departments (County/Cities)
Kitsap County Department of Community Development (DCD)

SUPPORT: Kitsap County Department of Emergency Management (DEM)
Public Health - Environmental Health
Public Information
Water and Waste Management
Water Purveyors

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 3 is twofold:

1. To provide public works and engineering support to assist the county in meeting needs related to response and recovery, and;
2. To provide for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and the inspection of facilities for structural condition and safety.

B. Scope

Support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities and transportation infrastructure, provision of potable water, provision of emergency power. Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessment immediately following the event.
3. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

4. Removal of debris from public streets and roads.
5. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel.
6. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
7. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by state and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
8. Emergency contracting to support public health and safety.
9. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.
10. Assist in the preparation of Preliminary Damage Assessments (PDAs) as required.
11. Supporting other ESFs as outlined in the Kitsap County Comprehensive Emergency Management Plan (CEMP).

II. RELATED POLICIES

- A. Kitsap County has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs.
- B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the Board of County Commissioners.
- C. It is the policy of Kitsap County to provide public works services to lands and facilities under county jurisdiction. Other services to private property, such as debris collection or fee adjustments, may be determined by the Board of County Commissioners.

III. PLANNING ASSUMPTIONS

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable.

Public utilities may be damaged or be partially or fully inoperable.

- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. Assistance from the federal government may be needed to clear debris, perform damage assessments and/or structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- E. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Aftershocks require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. Local

1. Kitsap County Public Works and Department of Community Development (DCD) Directors or their designees will serve as the primary coordinators of the public works and engineering function for Kitsap County. When the EOC is activated, they will send assigned staff to coordinate activities. Other County departments may be contacted to provide manpower, equipment, or technical advice.
2. Communications to Public Works and DCD in the field will be accomplished by the most efficient means.
3. Supplemental public works assistance may be requested through normal mutual aid channels or through the EOC.
4. Kitsap County Public Works is the lead agency for coordinating emergency inspection and repair of roads, bridges, stormwater and wastewater facilities in unincorporated Kitsap County.

5. DCD is the lead agency for coordinating the inspection of building structures in unincorporated Kitsap County after a disaster to determine building safety and health issues. This will be a cooperative effort with other departments and jurisdictions, and with engineering experts from the private sector.
6. DCD is the lead agency for the Kitsap County permitting system in coordination with Public Health - Environmental Services.
7. DCD responds to disasters in the following phases:

Phase 1. Initial Damage Assessment

Provide teams of inspectors to sweep affected areas and report to the EOC

Phase 2. Emergency Permitting and Inspections

Expedite Permitting Center and field operations for emergency operations to:

- a. Review damages and assist application process
- b. Issue permits
- c. Permit construction
- d. Provide inspections

Phase 3. Abandoned Buildings

- a. Identification
- b. Inspection
- c. Coordinate demolition
- d. Legal process

B. State

1. Washington State Emergency Management alerts appropriate state agencies of the possible requirement for emergency engineering services, coordinates state assets and requests federal assistance to support local emergency engineering efforts. State departments/agencies that support the emergency engineering effort are identified in Annex R - Emergency Engineering Services of the *Washington State Comprehensive Emergency*

Management Plan.

2. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and state emergency management channels.

C. Federal

1. *The Federal Response Plan*, ESF #3 - Public Works and Engineering provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, Kitsap County will coordinate with other local, state, and federal agencies.
2. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected state and local governments.

D. Private

Contract with engineers and contractors as needed.

V. RESPONSIBILITIES

A. Local

1. Public Works
 - a. Provide inspections of county roads and bridges to determine damage and safety.
 - b. Remove debris and wreckage from roads and bridges.
 - c. Designate usable roads and bridges.
 - d. Provide temporary repair of damaged county roads and bridges, if possible.
 - e. Establish and/or maintain evacuation routes as directed by the EOC or the Sheriff's office.

- f. Maintain surface and stormwater systems.
- g. Assess the wastewater system to determine damage.
- h. Provide temporary repair of damaged wastewater infrastructure.
- i. Provide flood control support.
- j. Coordinate drainage activities.
- k. Provide road blocks, barricades, signs, or flaggers as requested.
- l. Coordinate expeditious removal of debris and other non-hazardous materials.
- m. Coordinate with the Public Information Coordinator on public information releases.
- n. Provide fuel storage.
- o. Repair equipment.
- p. Provide sand and gravel.
- q. Provide trucks and drivers to transport debris and wreckage.
- r. Coordinate county-wide disaster transportation needs.
- s. Coordinate with other political jurisdictions.
- t. Coordinate with private contractors and suppliers.
- u. Relocate public works operations facilities if conditions warrant.
- v. Document damages and costs.

2. Community Development

- a. Coordinate damage assessment and post disaster safety inspections of county buildings and facilities. Coordinate post-event ATC-20 inspections.
- b. Coordinate damage assessment and post disaster safety inspections of public assembly buildings (i.e. schools, major food stores)
- c. Coordinate damage assessment and post disaster safety inspections

of private businesses in the county.

- d. Coordinate private assessment and inspection resources.
- e. Expedite permitting and required inspections as appropriate and feasible.
- f. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.
- g. Coordinate expeditious removal of debris and other non-hazardous materials.
- h. Assess environmental damage to streams, bluffs, shorelines, and riverbanks, and make recommendations for repair and/or mitigation.
- i. Review repair, reconstruction, and replacement of structures for compliance with building, land use, and environmental regulations.
- j. Coordinate with the EOC and Public Information Coordinator on public information.
- k. Inspectors may distribute public repair and recovery information.
- l. Document damages and costs.
- m. Coordinate with other political jurisdictions.

3. Department of Emergency Management

- a. Coordinate EOC activation and call-out of essential representatives.
- b. Coordinate roads, facility, and infrastructure recovery efforts.
- c. Coordinate requests for outside labor, equipment, and technical experts.
- d. Issue warnings to the public.
- e. Coordinate public information; activate the Emergency Alert System (EAS) as necessary.
- f. Identify and recommend training opportunities for DCD and Public Works personnel (such as ATC-20/21 Post Earthquake

Damage Assessment Training).

4. Public Health - Environmental Services
 - a. Coordinate inspections of septic systems.
 - b. Coordinate inspections of food supplies.
 - c. Coordinate sampling of wells and water supplies.
 - d. Oversee inspections of pools and schools
 - e. Coordinate all public information releases through the Kitsap County Public Information Coordinator.
5. Administrative Services

Prioritize restoration of essential county facilities.

VI. REFERENCES

- A. *DCD Organizational Chart*
- B. *Public Works Organizational Chart*
- C. *Environmental Health Organizational Chart*
- D. *The Federal Response Plan, ESF #3*
- E. *Washington State Comprehensive Emergency Management Plan, ESF #3*
- F. *Kitsap County Debris Removal Outline*



EMERGENCY SUPPORT FUNCTION #4 FIRE SERVICES

LEAD: Fire Agencies

SUPPORT: Kitsap County Department of Emergency Management (DEM)

I. INTRODUCTION

A. Purpose

To provide an organizational framework that will effectively utilize all available fire fighting apparatus and personnel within Kitsap County, control the dispatching of such equipment and manpower to localities where needed, and provide for effective operations at the scene during an emergency/disaster.

B. Scope

This Emergency Support Function (ESF) addresses all firefighting activities including the detection and suppression of wildland, rural, and urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

II. RELATED POLICIES

- A. During emergency situations, local fire agencies mobilize all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements, as outlined in RCW 39.34.030, are activated when initial resources are inadequate. When mutual aid and organic resources are exhausted, then the provisions for regional/state fire mobilization apply.
- B. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.
- C. Priority shall be given to saving lives and protecting property, in that order.

III. PLANNING ASSUMPTIONS

- A. Urban, rural, and wildland fires will occur within Kitsap County. In the event of an earthquake or other significant event, large, damaging fires could be common.
- B. In a disaster some firefighting resources will become scarce or damaged.
- C. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be essential in these situations. Helicopters will be scarce resources and usable airports congested.
- D. State and other resources may be called upon.
- E. Efficient and effective mutual aid among the various local, county, state, and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.
- F. Many first responders in Kitsap County are volunteers. Although they are dedicated in a major disaster, they are not obliged to leave a family crisis or their workplace to assist emergency efforts.

IV. CONCEPT OF OPERATIONS

- A. Fire suppression is divided into two distinct response categories:
 - 1. Urban/Rural Fires
 - a. Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements may be executed.
 - b. In 1992, the State Legislature directed the creation of a State Fire Services Mobilization Plan to deal with the growing problem of urban/wildland interface fires. This action also called for the establishment of the State Fire Defense Board, made up of representatives from nine fire defense regions throughout the state. As part of the South Puget Sound Region, Kitsap County has developed a companion plan to the regional and state documents that address situations exceeding mutual aid agreements.
 - c. Fire suppression and control assistance may, in some instances, be provided on a limited basis by federal agencies and the military by pre-established mutual aid agreements. (Reference *Washington State Comprehensive Emergency Management Plan*.)

- d. If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal Government under an emergency declaration by the President. Requests for such assistance are handled through normal Emergency Management channels.

2. Forest Fires

- a. The State Department of Natural Resources and all supporting agencies, per the Washington State Fire Plan, take action on all wildfires, regardless of land ownership, which jeopardize DNR protected lands outside incorporated cities and towns and on adjacent U.S. Forest Service and Department of the Interior protected areas.
 - b. In those instances when a fire or fires threaten such destruction as would constitute a major disaster, federal fire suppression assistance may be made available under PL 93-288, Section 417, as defined in the *Washington State Comprehensive Emergency Management Plan*.
 - c. A fire protection district may take immediate action on DNR (State) protected lands outside of its jurisdictional boundaries per established agreements and/or contracts.
- B. Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the county Emergency Operations Center (EOC).
- C. Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and will do so when requested by the county EOC, unless otherwise involved.
- D. All fire agencies within Kitsap County operate response vehicles which have the capability of Advanced Life Support (ALS) and/or Basic Life Support (BLS). In addition, all areas are supplemented by private ambulance service which provides Basic Life Support transport.
- E. The Incident Command System (ICS) is used by many first responders and local jurisdictions in the State of Washington to manage an emergency incident. ICS is required by SARA Title III to manage any hazardous material incident. The purpose of ICS is to establish a command with a system, which is recognized by all responders, using the same organization, and the same nomenclature. The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all

emergency operations. The ICS system will be used in Kitsap County by first responders. In a disaster, several ICS units may be established to manage the significant areas of need.

- F. The Fire Chief's Association will provide a fire representative to fulfill fire coordination responsibilities within the county EOC during an emergency/disaster.
- G. Fire agencies may request activation of the DEM Communications Van (Com Van) through the EOC. The Com Van will be available providing it is not committed in an alternate or forward emergency operations center role.
- H. Fire agencies may request activation of other local agency resources, such as Search and Rescue units or dive teams. These resources will be made available if not otherwise occupied. All non-traditional resource requests should be made to the County EOC.

V. RESPONSIBILITIES

A. Local

1. Fire Agencies Available

Districts	Name
	Bainbridge Island Fire
	CK Fire & Rescue
	Fire Dist. #7
	NK Fire & Rescue
	Poulsbo Fire Dist. #18
City Departments	
	Bremerton Fire Department

2. Fire Agency Authority

If an emergency occurs within the county limits, the Fire Agency in which the emergency occurs will exercise overall authority for fire services activities and responsibilities.

3. Fire Agency Duties

- a. Provide suppression and control of fires within their respective fire protection jurisdictions (including those DNR or government lands

that are contracted with the local district), support other fire protection agencies if signatories to a mutual aid agreement, and support the provisions of the Kitsap County Fire Resource Plan.

- b. Provide Incident Command for rescue operations.
 - c. Support warning and evacuation efforts.
 - d. Provide medical response which includes Advanced and Basic Life Support.
 - e. Provide limited mobile radiological monitoring, as appropriate. (Limitation: Not all fire agencies have this capability. This service is dependent upon individual agency capabilities.)
 - f. Provide hazardous materials response, as appropriate, contingent upon acceptance of, and within the boundaries of, the incident command structure and agency training and capability. Washington State Patrol acts as Incident Commander in non-designated fire agency areas.
4. Kitsap County Department of Emergency Management (DEM)
- a. Provide for alert and warning to persons located in affected areas.
 - b. Serve as liaison between local jurisdictions, response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.
 - c. Provide training to fire response personnel, as appropriate.
 - d. Provide capabilities for coordinating response, resources, and assets.

B. South Puget Sound Region

Regional Fire Resources Coordinator coordinates mobilized resource assistance to regional jurisdictions in accordance with the Regional Fire Defense Plan and the State Mobilization Plan.

C. State

1. State Emergency Management

Coordinates assistance to local government for fire activities and

mobilization resources in accordance with the provisions of the Washington State Fire Services Resource Mobilization Procedures.

2. Department of Natural Resources (DNR)

- a. Coordinates all fire suppression efforts and provides resources to control wildland fires in the state on DNR protected lands. May provide resources for non-DNR protected lands, if available, at reasonable cost.
- b. Assesses damage as a member of the Federal Agency Support Team (FAST).

3. Department of Corrections

Provides trained minimum security inmate firefighters to supplement the efforts of the Department of Natural Resources in suppressing and controlling forest fires and provides personnel for other activities.

D. Federal

1. Limited fire suppression and control assistance is available from federal agencies and the military by pre-established agreement.

2. Federal Emergency Management Agency (FEMA)

- a. Administers fire suppression assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.
- b. Provides training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.

3. U. S. Department of Agriculture, U. S. Forest Service (USDA,USFS).

- a. Act as the Principal Advisor(s) to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.
- b. Provide protection in National Forests and assist in control of fires that threaten to spread from nearby lands into National Forests.

VI. OPERATIONS BY TIME PHASE

A. Before the Disaster

1. Kitsap County Department of Emergency Management

To minimize the effects of an emergency/disaster and facilitate recovery efforts, Kitsap County Emergency Management organizes and coordinates the preparation of plans, develops and maintains the county EOC and alternates, identifies equipment resources, and provides training opportunities to fire personnel.

2. Fire Agencies and Municipal Fire Departments

- a. Write, maintain, and review procedures for emergency operations during an emergency/disaster.
- b. Assess equipment and training needs.
- c. Establish procedures for coordinating all public information releases through the Kitsap County and/or City PIO.
- d. Make provisions for relocating fire operations in the event present facilities must be evacuated.
- e. Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions. (See ESF #3)
- f. Establish mutual aid agreements to maximize utilization of resources.
- g. Through the Fire Chief's Association, appoint a fire representative to serve as fire coordinator in the County EOC.

B. During the Disaster

1. Kitsap County Department of Emergency Management

Activate county EOC or alternate, issue emergency warning(s), and activate EBS/EAS, as necessary. Coordinate with all appropriate agencies, including government, public service, private and volunteer organizations.

2. Fire Agencies

- a. Notify key staff based on information received from CENCOM and/or the county EOC.
- b. Activate emergency operating procedures.

- c. Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
- d. Provide temporary power and emergency lighting at emergency scenes when needed.
- e. Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.
- f. Initiate mutual aid contingency plan, when needed.
- g. Relocate fire apparatus as conditions warrant.
- h. Support emergency operations as defined in agency emergency operating procedures or as requested by the County and/or City EOC, such as damage assessment.

3. Public Information

Coordinate all public information, instructions and media relations as defined in Appendix 2, Public Information.

C. After the Disaster

1. Kitsap County Department of Emergency Management

- a. Continue county EOC operations until it is determined that EOC coordination is no longer necessary.
- b. Update plans and procedures based on critiques and lessons learned during the event.

2. Fire Agencies

- a. Reactivate stations for normal operations.
- b. Return apparatus and equipment to regularly assigned locations.
- c. Assist the public in recovery operations as resources allow.
- d. Support other recovery efforts as requested by the county EOC.
- e. Provide critical payroll and other financial information to the Kitsap County Auditor's Office/Financial Services.

VII. REFERENCES

- A. *The Federal Response Plan*
- B. *Washington State Comprehensive Emergency Management Plan*
- C. *Revised Code of Washington, 39.34.030, 38.54, 76.04, 43.63A, 38.52; and Title 52 and 35 RCW*
- D. *"Interstate Mutual Aid Compact"*
- E. *Washington State Fire Services Resource Mobilization Procedures*
- F. *South Puget Sound Region Fire Defense Mobilization Plan*
- G. *Kitsap County Fire Resource Plan*

VIII. ATTACHMENTS

- 1. Map of Fire Agencies
- 2. Evacuation Confirmation Instructions

ATTACHMENT 2

WARNING/EVACUATION NOTIFICATION INSTRUCTIONS

1. Drive slowly the length of all streets in the warning area. Use your siren to get people's attention.
2. Stop at appropriate intervals and use your public address system to announce the message provided by CENCOM or the county EOC.

Message - variable to the situation.

Be sure to lock your doors and windows when you leave.

3. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of the people who are not evacuating and an out-of-area next of kin. *Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.*
4. Upon completion of notifications in your assigned area, inform the county EOC via the appropriate chain-of-command.








KITSAP COUNTY

Washington

Fire Districts

LEGEND

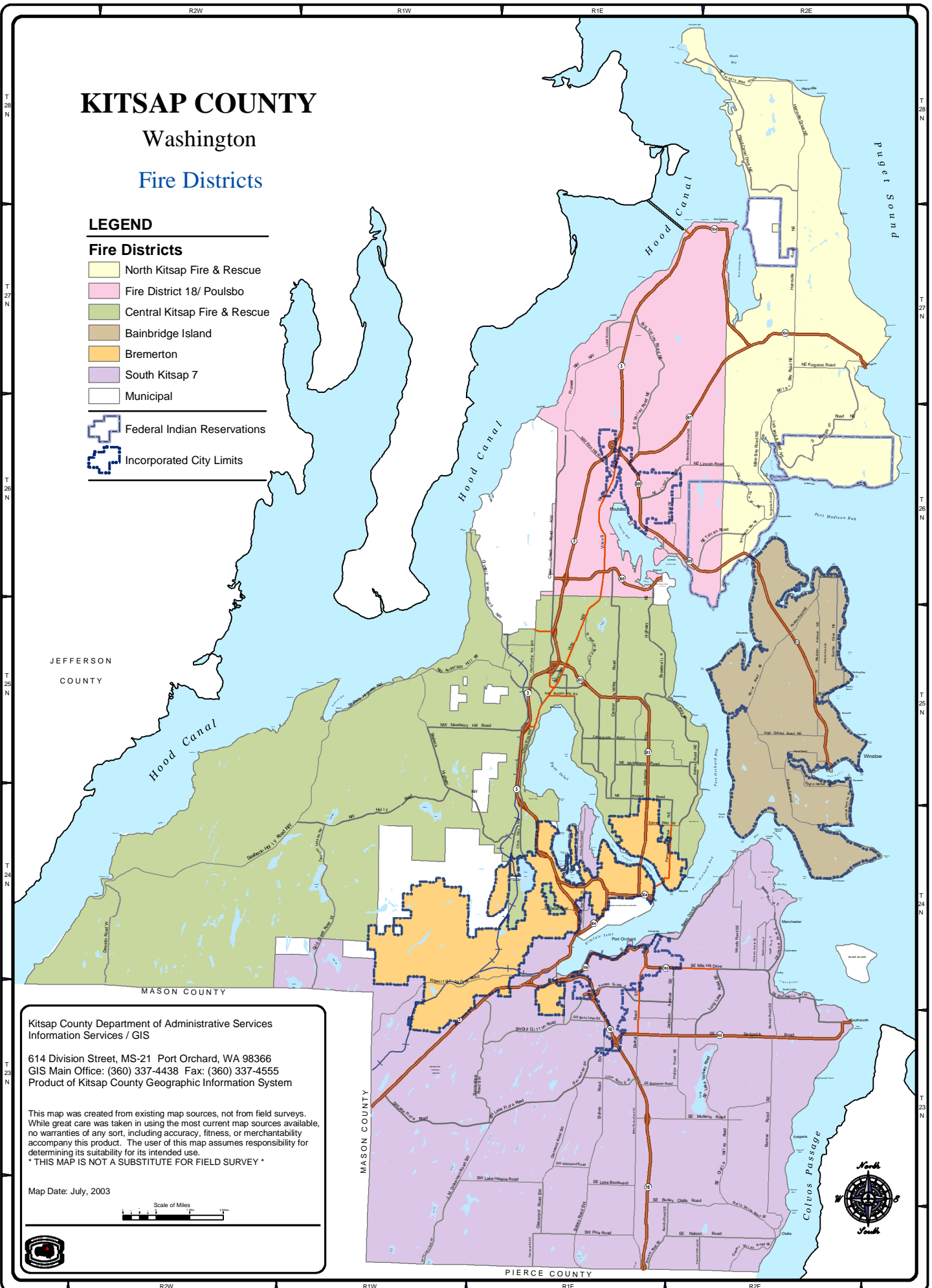
Fire Districts

-  North Kitsap Fire & Rescue
-  Fire District 18/ Poulsbo
-  Central Kitsap Fire & Rescue
-  Bainbridge Island
-  Bremerton
-  South Kitsap 7
-  Municipal



Federal Indian Reservations

Incorporated City Limits



Kitsap County Department of Administrative Services
Information Services / GIS

614 Division Street, MS-21 Port Orchard, WA 98366
GIS Main Office: (360) 337-4438 Fax: (360) 337-4555
Product of Kitsap County Geographic Information System

This map was created from existing map sources, not from field surveys.
While great care was taken in using the most current map sources available,
no warranties of any sort, including accuracy, fitness, or merchantability
accompany this product. The user of this map assumes responsibility for
determining its suitability for its intended use.
* THIS MAP IS NOT A SUBSTITUTE FOR FIELD SURVEY *

Map Date: July, 2003





EMERGENCY SUPPORT FUNCTION #5 INFORMATION ANALYSIS AND PLANNING

LEAD: Kitsap County Emergency Operations Center (EOC) Plans Section

SUPPORT: Kitsap County GIS
Kitsap County Administrative Services
Kitsap County Information Services
Kitsap County Emergency Management
Kitsap County Personnel and Human Services
Public Information Officer

I. INTRODUCTION

A. Purpose

To collect, process, analyze, disseminate and use information about a potential or actual disaster situation.

B. Scope

This Emergency Support Function (ESF) applies to the information needs of the Kitsap County Emergency Operations Center (EOC) for assessing a disastrous or potentially disastrous situation and supporting related response and planning efforts. This ESF will be implemented in concert with ESF #2, Communications and Warning, and ESF #23, Damage Assessment.

II. RELATED POLICIES

None specific.

III. PLANNING ASSUMPTIONS

- A. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process and disseminate situational information.
- B. Information will be provided by cognizant field personnel, responders, volunteers, the public, the media and others.
- C. Information collection may be hampered due to many factors including: damage to the communication systems, communications system overload, damage to the transportation infrastructure, effects of weather, smoke, and other environmental factors.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of Kitsap County is threatened by a hazard that could lead to disaster, or when a disaster situation exists, the county EOC will be activated at the appropriate level to assess the situation.
 - 1. The EOC Plans Section will collect, record and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders.
 - 2. The EOC Operations Section will display and analyze information for immediate response needs.
 - 3. The EOC Plans Section will display and analyze information for future response and recovery needs.
- B. Information analysis will include, as appropriate:
 - 1. Assessment and display of the hazard's impact, including the boundaries of the affected area, and the distribution, type and magnitude of damage.
 - 2. Maintaining a current status of emergency response activities, resource needs and requests, and the status of critical facilities.
 - 3. Establishing priorities in the event of a scarcity of resources.
 - 4. Consolidation of information into logs and reports to keep others informed and to document relevant activities.
- C. Planning will include, as appropriate:
 - 1. Using the analyzed information to identify trends and determine courses-of-action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or week, depending on the scenario and situation.
 - 2. Planning information will be shared with other county EOC functional positions and incorporated in appropriate displays.
 - 3. The planning staff will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.
 - 4. Once a planning cycle has ended, the planning staff will immediately

commence planning for the next cycle.

- D. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.
- E. Analysis and planning will continue until the EOC is deactivated. The analysis and planning functions may be transferred to the Disaster Recovery Team following deactivation.

V. RESPONSIBILITIES

A. All County Organizations

- 1. Provide damage assessment information to the county EOC in accordance with ESF-23, Damage Assessment.
- 2. Continue to provide disaster related information to the EOC as it becomes known.
- 3. Provide information and support as appropriate.

B. GIS

Provide mapping and plotting services.

C. Administrative Services

Provide liaison to the county EOC to maintain or adjust telephone configurations to support the county's communications needs.

D. Information Services

Provide liaison to the county EOC to maintain computer configurations to support the county's information needs, including internet access.

E. Emergency Management

- 1. Develop EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use and reporting.
- 2. Develop EOC procedures for planning.
- 3. Maintain the EOC in a configuration to support the analysis and planning function.

4. Include analysis and planning as part of the county-wide emergency management training program.

F. Personnel and Human Services

Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support the supervisor and coordinator functions.

G. Public Information

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.

V. REFERENCES

- A. *Kitsap County EOC Manual*
- B. *Washington State Comprehensive Emergency Management Plan*

VI. ATTACHMENTS

1. Information Analyses and Planning Checklist
2. Essential Elements of Information

ATTACHMENT 1
INFORMATION ANALYSIS AND PLANNING CHECKLIST

The Information Analysis and Planning staff are responsible for managing information about the incident status and resources, and for assisting the Incident Manager or EOC Coordinator. These two major responsibilities include a number of activities. Planning must include an assessment of the present and projected situation, constantly considering contingencies (remember Murphy's Law!). Proactive incident management depends on an accurate assessment of the incident's potential and a prediction of likely outcomes.

In addition to assessment of the situation status, there is a critical need to maintain information about resources committed to the incident and projected resource requirements.

The Planning Section manages information by:

- _____ 1. Collecting information regarding the incident and resources. This may be done by listening to the Emergency Broadcast System on the radio, TV coverage, and by communications with County responders and staff at the County Emergency Operations Center.
- _____ 2. Evaluating information received from a variety of sources.
- _____ 3. Disseminating information to the rest of the EOC staff.
- _____ 4. Preparing displays, briefings, and reports as needed.
- _____ 5. Developing an effective incident action plan with Incident Manager and/or EOC Coordinator.
- _____ 6. Anticipating changes in resource needs.
- _____ 7. Updating displays and maps as new information becomes available.

Information of common interest and use to the overall emergency, and that which provides the most complete picture of the situation, will be displayed. Other staff may either report information to the Public Information Coordinator or display their own unique information in the Emergency Operations Center.

ATTACHMENT 2

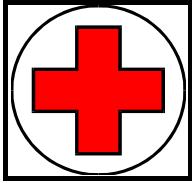
ESSENTIAL ELEMENTS OF INFORMATION

The essential elements of information, which may or may not be immediately or readily

available to County staff but are of common need to one or more response activities, may include the following.

OVERALL DISASTER INFORMATION

- _____ 1. Boundaries of the disaster area
- _____ 2. Social/economic/political impacts
- _____ 3. Jurisdictional boundaries
- _____ 4. Status of transportation systems
- _____ 5. Status of communications systems
- _____ 6. Access points to the disaster area
- _____ 7. Status of utilities
- _____ 8. Hazard specific information
- _____ 9. Weather data affecting operations
- _____ 10. Seismic or other geophysical information
- _____ 11. Status of critical facilities
- _____ 12. Status of key personnel
- _____ 13. Status of disaster or emergency declaration
- _____ 14. Major issues/activities
- _____ 15. Overall priorities for response
- _____ 16. Status of upcoming activities
- _____ 17. Status of community housing and shelter
- _____ 18. Status of critical public health issues
(Water supply, food, sanitation, waste, infection, or hazardous waste)



EMERGENCY SUPPORT FUNCTION #6 MASS CARE/SHELTER

LEAD: American Red Cross – King/Kitsap County Chapter

SUPPORT: Kitsap County Emergency Management
Kitsap County Public Health
Kitsap Mental Health
Kitsap County Parks
Unmet Needs Committee (local churches)

I. INTRODUCTION

A. Purpose

To coordinate efforts to provide mass care and sheltering following a major emergency or disaster to persons unable to provide for themselves.

B. Scope

This Emergency Support Function (ESF) addresses sheltering needs in Kitsap County and its cities during a major emergency or disaster and the coordination of opening of shelters through the county Emergency Operations Center (EOC).

II. RELATED POLICIES

Red Cross Disaster Plan.

III. PLANNING ASSUMPTIONS

- A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.
- B. Depending on the hazard and the severity of its effects, Kitsap County may have limited numbers of shelters or resources to manage shelters.
- C. The American Red Cross is responsible for mass care and shelter during an emergency or disaster. If the Red Cross cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened. Available shelters will be identified through the local media.
- D. The opening of American Red Cross shelters for all jurisdictions will be coordinated through the county Emergency Operations Center.

IV. CONCEPT OF OPERATIONS

- A. Mass care provides for the immediate survival needs of victims through group services and facilities.
- B. Mass care will normally be carried out during and immediately after an emergency/disaster, until individual services can be provided. Mass care services are usually provided for less than a week, coordinated and managed by the local American Red Cross, in cooperation with local government.
- C. The American Red Cross will provide mass care services in accordance with arrangements between the King/Kitsap County Chapter of the American Red Cross and the Kitsap County Department of Emergency Management.
- D. Mass care includes such basic human needs as emergency medical care; emergency shelter; emergency provisions of food, water, medicine, and other essential needs and will be provided to all citizens without regard to race, color, national origin, religion, sex, age, or disability.
- E. Individuals/families arriving at shelter/mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelters provided. Facilities are generally selected with adequate parking areas in pre-planning by the American Red Cross.
- F. Department of Emergency Management (DEM) and the American Red Cross (ARC) will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public releases.
- G. In cooperation with the American Red Cross, Kitsap County government will coordinate with local cities, agencies, churches, institutions, commercial facilities, and volunteer organizations for mass care resources and facility support and mutual aid.

V. RESPONSIBILITIES

A. Local

- 1. American Red Cross (ARC)
 - a. The Act of Congress constituting the American Red Cross charter requires the American Red Cross to undertake relief activities for the purpose of mitigating suffering caused by disaster and obligates the American Red Cross to develop and carry out measures to prevent suffering.
 - b. Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent

immediate needs.

- c. The opening of shelters or aid stations is a function of the American Red Cross. Upon request for, or in coordination with Emergency Management, the ARC will open, staff, and fund its shelters or aid stations. The location of the shelters or feeding stations to be opened will depend on the affected area, accessibility, security, and staff and supply considerations.
- d. Assess equipment and training needs.
- e. Maintain and updates shelter agreements.
- f. Provide liaison to the county EOC when requested.

2. Emergency Management

- a. Coordinate the activities of local agencies charged in local plans for the provision of emergency mass shelter.
- b. Inform the American Red Cross of the need for shelters and/or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.
- c. Coordinate and maintain liaison with private providers of mass care resources and services.

3. Public Health

- a. Provide for the coordination of health and sanitation services at mass care facilities.
- b. Coordinate the provision of nursing staff to shelter.

4. Crisis Clinic

Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations or individuals.

5. Parks

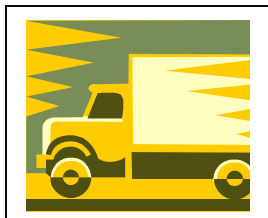
- a. Identify county properties than can serve as temporary mass care tent sites.
- b. Coordinate with city parks programs for locating temporary mass care tent sites.

6. Unmet Needs Committee

The committee is made up of local church volunteers. Depending on resources and personnel available, this group helps meet the unmet needs of the community during a disaster.

VII. REFERENCES

- A. *Washington State Comprehensive Emergency Management*
- B. *King/Kitsap American Red Cross Disaster Plan.*



EMERGENCY SUPPORT FUNCTION #7 RESOURCE MANAGEMENT

LEAD: Kitsap County Department of Emergency Management

SUPPORT: Kitsap County Purchasing
All other County Organizations, as appropriate
Other Jurisdictions, as coordinated through the Emergency Management Council of Kitsap County

I. INTRODUCTION

A. Purpose

To provide coordinated logistic and resource support to a disaster, or the threat of one.

B. Scope

This Emergency Support Function (ESF) involves coordinating the provision of resources to county organizations during the immediate response to a hazardous event and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services and personnel.

II. RELATED POLICIES

- A. In accordance with Section 7 of Article VIII of the Washington State Constitution, no county, city, town or other municipal corporation shall give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation.
- B. In accordance with RCW 38.52.070 (2), a political subdivision in which a disaster occurs shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. The political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of

equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

- C. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof, including, but not limited to, districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
- D. In accordance with RCW 38.52.110 (2), the Board of County Commissioners, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed, provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by RCW 38.52 and federal and state emergency management regulations for registered emergency workers.

III. PLANNING ASSUMPTIONS

- A. Kitsap County will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards.
- B. Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, as applicable, in addition to tasking received under the authority of the County Comprehensive Emergency Management Plan.
- C. Resource requirements beyond the capacity of support agencies will be coordinated from the county Emergency Operations Center (EOC). Requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.
- D. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.
- E. The initial response to a hazardous event will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property will be the responsibility of the landowner or tenant unless directed otherwise by the Board of County Commissioners.

- F. The EOC will have available, or immediate access to, resource and vendor lists for the most commonly used or anticipated resources to combat a given hazard.

IV. CONCEPT OF OPERATIONS

A. General

1. During a disaster, or the threat of one, the county EOC will be activated to coordinate the response of county government and to support incident commanders with evaluation, planning, information and resource management.
2. During urgent preparedness or response activities, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, Fire Chief, Police Chief, or Search and Rescue Coordinator, or upon the direction of the county EOC Supervisor.
3. During restoration and recovery, a Disaster Recovery Team may be established to coordinate the county's continuing activities, including mitigation. The county EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, Emergency Management staff may provide coordination services without EOC activation.
4. During restoration and recovery activities, resource requests may be made by any cognizant official.
5. Both the EOC staff and the Disaster Recovery Team will support countywide activities. Close coordination will be maintained with federal, state, city and town officials, the American Red Cross, the Crisis Clinic, and other volunteer organizations. The priority of tasks will be determined by the EOC Supervisor or Chair of the Disaster Recovery Team.
6. The resources of county organizations will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110 (1). Organizations will retain sufficient quantities of applicable resources in reserve to meet organizational needs, as appropriate. Should county resources be insufficient, additional resources may be procured or requested through the following, listed in priority order:
 - a. Mutual Aid and Inter-local Agreements
 - b. Private sector purchase
 - c. State Emergency Management resource request

- d. If the governor has proclaimed the existence of a disaster, private sector resources in accordance with the provisions of RCW 38.52.110 (2).

B. Procedure

See county EOC standard operating procedure

V. RESPONSIBILITIES

A. Kitsap County Emergency Management

1. Maintain the primary Emergency Operations Center with appropriate equipment, consumables, resource lists, and staff availability.
2. Maintain liaison with support agencies, the business community, volunteer organizations and the Emergency Management Division of the Washington State Military Department.
3. Train and exercise applicable county EOC staff in resource management activities.
4. Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel.
5. Produce and maintain, with functional staff, EOC resource management standard operating procedures.
6. Develop a procedure for field personnel to register emergency workers at a disaster site.
7. Ensure that field personnel know how to request resources during an emergency or disaster.

B. Support Agencies

1. Maintain appropriate resources to meet routine operational requirements.
2. Take actions necessary to ensure staff is prepared to accomplish response and recovery activities.
3. As applicable, ensure local resources are exhausted, or about to be, prior to requesting resources from the EOC. Resources held in reserve to meet constituent needs are to be considered utilized.

4. As applicable, provide resources, transportation, facilities and services in response to requests from the EOC.
5. Assist lead agency personnel in developing resource lists and operating procedures, as appropriate.
6. Provide for the registration of emergency workers in the field, as appropriate.

VI. REFERENCES

- A. *Kitsap County Comprehensive Emergency Management Plan*
- B. *Kitsap County EOC Manual*
- C. *Kitsap County Recovery Plan*



EMERGENCY SUPPORT FUNCTION #8 HEALTH, MEDICAL, AND MORTUARY SERVICES

LEAD: Kitsap County Fire Agencies (BLS/ALS)
Kitsap Public Health
Kitsap County Coroner's Office
Hospitals (Civilian/Military)
Kitsap Mental Health Services

SUPPORT: Department of Emergency Management (DEM)
American Red Cross
Private Health Care Facilities
Olympic/Bremerton Ambulance (BLS)
Pharmacies
Ministerial Associations/Churches
Medical Reserve Corps

I. INTRODUCTION

A. Purpose

To coordinate the organization and mobilization of medical, health, ministerial, and mortuary services within Kitsap County during an emergency/disaster using the Incident Command System/National Incident Management System (ICS/NIMS).

B. Scope

This Emergency Support Function (ESF) involves assistance to Kitsap County in identifying and meeting the health, medical, and mortuary needs of victims of a major emergency or disaster. This assistance includes the following:

1. Assessment of medical/health needs
2. Health surveillance/communicable disease response
3. Medical care personnel
4. Medical/health equipment and supplies
5. Patient evacuation
6. In-hospital care
7. Mental health

8. Public health information
9. Vector control (rats, pests, etc.)
10. Potable water
11. Wastewater and sanitation
12. Solid waste disposal
13. Mortuary services and victim identification
14. Hazardous substances, spills/releases

II. RELATED POLICIES

- A. Fire Agencies will provide Basic Life Support (BLS) and Advanced Life Support (ALS).
- B. All Kitsap County mutual-aid emergency medical responders who provide emergency medical assistance in Kitsap County should operate under Kitsap County procedures and protocols.
- C. The Kitsap County Health District provides guidance to the county, agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infectious or hazardous waste, communicable disease and biological agents.
- D. Kitsap Mental Health Services, after meeting its responsibilities to clients will permit, to the extent of its ability and upon request by the Red Cross, the use of its physical facilities by the Red Cross and in conjunction with Kitsap Mental Health Services staff, as a Mass Care Shelter for “Special Needs” victims of a major disaster.

III. PLANNING ASSUMPTIONS

- A. A significant natural or technological disaster or terrorism event could overwhelm Kitsap County medical facilities and services requiring emergency coordination of casualties.
- B. Kitsap County hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may be severely structurally damaged, destroyed, or rendered unusable.
- C. A disaster could also pose public health threats to food, water, and personal health.

- D. Damaged manufacturing facilities, waste processing and disposal facilities, sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.
- E. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
- F. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

IV. CONCEPT OF OPERATIONS

A. Emergency Medical Services (EMS)

1. The primary objective of EMS in an emergency/disaster is to insure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:
 - a. Identification and coordination of medical resources.
 - b. Identification of potential sites and support staff for temporary emergency clinics.
 - c. Emergency care at shelters and congregate care facilities.
 - d. Coordination of medical transportation resources.
2. Local Mass Casualty Plans will detail operational concepts and responsibilities to assure that EMS existing in the area will be capable of providing mass casualty emergency medical services during an emergency/disaster.
3. The provision of basic and advanced life support services shall be provided per local plans for fire agencies. Mutual aid between and among emergency medical service providers shall be utilized to make maximum efficient use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local Emergency Medical Services System and can be augmented by services and assets provided under mutual aid if available.
4. A Public Health, EMS and/or Coroner's Office representative will jointly perform the county EOC function of coordinating medical, health, and mortuary resources.

5. Hospitals will respond according to their established emergency response plans.

B. Public Health

1. Public Health provides or coordinates health and environmental health services within the community, including:
 - a. Identification of health hazards.
 - b. Surveillance, identification and control of communicable disease.
 - c. Vector control (rats, pests, etc.).
 - d. Examination of food and water supplies for contamination.
 - e. Ensure compliance of emergency sanitation standards for disposal of garbage, sewage, and debris.
 - f. Assessment of environmental contamination and public health risk from hazardous materials spills.
 - g. Keep the Kitsap County Board of Commissioners, Kitsap County Board of Health, Kitsap County Emergency Management, and the public informed regarding health conditions, warnings, and public information through the EOC.
2. If the threat to public health is of such magnitude that supplemental assistance is necessary, the State and Federal Governments may provide assistance. Requests may be made through normal Emergency Management channels (EOC).
3. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.
4. Provide the medical support and mechanism for inoculating the public and emergency personnel if warranted by threat of disease.
5. Provide oversight of potable water supplies. Kitsap County residents obtain their drinking water from either individual water sources or public water supplies.
6. Solid waste permitting is a function of public health and is enforced by the Kitsap County Health District. Solid waste system planning and management is the function of the Kitsap County Public Works Solid Waste Division.

7. The majority of rural areas are serviced by on-site systems, either individual or community. Power outages may disrupt services.
8. In coordinating public health services and establishing priorities, administrative details shall be accomplished by the director of Kitsap County's Health District. Decisions involving medical and technical expertise shall be the responsibility of the Public Health officer.
9. Determination of critical priorities in the public health effort will be made in consultation with the Board of Health, local elected officials, and state and federal service agencies.

C. Mortuary Services

1. The Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, or the military.)
2. Emergency Management will coordinate local support to local mortuary services as needed. The local funeral directors may assist in the processing of human remains at the discretion of the coroner.
3. If local resources for proper handling and disposition of the dead are exceeded, the State and/or Federal government may provide supplemental assistance for identification, movement, storage, and disposition of the dead. The Coroner may make a request for such assistance to DEM or to the State Department of Health through the EOC.

D. Emergency Vital Statistics

1. The Sheriff's Office compiles information regarding missing persons in unincorporated Kitsap County.
2. The Coroner identifies deceased persons in all of Kitsap County.
3. Deaths are registered at the Health District.

E. Mental Health

1. Mental Health services and/or Critical Incident Stress Debriefing (CISD) are provided as needed through Kitsap Mental Health.

2. Mental Health services, including stress management services for emergency responders, are coordinated through Kitsap Mental Health. Grief/loss counseling, survivors guilt counseling, crisis counseling, depression/suicide prevention and other crisis intervention services are available as staffing permits.

F. Medical Reserve Corps

1. When disaster strikes, the clinical and non-clinical members of the Medical Reserve Corps (MRC) could enhance and improve the emergency medical response capacity in the community. The MRC is being trained to:
 - a. Manage neighborhood distribution centers, such as smallpox clinics.
 - b. Manage distribution from the national pharmaceutical stockpile.
 - c. Work in overflow treatment areas and field hospitals as needed.
2. The Medical Reserve Corps will work under the direction of the Kitsap County Health District and the Kitsap County Department of Emergency Management's Unified Command during disasters.
3. The county EOC will activate the Medical Reserve Corps as necessary in times of disaster.

V. RESPONSIBILITIES

A. Emergency Medical Services

1. Local
 - a. Kitsap County Emergency Management

Provides logistical and other support to emergency medical services providers upon request from the incident commander or medical services representative.
 - b. Fire Agencies

The first fire agency at the scene evaluates the situation and makes the decision whether to request additional assistance (Incident Command System). When the decision is made to activate the *Mass Casualty Incident Plan*, the first agency on the scene will serve as the on-scene commander until the fire department arrives.

Other agencies responding to the incident will report to the designated staging area. Fire agencies will:

- 1) Establish field communications between appropriate agencies.
- 2) All Kitsap County fire agencies provide Basic Life Support (BLS) and Advanced Life Support (ALS).
- 3) Assist in coordinating private ambulance and EMS resources.
- 4) Under the Incident Commander, coordinate Mass Casualty response.
- 5) Coordinate storage and distribution of donated medical supplies.
- 6) Provide a representative to the county EOC to assist in coordinating EMS response.
- 7) Assist in providing casualty and damage assessment information to the EOC.
- 8) Submit appropriate forms to recover disaster funds and damages

c. Emergency Medical Services (EMS) Council

Provide input into plans, tests, and exercises to assure that the EMS system is able to provide emergency medical services in the system's service area during mass casualties and disasters/emergencies.

d. Skilled Nursing Facilities, Health Care Facilities

Maintain procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those that cannot be evacuated.

2. State Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support as requested by the Kitsap County EOC.

3. Federal Emergency Management Agency (FEMA)

When local, state, and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies under mission assignment to supplement state and local emergency medical efforts.

4. American Red Cross

Under its charter, provides sheltering, supplementary medical and emergency aid, and other health services upon request and within capabilities.

B. Public Health Services

1. Local

a. Kitsap County Emergency Management

- 1) Provide overall coordination of resources to support public health activities.
- 2) Serve as liaison between local agencies and State Emergency Management Division.

b. Public Health

Provide or coordinate the provision of health and environmental health services including:

- 1) Preventive medical and health services.
- 2) Surveillance, identification and control of communicable disease.
- 3) Detect and identify possible sources of contamination dangerous to the general public health of the community.
- 4) Staff the EOC for coordination of public health services.
- 5) Coordination of health and sanitation services at mass care facilities.

2. State Emergency Management Division

Alert state agencies of possible need for emergency medical, health, and

mortuary services.

3. Federal

a. Federal Emergency Management Agency (FEMA)

When local, state, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement state and local public health efforts.

b. Department of Health and Human Services

Has the prime responsibility for federal activities associated with health hazards resulting from emergencies.

1) Assist state and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.

2) Assign professional and technical personnel to augment state and local forces.

c. Department of Agriculture

Under guidelines of the Food and Drug Administration, work with state and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

C. Mortuary Services

1. Local

a. Coroner

1) Assume overall responsibility for the care, identification, and disposition of the dead and notification of next-of-kin during and after disasters.

2) Determine the manner and cause of death and issues the death certificate.

- 3) Maintain a current list of mortuaries, morgues, and other facilities for the care of the dead. Coordinate with these services.
- 4) Select suitable facilities for emergency morgues and ensures that qualified personnel are assigned to operate them.
- 5) Keep all necessary records and furnishes the Public Information Coordinator with a periodically updated casualty list.
- 6) Provide a representative from the Coroner's Office to the Emergency Operations Center upon request, if available
- 7) Establish standard operating procedures for disaster responsibilities.
- 8) Obtain additional supplies, as needed. Includes: body bags, tags, special manpower, etc. Additional requests should be made through normal emergency management channels.
- 9) Originate requests for state and federal assistance via the Kitsap County EOC.

b. Kitsap County Emergency Management

- 1) Coordinate local support for mortuary services.
- 2) Serve as liaison between the local agencies and State Emergency Management.

c. Other Local Agencies and Facilities

Provide support to the local coroner in the identification, movement, storage, security, and disposition of the dead as requested.

2. State

a. State Emergency Management Division

In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.

b. Department of Health

Provide for the recording and preservation of death certificates.

3. Federal

a. Federal Emergency Management Agency (FEMA)

Coordinate federal assistance to supplement local emergency mortuary services.

b. Federal Bureau of Investigation

Provide victim identification services.

c. Military

Provide manpower, equipment, and facilities to support local processing, handling, and disposition of the dead.

d. Funeral Directors Associations (County, State, and Federal)

Provide support to the local coroner when requested.

D. Mental Health

1. Kitsap Mental Health Services will coordinate with Substance Abuse Services, Developmental Disability Services, and local volunteer agencies and services to provide mental health services as needed.
2. When local mental health capabilities are exceeded, requests shall be made through normal emergency management channels (county EOC).
3. Kitsap Mental Health Services may act as a Mass Care Shelter for special needs victims of a major disaster upon request by the Red Cross.

E. Medical Reserve Corps

Support public health efforts, as needed.

VII. REFERENCES

- A. *The Federal Response Plan, ESF #8 Health and Medical*
- B. *Washington State Comprehensive Emergency Management Plan*

Kitsap County
Comprehensive Emergency Management Plan

- C. Kitsap County Mass Casualty Incident Plan*
- D. Kitsap County Terrorism Response Coordination Plan – Attachment 4, Kitsap County Mass Pharmaceutical Distribution Plan*
- E. Kitsap County Coroner Plan*
- F. Kitsap County Health District Emergency Response Plan*
- G. Harrison Hospital Mass Casualty Plan*
- H. Naval Hospital Disaster Preparedness Plan*
- I. Kitsap County Medical Reserve Corps Plan*



EMERGENCY SUPPORT FUNCTION #9 SEARCH AND RESCUE

LEAD: Kitsap County Sheriff's Office
Kitsap County Emergency Management

SUPPORT: Local Law Enforcement Agencies
Search and Rescue Organizations
Washington State (DOT), Division of Aeronautics
US Coast Guard
Kitsap County Fire Agencies
American Red Cross
Military Support Units
Other County Organizations

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of search and rescue resources and provide for the control and coordination of various types of search and rescue operations involving persons in distress resulting from an emergency/disaster.

B. Scope

This Emergency Support Function addresses wilderness search and rescue operations, suburban and structural search and rescue, and includes search and rescue on the ground, in the air, or in the water.

II. RELATED POLICIES

- A. *“Search and Rescue” (SAR) means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, human caused or technological disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW”. (RCW 38.52.010[7])*
- B. *“The chief law enforcement officer of each political subdivision shall be responsible for local SAR activities”. (RCW 38.52.400[1])* The Kitsap County Sheriff's office is responsible for SAR operations in unincorporated Kitsap County. The Sheriff will appoint one or more deputies within the agency as SAR Coordinator(s) to work with the Department of Emergency Management and the

Kitsap County SAR volunteer organizations. The Chiefs of Police in the incorporated cities are responsible for SAR within their jurisdictions. However, the Sheriff's Office may coordinate search operations within these jurisdictions at the request of a police department supervisor.

- C. Operations of SAR activities shall be per state and local operation plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400)
- D. The Emergency Program Manager coordinates direct support to all SAR activities and registers emergency (SAR) workers. (RCW 38.52.400[1])
- E. Local jurisdictions have the responsibility to establish criteria and standards for emergency workers whom they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class. (WAC 118-04)

III. PLANNING ASSUMPTIONS

- A. People will become lost, injured, or killed while outdoors, requiring search and rescue activities in Kitsap County.
- B. An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt urban search and rescue (USAR) and medical care. This may be referred to as structural search and rescue.
- C. Large numbers of local residents and emergent volunteers may initiate activities to help in the rescue effort and will require coordination and direction.

IV. CONCEPT OF OPERATIONS

- A. The Kitsap County Emergency Operations Center (EOC) may be activated to provide coordination, technical and administrative support to SAR operations. Similar provisions may be made from the State Emergency Operations Center (EOC) to support local efforts.
- B. Coordination from the incident scene or from the county EOC to the state EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will utilize whatever communications means necessary to carry out effective SAR operations.
- C. The Kitsap County Sheriff's Office (SAR Coordinator) or Department of Emergency Management, upon request from the SAR Coordinator, will obtain a mission number from State Emergency Management for SAR missions.
- D. An adequate number of volunteers can be recruited for general SAR purposes from within the SAR volunteer organizations. However, neither the County nor the

volunteers can provide all necessary equipment or manpower to cope with all types of SAR missions. Mobile support units must be available upon request from adjoining political subdivisions, or from the State Division of Emergency Management, to ensure and support maximum SAR efforts. All requests for outside resources will be made through normal emergency management channels.

E. Ground Search and Rescue

1. State Emergency Management, upon receiving requests for assistance from appropriate local authorities, will coordinate the resources of other political subdivisions and/or state and federal agencies in support of the requesting agency.
2. Air support or reconnaissance may be requested through State Emergency Management to assist the ground teams, as needed.
3. State Emergency Management will issue mission numbers to local authorities in response to downed or missing aircraft for ground search only, and will coordinate these missions with the Department of Transportation, Division of Aeronautics.

F. Marine Search and Rescue

1. The United States Coast Guard directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).
2. Upon notification of a possible boating accident or possible drowning, CENCOM will notify:
 - a. Appropriate Law Enforcement Agency
 - b. Local Fire Agency
 - c. Coast Guard - if in salt water.
3. Underwater evidence searches will be coordinated by the SAR Coordinator who will obtain an evidence mission number using the proper procedures.

G. Air Search and Rescue

1. The United States Air Force directs search operations for downed scheduled aircraft, downed or missing military aircraft, aircraft carrying people or things of national significance, or aircraft of international origin.
2. Air SAR for missing or downed civil aircraft is the responsibility of the Washington State Department of Transportation (WSDOT) Division of Aeronautics.

3. Local law enforcement may participate in a search for downed or missing aircraft when there is a reasonable likelihood that craft is located within their jurisdiction. These activities will be coordinated with the Washington State D.O.T. Division of Aeronautics. Upon location of the downed aircraft, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.
4. Upon notification of the possibility of a downed aircraft in Kitsap County, CENCOM will notify the SAR Coordinator and DEM Duty Officer who will:
 - a. Request a SAR mission number from State Emergency Management using proper procedures.
 - b. Activate other SAR units, as appropriate.

V. RESPONSIBILITIES

A. Local

1. Sheriff's Office
 - a. Provide direction to SAR operations in cooperation with the Emergency Program Manager and is responsible for search and rescue operations within unincorporated areas of Kitsap County.
 - b. Identify the emergency needs for equipment and supplies and ensures that it is available in convenient locations.
 - c. Inform Emergency Management of needed resources to be requested from State Emergency Management.
 - d. Coordinate search and rescue activities and training with SAR volunteer organizations.
 - e. May provide direction for search operations in other jurisdictions at the request of local law enforcement.
2. SAR Organizations
 - a. Provide manpower for search and rescue activities under the direction and control of the Sheriff's Office.
 - b. Develop and implement local SAR programs in coordination with the Sheriff's office.
 - c. Provide other assistance as requested.

- d. Train and prepare for SAR activities within the scope of the assignment.

3. Emergency Management

- a. Secure SAR mission numbers from State Emergency Management upon request from the SAR Coordinator.
- b. DEM is the administrative arm of Search and Rescue. It oversees quality assurance in partnership with the Sheriff's office and conducts audits.
- c. Register volunteers involved in Search and Rescue.
- d. Keep and maintain SAR mission records, and forward appropriate records and reimbursement requests to State Emergency Management.
- e. Request state and federal assistance when required.

4. Fire Agencies

The fire agencies conduct rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:

- a. Extricating trapped person(s).
- b. Rendering essential medical aid at time of release and/or prior to removal.
- c. Accomplishing other tasks commensurate with the situation and their capabilities.
- d. Incident Command for structural rescue.

5. Local Law Enforcement Agencies

Maintain policies and procedures for response to SAR incidents. Ensure that department personnel are informed of the department policy and methods for requesting assistance from DEM and the Sheriff's Office SAR Coordinators.

6. Other County Organizations

Assist and support SAR operations when requested and as feasible.

B. State

1. State Emergency Management

- a. Provide for the coordination of state and local SAR resources.
- b. Request federal urban SAR assistance when requested by the county.

C. Federal

1. Federal Emergency Management Agency (FEMA)

Task federal agencies to perform SAR activities under a Declaration of Emergency or Major Disaster Declaration by the President.

2. Air Force Rescue Coordination Center (AFRCC)

Coordinate federal resources providing SAR assistance to states during non-disaster times (reference *National Search and Rescue Plan*).

VI. OPERATIONS BY TIME PHASE

A. Before the Emergency/Disaster

1. Sheriff's Office

- a. Assist in recruiting and training volunteers in SAR skills.
- b. Appoint a SAR Coordinator who will control SAR field operations and serve as advisor to local SAR units.
- c. Assess equipment and training needs.
- d. Maintain and distribute call-out list.

2. Emergency Management

- a. Control SAR administrative functions and serve as administrative advisor to local SAR units.
- b. Maintain an operational EOC and EOC Emergency Operating Procedures.
- c. Maintain a SAR personnel list.

- d. Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations, to help minimize SAR incidents.
- 3. SAR Organizations
 - a. Maintain emergency operating procedures.
 - b. Maintain personnel and equipment resource lists.
 - c. Maintain an updated call-out list with procedures for implementation.
 - d. Assist with the recruiting and training of SAR volunteers.
 - e. Assess equipment and training needs. Ensure that equipment is in proper working order and response personnel retain proper certification to meet state and local requirements.
- 4. All Agencies/Organizations
 - Maintain appropriate emergency operating plans and procedures.

B. During the Emergency/Disaster

- 1. SAR Coordinator
 - a. Report to an incident site and take control of field operations or set up an Incident Command Post, as appropriate.
 - b. Obtain a mission number from State Emergency Management or request that the Sheriff's Office or Department of Emergency Management obtain a mission number.
 - c. Notify appropriate SAR units of activation. May request DEM to assist with this function.
 - d. Request additional resources, as needed. Resource requests should be made through the normal emergency management channels, either local or state.
 - e. Keep a log of SAR activities during the mission.
- 2. Local Law Enforcement Agencies

The local law enforcement agency will respond in the same manner as the Sheriff's office in their political subdivisions. The Police Chief may request

the Sheriff's office take over Incident Command of the SAR operations and local law enforcement will provide investigative and security personnel.

3. Emergency Management

- a. Obtains SAR Mission Number from State Emergency Management upon request of the SAR Coordinator.
- b. Activates the County EOC, if appropriate, and/or establishes necessary communications support.
- c. Coordinates local SAR resources, as necessary.
- d. Submits requests to State Emergency Management for additional resources when local capabilities are exceeded.
- e. Supports SAR operations as requested by the Sheriff's office and/or SAR Coordinator.

4. SAR Organizations

Respond, as requested by the SAR Coordinator, Emergency Management or CENCOM.

5. Fire Agencies

Provide for rescue operations commensurate with the availability of equipment and the degree of specialized training to include extrication of trapped persons or essential medical aid, if appropriate.

6. All Other County Departments/Agencies

Support SAR operations as identified in emergency operating procedures or as requested by Emergency Management and/or EOC.

C. After the Emergency/Disaster

1. Sheriff's Office/SAR Coordinator

- a. When receiving notification from the SAR Coordinator that the mission is terminated, notify State Emergency Management to terminate the mission number, allowing adequate time for volunteers to return home.
- b. Submit appropriate forms and reports to the local Department of Emergency Management within 10 working days after

operation/mission is terminated.

- c. Arrange for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.

2. SAR Organizations

- a. Continue SAR mission until subject(s) has been located or the SAR Coordinator terminates the search.
- b. Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination.
- c. Restore equipment, vehicles, forms, etc., to a state of operational readiness.
- d. Attend critique of SAR mission, as requested by the SAR Coordinator.

3. Emergency Management

- a. Files SAR Reports (Forms: DEM-77 and DEM-78) with State Emergency Management within 15 days of operation/mission termination.
- b. Processes compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary, per RCW 38.52.

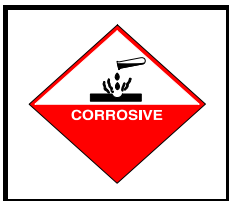
4. Local Law Enforcement Agencies

Respond in the same manner as the Sheriff's Office in their own political subdivisions unless they have relinquished command of the SAR Mission to the Sheriff's Office.

VII. REFERENCES

- A. *RCW 38.52 and WAC 118.04*
- B. *RCW 47.68*
- C. *Washington State Comprehensive Emergency Management Plan*

D. National Search and Rescue Plan



EMERGENCY SUPPORT FUNCTION #10 HAZARDOUS MATERIALS

LEAD: Kitsap County Fire Agencies
Washington State Patrol (WSP)

SUPPORT: Kitsap County Emergency Management (DEM)
Local Emergency Planning Committee (LEPC)
State and Federal Agencies
Kitsap County Sheriff's Office/Local Law Enforcement Agencies
Kitsap County Public Works
All Response Agencies/Organizations

I. INTRODUCTION

A. Purpose

To identify local responsibilities for hazardous material incident response and management. To include preparation for and response to any incident involving hazardous substances or materials, including radioactive materials, which, when uncontrolled, can be harmful to persons or the environment of Kitsap County.

B. Scope

This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous material within unincorporated Kitsap County. It includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment.

II. RELATED POLICIES

The planning in this Emergency Support Function will be conducted and maintained in conjunction with SARA Title III requirements and WAC 118.40 under the auspices of the Local Emergency Planning Committee (LEPC). Hazards are discussed in Attachment 1.

III. PLANNING ASSUMPTIONS

- A. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
- B. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

- C. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, waterway or airline mishaps.
- D. Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.
- E. Emergency exemptions may be needed for disposal of contaminated material.
- F. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

IV. CONCEPT OF OPERATIONS

A. General

- 1. Washington State Patrol has Incident Command (IC) for hazardous materials incidents except in areas where this has been taken by local Fire Agencies. See Attachment 2 for Incident Command designations. Local Fire agencies may be the initial responding agency. Fire District plans and procedures will detail local operation concepts and responsibilities to the extent of the level of training and resources available.
- 2. Local emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of persons at risk, initial isolation of an area, and identification of involved materials. The Incident Commander will ensure that the State Emergency Management Division and other local, state and federal agencies are notified as per local, state and federal laws, regulations and plans.
- 3. Wherever possible, mutual aid agreements among local emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.
- 4. Each agency that has assumed IC responsibilities will ensure that there is trained staff, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.

B. Local

- 1. Notification
 - a. Kitsap County's Central Emergency Communications Facility (CENCOM E9-1-1) shall provide a single point of notification and Emergency Management, a single point for coordination of hazardous materials incidents through CENCOM's 24-hour capability.

- b. Any department/agency becoming aware of a hazardous materials incident shall immediately notify CENCOM (E9-1-1) for dispatch of appropriate emergency response personnel. The Incident Commander at the scene will ensure that WSP is notified by CENCOM of the incident, if they are the designated IC.
- c. If the Incident Commander requires additional resources to mitigate the incident, DEM may be contacted to assist in coordination.
- d. Local industry shall also be educated to use CENCOM (E9-1-1) immediately to make notification of a hazardous materials incident.
- e. The Kitsap County Emergency Operations Center (EOC) shall be activated, as necessary, to support the Incident Commander.

2. On-Scene Management

The structure of local agency on-scene management will depend on the size and scope of the incident. The Incident Commander will be responsible for the coordination and management of the on-scene response. For the purposes of this Plan, the Incident Commander will be the senior on-scene official from the first response agency until relieved by a higher authority.

Upon arriving at the incident scene, the Incident Commander will do the following:

- a. Assess the situation. (Based on hazardous materials incident response levels and action classifications shown in Attachment 3.)
- b. Develop objectives.
- c. Develop action plan/priorities.
- d. Make staff/agency assignments to carry out the plan.
- e. It is critically important to identify the owner, shipper and releaser of the product at the earliest opportunity.
- f. Witnesses to the situation must be identified before they leave the scene.

If necessary, these initial actions will be coordinated with first responders. (This could be as simple as a law enforcement officer arriving on the scene, assessing the situation, notifying dispatch, deciding to assist the

driver, and securing the perimeter. It could be a situation where representatives from several response agencies work together to assess a major accident/spill, develop a list of objectives from the public safety standpoint, and carry them out as the action plan dictates in coordination with other on-scene agencies.)

Pursuant to RCW 70.136.030 and the extension of the "Good Samaritan" status, Kitsap County has designated Incident Command Agencies and has filed the aforementioned designation with the state. (See Attachment 2 - Designated Incident Command (IC) Agencies.) In all cases the Incident Commander will coordinate with representatives from other responsible agencies.

The lead person from each responding agency should work with the IC to ensure their agency's objectives are identified and coordinated (Unified Command).

The Incident Commander will also coordinate with the appropriate federal and state agencies, and the private sector, as appropriate.

Four functional areas will be utilized to manage a hazardous materials incident.

Incident Commander: Objectives

Operations:	Perimeter Control, Evacuation, Rescue, Countermeasures/ Cleanup, Emergency Medical, Health, Environment
Planning:	Situation Reports, Resources, Status, Documentation, Technical Advisors
Logistics:	Communications, Transportation, Supplies, Special Equipment, Disposal Sites
Finance:	Contracting, Time Recording, Cost Analysis, Compensation, Claims

C. State

State agencies will respond to hazardous materials incidents according to appropriate federal and state laws, regulations and agency plans.

D. Federal

Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if federal response is required under federal laws, regulations and plans.

V. RESPONSIBILITIES

A. Local

1. Emergency Management
 - a. Act as the coordinator for the various local emergency organizations and as the local liaison to State Emergency Management.
 - b. Participate in the development of training and exercise programs with the first response community.
 - c. Upon the declaration of a local disaster, coordinate resources to support emergency response efforts.
2. Incident Command Agency (appropriate fire response agency or WSP)
 - a. Enter into mutual aid agreements with other public and private entities for effective hazardous materials response.
 - b. Provide command and control during the incident, if appropriate.
3. Community Emergency Coordinator
 - a. Coordinate emergency spill response planning efforts with local, state, and federal officials.
 - b. Facilitate a local and regional spill response capability.
 - c. Assist local facility emergency coordinators in plan implementation.
 - d. Provide technical support to IC agencies during chemical incidents.
 - e. Provide assistance in risk analysis to identify vulnerable areas and methods to reduce those risks.
 - f. Assist in the development of public education programs.
 - g. Coordinate activities with the environmental health department.

- h. Keep public officials abreast of current environmental laws/regulations relating to SARA, Title III.
 - i. Participate in exercises through the LEPC.
- 4. Public Information Officer

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.
- 5. Other Response Departments/Agencies

Respond according to organizational emergency operating procedures.
- 6. Private Facility

Each facility will appoint a facility emergency coordinator, who will:
 - a. Notify appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of hazardous materials (consistent with the emergency notification requirements of SARA Title III, Section 304 and other state and federal regulations governing hazardous material incidents).
 - b. Inform the emergency planning committee of any relevant changes taking place at their facility as the changes occur or are anticipated to occur.
 - c. Promptly provide information to the LEPC that may be needed for developing and implementing the emergency plan, upon request.

B. State

- 1. State Emergency Management
 - a. Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, state and federal response agencies.
 - b. Coordinate the procurement of state resources for use by the on-scene Incident Commander or as requested by DEM or other designated local response agencies or state response agencies.
- 2. State Department of Agriculture

- a. Develop, with the assistance of County extension agents, lists of farms, dairies, and stock ranches that may require monitoring or sampling due to a hazardous materials release.
 - b. Provide technical assistance, laboratory testing and sampling, and estimates on recovery costs for incidents involving pesticides and environmental contamination of farm properties, in coordination with the Department of Health.
 - c. Quarantine contaminated food and fodder.
3. State Department of Ecology
- a. Lead agency for spill response cleanup. Provide on-scene coordination, technical information on containment, cleanup, disposal, and recovery; environmental damage assessment; laboratory analysis and evidence collection for enforcement action for non-radioactive environment threatening hazardous materials incidents.
 - b. Serve as the state on-scene coordinator under the *Federal National Contingency Plan*.
 - c. Other responsibilities as identified in the *Washington State Comprehensive Emergency Management Plan*
4. State Department of Fish and Wildlife
- a. Provide coordination and resource information on potential or actual fish or fish habitat damage and cleanup.
 - b. Provide coordination and resource information on potential or actual wildlife or wildlife habitat damage and cleanup.
5. State Fire Marshall
- a. Provide assistance in damage assessments, investigations, and coordination with officials.
 - b. Authority for incidents involving common or special fireworks (Class B and C) explosives.
6. State Department of Labor and Industries
- a. Enforce safety and health standards whenever employees are

exposed to hazardous chemicals.

- b. Provide technical assistance and information concerning worker exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.

7. State Department of Health

- a. Assume the role as lead agency in incidents involving radioactive materials. Provides technical personnel and equipment and advises state and local governments of the hazards of radioactive materials.
- b. Provide advice and guidance regarding the health hazards of pesticides and other toxic substances. Provide technical assistance, sample collection and laboratory analysis, risk assessment, and control information relative to incidents involving pesticides and other toxic substances.

8. Washington State Patrol

- a. Act as designated Incident Command Agency for hazardous materials incidents on all interstate and state highways and local jurisdictions, unless the local jurisdiction assumes that responsibility as per Section 4, Chapter 172, laws of 1982, as amended, and SHB Number 154, April 1987 in conjunction with RCW 70.136.060 and 70.136.070.
- b. Contact State Emergency Management to notify other agencies as needed.

9. State Department of Transportation

- a. Coordinate the activation of WSDOT personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. Activation may be initiated by WSP.
- b. WSDOT personnel will initially establish traffic control and notify WSP when a hazardous materials spill is discovered, by them, on state roads and interstate highways.

10. State Utilities and Transportation Commission

- a. Investigate rail accidents involving hazardous materials in conjunction with WSP.

- b. Assist first responders by providing supportive data on shippers and haulers of hazardous materials statewide.

C. Federal

1. Environmental Protection Agency (EPA)

- a. Develop and promulgate the National Contingency Plan , chair the National Response Team and co-chair the Regional Response Teams, implements Superfund and other environmental legislation, can provide emergency response team support for hazardous material contingencies, and trains state emergency officials.
- b. Respond with advice and technical resources to protect the environment from all types of hazardous substances.
- c. Act as the federal on-scene coordinator for incidents involving inland waters.

2. United States Coast Guard (USCG)

- a. Operate the National Response Center (NRC) which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
- b. Provide advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics.
- c. Act as the federal on-scene coordinator for incidents involving coastal (navigable) waters.

3. U.S. Department of Energy (DOE)

- a. Coordinate the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the *Federal Radiological Monitoring and Assessment Plan* .
- b. Maintain a common set of off-site radiological monitoring data and provides this data and their interpretation to other appropriate federal, state and local agencies requiring direct knowledge of radiological conditions.
- c. Provide all monitoring data, assessments, and related evaluations to the federal and state response agencies and assists the federal authorities to develop protective action recommendations and other measures to protect public as required.

4. U.S. Department of Transportation
 - a. Regulate the transport of many types of hazardous materials for all transport modes.
 - b. Provide (DOT/USCG) the vice-chairman for the National Response Teams and co-chairs the Regional Response Teams (RRT).
 - c. Coordinate responses to hazardous material contingencies through its National Response Center (NRC).
 - d. Provide emergency response team support to the RRTs and states.
 - e. Train state emergency officials.
5. Federal Emergency Management Agency (FEMA)
 - a. Has the lead coordination role for federal offsite planning and response coordination for all types of radiological emergencies. FEMA develops and tests the *Federal Response Plan* (FRP) for radiological emergencies, provides an important support role to the EPA for relocation functions under Superfund, provides funding to states to support state and local government emergency planners and trains many state and local government officials in planning for and responding to hazardous materials contingencies.
 - b. Promote coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations.

D. Other Agencies

1. Chemtrec
 - a. Provide information and assistance on the nature of the product and steps to handle the problem.
 - b. Contact shipper of the material for more detailed information.
 - c. Provide 24-hour notification capability for hazmat emergencies.
 - d. Access mutual aid programs which notify teams to respond to incidents involving certain chemicals and pesticides.

VI. OPERATIONS BY TIME PHASE

A. Before the Disaster

1. Local Emergency Planning Committee (LEPC)
 - a. Coordinate with all appropriate agencies to ensure operational readiness through emergency response planning, development, and updating.
 - b. Coordinate with local departments/agencies and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.
 - c. Coordinate and participate in emergency response exercises, drills and training.
2. Fire Agencies, Law Enforcement, and other Emergency Response Departments/Agencies
 - a. Maintain Emergency Operating Procedures for hazardous materials emergency response.
 - b. Participate in emergency response exercises, drills, and training.
 - c. Train personnel to the appropriate level for their response.
3. Private
 - a. Maintain on-site hazardous materials response plans including notification procedures for appropriate government agencies.
 - b. Appoint a facility emergency coordinator responsible for emergency notifications and facilitating emergency response.

B. During the Disaster

1. Fire Agencies
 - a. Provide initial response to the incident to the level of their training until Washington State Patrol is available to serve as Incident Command Agency for their district. (See Attachment 2 for the designated Incident Command Agency.)
 - b. Coordinate with lead representatives from other responsible agencies to ensure each agency's objectives and responsibilities are coordinated and carried out. (Unified Command)

- c. Assist law enforcement, when possible, in warning the public, evacuate, routing, and/or traffic control.
 - d. May assist in limited containment of hazardous material substances to prevent contamination.
- 2. Washington State Patrol (WSP)
 - a. Serve as Incident Command agency in those areas where fire agencies are not designated as Incident Command agencies. The areas that require WSP response are shown in Attachment 2.
 - b. Coordinate with lead representatives from other responsible agencies to ensure each agency's objectives and responsibilities are coordinated and carried out. (Unified Command)
- 3. Emergency Management
 - a. Activate the County EOC and warning systems, as necessary.
 - b. Coordinate emergency resources and requests activation of emergency shelter, if appropriate.
- 4. Law Enforcement Agencies (as conditions warrant)
 - a. Notify key staff.
 - b. Activate emergency operating procedures.
 - c. Enforce restrictions/control of incident site access, crowd control and emergency traffic control.
 - d. Activate public warning and evacuation procedures.
- 5. Other Departments/Agencies

Respond according to agency emergency operating procedures and/or as directed from the EOC.
- 6. Private

Provide local agencies with assistance and expertise in identifying hazardous material substances, response, and clean-up.

C. After the Disaster

- 1. Emergency Management

If activated, continue EOC operations until it is determined that EOC coordination is no longer necessary.

2. All Response Departments/Agencies
 - a. Support recovery efforts as identified in emergency response procedures and/or as directed by the EOC.
 - b. Support appropriate state and federal agencies, as conditions warrant and within the realms of local plans and procedures.
 - c. Participate in debriefing and critiquing organized by the IC agency.
 - d. Provide situation and status reports, upon request, to Emergency Management/EOC.

VI. REFERENCES

- A. *Washington State Comprehensive Emergency Management Plan*
- B. *The Federal Response Plan, ESF #10*
- C. *Superfund Amendments and Re-authorization Act (SARA Title III)*

VII. ATTACHMENTS

1. Vulnerability to Hazardous Materials and Waste
2. Designated Incident Command (IC) Agencies
3. Hazardous Materials Incident Response Levels and Action Classifications

ATTACHMENT 1 VULNERABILITY TO HAZARDOUS MATERIALS AND WASTE

1. Kitsap County is subject to various hazardous materials as identified in the county's Hazard Identification Vulnerability Analysis (HIVA). The general types of hazardous materials which the county is subjected to on a daily basis are:

- a. Chemical Materials: Those materials that do not exhibit etiological or radiological properties.
 - b. Etiological Materials: Those organisms that have a pathogenic effect on life or the environment and can exist in normal ambient environments.
 - c. Radioactive Materials: Those materials that emit alpha, beta, or gamma radiation.
2. The physical state of hazardous materials may be classified as gases, solids, or liquids. They can be stored or contained at high or low pressure and may be affected by the environment in which the incident occurs.
 3. Kitsap County has a number of major highway transportation corridors. High volumes of vehicle traffic move daily on these highways. Most of the hazardous materials and waste in Kitsap County is moved to, from, and through the county on this same highway net. Kitsap County is considered most vulnerable to spills of hazardous materials and waste during the movement of the material over the county's highways.
 4. Some types of hazardous materials moving over the highways are:

Acids	Lacquers
Adhesives	Monomers
Aerosols	Office Copier Chemicals
Anodizing Chemicals	Paints
Battery Fluids	Pesticides
Catalysts	Photographic Chemicals
Cleaning Agents (all types)	Photoresists
Degreasing Agents	Pickling Agents
Detergents	Printing Inks
Duplicating Machine Fluids	Process Chemicals
Electrolytes	Radioactive Materials
Electroplating Chemicals	Resin Ingredients
Etching Baths	Rubber Chemicals
Etiological Material	Shellacs
Explosives	Soaps
Foaming Resins	Solvents

Foundry Mold Material	Surfactants
Fuels (all types)	Varnishes
Industrial Oils	Wastewater Treatment
Janitorial Supplies	Water Treatment

5. Kitsap County is intersected by a combination of railroad lines. Some lines service commercial businesses, but primarily transport other materials.
6. Waterborne hazardous material spills could easily occur due to the fact that so much of Kitsap County's border is waterfront and many hazardous materials are on, or adjacent to, waterfronts. While hazardous material spills could conceivably occur anywhere on the Kitsap County shoreline, the most likely areas for a disastrous spill are where bulk hazardous materials are stored or used.
7. While aircraft carry hazardous materials, including fuel, and flight paths cover Kitsap County, it is a low probability that a major airliner or cargo aircraft would crash in the county. However it is a possibility and must be considered, particularly for traffic in and out of Seattle-Tacoma International Airport, Olympia Airport, McCord Air Force Base, and Fort Lewis Grey Army Air Field.
8. Natural gas is supplied to Kitsap County residents through large underground gas transmission lines. The primary hazard of piped natural gas is the rupture of lines and release of gas in areas affected by major earthquake. In this case, explosion and widespread fuel fed fire would likely occur.
9. A demonstrated hazard is the storage of flammable fuels in above and below ground storage tanks. Leaks and rupture pose a direct threat to not only the people and structures nearby, but to the environment, especially water.
10. Continued growth in population and business will increase the need for certain hazardous materials and will result in more hazardous waste.

ATTACHMENT 2 DESIGNATED INCIDENT COMMAND (IC) AGENCIES

JURISDICTION	GENERAL AREA	IC AGENCY

FD #7 *	South Kitsap	FD #7
FD #18 *	Poulsbo	WSP
Bremerton **	Bremerton	WSP
CKF&R *	Central Kitsap	WSP
NKF&R *	North Kitsap	WSP
Bainbridge Island *	Bainbridge Island	WSP

* = Fire Agency
** = City Fire Department

ATTACHMENT 3 HAZARDOUS MATERIALS INCIDENT RESPONSE LEVELS AND ACTION CLASSIFICATIONS

LEVEL I

1. Spills which can be contained and absorbed by equipment and supplies immediately

available to the emergency personnel.

2. Fires which can be extinguished with the resources immediately available to the first response agency.
3. Leaks which can be controlled using equipment and supplies immediately available to the emergency personnel.
4. Incidents which do not require evacuation.

LEVEL II

1. An incident involving a greater hazard or larger area which poses a potential threat to life, property and/or the environment.
2. An incident involving a toxic substance which may require evacuation of citizens.
3. A hazardous materials incident which requires assistance from outside agencies (such as the Red Cross) to work with evacuees, medical facilities, and personnel for treatment of casualties and agencies concerned with the environmental impact.

LEVEL III

1. A major hazardous materials incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.
2. A hazardous materials incident within Kitsap County that involves evacuation of areas outside of Kitsap County.
3. A hazardous materials incident whose location is outside Kitsap County but requires evacuation of areas within Kitsap County.



EMERGENCY SUPPORT FUNCTION #11 FOOD, WATER AND DONATED GOODS

LEAD: American Red Cross (ARC)
Salvation Army
Kitsap County Department of Emergency Management (DEM)

SUPPORT: Kitsap County Health District
Kitsap County Parks
Kitsap County Cooperative Extension Agent

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster to persons unable to provide for themselves.

B. Scope

This ESF provides for the management, safe handling and distribution of food stocks, water and donated goods for the needs in Kitsap County and its cities during a major emergency or disaster.

II. RELATED POLICIES

None specific.

III. PLANNING ASSUMPTIONS

- A. Under emergency/disaster conditions the American Red Cross and the Salvation Army are the agencies that have the ability to coordinate mass care.
- B. DEM will work with all community, humanitarian, and social service organizations to assist in the coordination of this activity.
- C. Kitsap County Health District will provide guidance to the County, agencies and individuals to ensure the safety of food, water, and donated goods to the public.
- D. Kitsap County will not accept un-processed donated goods during an emergency/disaster.
- E. The distribution of food, water and donated goods needs to be a community-wide

effort to include Kitsap County government.

- F. Distribution of food, water and donated goods will tax government, humanitarian and social service agencies.
- G. Kitsap County has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event.
- H. If not handled properly, food water and donated goods can become vehicles for illness and disease transmission, which must be avoided.

IV. CONCEPT OF OPERATIONS

A. General

- 1. DEM will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations and water purveyors for the management of food, water and donated goods.
- 2. Kitsap County Health Department and the County Extension Agent (agricultural agent) will provide information on preventative measures to be taken to reduce contamination of foodstuffs, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency foodstuffs. Information will be disseminated as described in Appendix 2, Public Information.

B. Food

- 1. In the event of a countywide disaster, the cooperation of the food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
- 2. The Logistics Group Food Unit in the Emergency Operations Center (EOC) will coordinate county food resources.
- 3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.

C. Water

- 1. Kitsap County residents obtain their drinking water from either individual water sources or public water supplies.
- 2. The Logistic Group in the EOC will coordinate county water resources.
- 3. Water supplies may be severely impacted during flooding, severe winter storms (frozen and ruptured pipes) and earthquakes (total disruption,

cracks, pipeline failures, etc.).

4. Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.
5. Following an earthquake, water must be considered contaminated because of pipeline breaks.

D. Donated Goods

1. During a disaster both the public and major corporations become very generous in donating monies and goods to the disaster area. Often this generous outpouring of goodwill severely impacts and overwhelms local government and social agencies trying to manage the donated goods.
2. The Logistic Group in the EOC will coordinate county donated goods resources.
3. In a Puget Sound-wide earthquake, the management of donated goods will not only tax government and social agencies but the donated goods could be so generous that many will never be used and will require disposal.
4. Kitsap County government will coordinate all "nationally donated goods" with the State Emergency Management Logistics Center.
5. The Logistic Group in the EOC will assure all donated goods are evenly distributed based on need to the cities of Kitsap County and the unincorporated areas of the county.
6. Donated goods are categorized into two sections; solicited goods and unsolicited goods.

Solicited Goods - The impacted community has identified a specific need and requested specific items from either the general public and or the community at large. Usually the request is for cash to the American Red Cross and/or Salvation Army providing the major relief efforts to the affected community.

Unsolicited Goods - The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not.

V. RESPONSIBILITIES

A. Local

1. Emergency Management

- a. Coordinate the activities of those local agencies charged in local plans for the provision and management of food, water, and donated goods.
- b. Inform assigned agencies of the need to coordinate food, water, and donated goods.
- c. Coordinate and maintains liaison with private providers of mass care resources and services.
- d. Coordinate with all appropriate departments/agencies to ensure operational readiness.
- e. Maintain an operational EOC and its emergency operating procedures.
- f. Coordinate emergency public information regarding food resources with the State Emergency Public Information Officer.
- g. Notify the local food bank of the possible need to activate and coordinate food distribution.
- h. Coordinate with State Emergency Management in the development of local programs that will manage the logistics of food, water and donated goods.

2. American Red Cross

- a. Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meets other urgent immediate needs.
- b. Assess equipment and training needs.
- c. Provide liaison to the County EOC.

3. Salvation Army

- a. Provide mobile canteen services.
- b. Provide emergency feeding services.
- c. Collect and distributes food, clothing, and other supplies.

- d. Maintain a resource listing of equipment, supplies, and facilities and their availability.
 - e. Provide a copy of the resource listing to DEM upon request.
 - f. Assess equipment and training needs.
 - g. Coordinate activities with the County EOC.
4. Health District
- a. Analyze water samples from sources suspected of contamination and makes appropriate recommendations.
 - b. Develop procedures to notify the residents of Kitsap County how to treat contaminated food and water.
 - c. Inspect (if available) donated goods with the Department of Agriculture. Oversees the safe distribution of food, water and donated goods.
5. Parks Department
- a. Coordinate with the EOC potential sites for holding donated goods, food and water supplies. Provide logistical support in distribution of food, water and donated goods.
 - b. Act as liaison with cities for potential holding areas.
6. Cooperative Extension
- Provide information on food safety.
7. Public Information
- Coordinate all public information, instructions, and media relations as defined in Appendix 1, Public Information.

B. State

- 1. State Emergency Management
 - a. Request the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
 - b. Provide overall logistical support of nationally donated goods by

managing the State Logistics Center for 72 hours after activation.

- c. Alert those state and local agencies that have the expertise needed for managing food (Dept. of Agriculture), water (Dept. of Health) , and donated goods (Government Surplus Administration).

2. Department of Health

- a. Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.
- b. If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

3. Other State Agencies

Responsibilities as identified in the *Washington State Comprehensive Emergency Management Plan*.

C. Federal

The Department of Agriculture assists in the inspection of donated foods and other goods.

D. Private

The State Emergency Management Council provides for local mass care and feeding through its local member units.

- 1. Assesses equipment and supply needs.
- 2. Recruits and supervises (as requested) volunteers to staff local logistics center.

VII. REFERENCES

A. *The Federal Response Plan*

B. *Washington State Comprehensive Emergency Management Plan*



EMERGENCY SUPPORT FUNCTION #12 ENERGY AND UTILITIES

LEAD: Kitsap County Roads and Transportation
Water Purveyors
Kitsap County Wastewater Utilities
Kitsap County Stormwater Utilities
Kitsap County Solid Waste Service Providers

SUPPORT: Kitsap County Emergency Management (DEM)
Public Information
Utility Providers

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of available electric power, water resources, telecommunications, natural gas, and petroleum products, as required, to meet essential needs in Kitsap County during emergency/disaster situations, and to provide for the restoration of utilities affected by an emergency/disaster.

B. Scope

The scope of this Emergency Support Function (ESF) includes:

1. Assessing energy systems and utilities damage, supply, demand, and requirements to restore such systems.
2. Helping Kitsap County departments and agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.
3. Helping Kitsap County energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

II. RELATED POLICIES

- A. Kitsap County's priority will be to protect lives and property including critical energy, utility lifelines and the environment.

III. PLANNING ASSUMPTIONS

- A. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect fire fighting, transportation, communication, and other lifelines needed for public health and safety.
- B. There may be widespread and/or prolonged electric power failure. With no electric power, communications, water, wastewater, and solid waste disposal systems will be affected. Traffic signals may not operate, which could lead to gridlock.
- C. There may be extensive pipeline failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- D. There may be panic hoarding of fuel in some areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- E. Natural gas lines may fracture, creating a hazardous, volatile environment.
- F. Water pressure may be low, hampering firefighting and impairing sewer system function.
- G. Kitsap County departments, under Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

- A. The occurrence of a major disaster could destroy or disrupt all or a portion of the county's energy and utility systems.
 - 1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.
 - 2. Water supply systems within the county are either publicly or privately owned and are organized at municipal or local private levels. Since these systems are not normally interconnected, emergency planning for water and utilities is concerned with restoration efforts.
 - 3. Within Kitsap County, natural gas is supplied by major energy corporations through common pipelines originating from the Western

United States and Canada.

4. The Department of Transportation (WSDOT) can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.
- B. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
- C. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
- D. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
- E. As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to DEM.
- F. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

"To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local agency is authorized and directed to take action to carry out the orders issued by the Governor.....a local governmental agency shall not be held liable for any lawful actions consistent with RCW 43.21G.030.....in accordance with such orders issued by the Governor." (RCW 43.21G.050)

V. RESPONSIBILITIES

A. Local

1. Emergency Management
 - a. Maintain close liaison with local utilities and identify 24-hour emergency numbers and contact personnel.

- b. Coordinate assistance to support local utility and energy providers, as requested.
- 2. Waste water utilities, stormwater utilities, public and private water purveyors and other municipal utilities.
 - a. Maintain and control water, sewer, and solid waste systems within their jurisdictions.
 - b. Perform damage assessment on systems and identify problems or shortfalls in service capacities. Report findings to the EOC.
 - c. Regulate water and utility usage in times of shortages, as appropriate, assuring priority use set to meet immediate and essential emergency needs.
 - d. Within available means, protect existing water sources and systems and restore damaged systems.
 - e. Identify potential areas for mitigation strategy.
 - f. Prepare appropriate disaster assistance forms for submittal to appropriate state and federal agencies.
- 3. Roads and Transportation

Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.
- 4. Public Information

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.
- 5. Other Utility Providers
 - a. Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
 - b. Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
 - c. Determine, in conjunction with the EOC, priorities among users if adequate utility supply is not available to meet all essential needs.
 - d. Provide information necessary for compiling damage and

operational capability reports.

B. State

1. State Emergency Management

- a. Alert appropriate state agencies of the possible requirement to supplement local energy and utility needs.
- b. Coordinate with the Utilities and Transportation Commission to provide supplemental assistance to local government.

C. Federal

Federal Emergency Management Agency (FEMA) coordinates the activities of federal agencies having supplemental energy and utility resources capabilities during a presidentially declared emergency or disaster.

VI. REFERENCES

- A. *The Federal Response Plan, ESF #12 - Energy*
- B. *Washington State Comprehensive Emergency Management Plan*
- C. *Kitsap County Refueling Plan*



EMERGENCY SUPPORT FUNCTION #20 MILITARY SUPPORT TO CIVIL AUTHORITIES

LEAD: Kitsap County Department of Emergency Management (DEM)

SUPPORT: Washington State Military Department
Local Federal Military Activities

I. INTRODUCTION

A. Purpose

To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities (MSCA).

To describe procedures to obtain MSCA.

B. Scope

This Emergency Support Function (ESF) applies to all requests for military support originated by Kitsap County Emergency Management following a local declaration of emergency.

II. RELATED POLICIES

None specific.

III. ASSUMPTIONS

- A. The military is capable of providing a wide range of support to local governments in an emergency.
- B. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.
- C. All military assistance, except requests during imminently serious situations as described herein, will be requested through the Washington State Military Department, Division of Emergency Management.
- D. Military support may be delayed until a state of emergency is declared by the Governor or there has been a presidential declaration.

- E. It may take 48-hours or longer to receive military assistance.
- F. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. CONCEPT OF OPERATIONS

- A. If Kitsap County cannot accommodate a resource request using county or private assets, a resource request will be made to the state EOC as part of routine resource management activities. It will be up to the state to determine the appropriate means of meeting the county's request, including the use of military assets.
- B. If the county Logistics Section Chief is aware of a specific resource owned by the military and needed by the county, the specific resource may be requested as part of the request sent to the State EOC.
- C. In an imminently serious situation, the county may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:
 - 1. An imminently serious situation exists.
 - 2. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.
 - 3. The military unit is the only source of help available including the private sector, or the only source of help, including the private sector, that can respond in time to support the county in alleviating the situation.
 - 4. The Board of County Commissioners has proclaimed a local emergency.
 - 5. The county or Washington State government is willing to certify to military authorities that conditions 1, 3, and 4 exist.
 - 6. The county agrees to assume the costs incurred by the military unit to provide the requested support.

V. RESPONSIBILITIES

- A. EOC Logistics Section
 - 1. Determine if and when a recommendation will be made to request military assistance.
 - 2. Prepare requests for military assistance.

3. Transmit all requests to State Emergency Management.
4. Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.
5. Coordinate activities to ensure efficient use of requested assets.

VI. REFERENCES

- A. *Kitsap County Comprehensive Emergency Management Plan, Emergency Support Function 7, Resource Management.*
- B. *Washington State Comprehensive Emergency Management Plan.*
- C. *Headquarters, I Corps and Fort Lewis, Military Support to Civil Authorities Plan.*

VII. ATTACHMENTS

1. Military Organizations
2. Examples of Military Resources and Services

ATTACHMENT 1

MILITARY ORGANIZATIONS

U.S. Army Corps of Engineers, Seattle (206) 764-3406 **MILITARY CONTACT MUST BE VIA THE WASHINGTON STATE EMERGENCY OPERATIONS CENTER OR DUTY OFFICER**

Washington Army National Guard, Camp Murray, WA 98430

Commander, 5th Continental US Army (CONUSA) Headquarters, 1st Corps, Fort Lewis, WA 98431-5000

Madigan Army Medical Center, Tacoma, WA 98431-5000

US Army Reserve HQ, 70th Regional Support Brigade (RSC) 4575 36th Ave. W., Fort Lawton, WA 98199-5000

A Company, 6th Battalion, 158 Aviation Regiment 3433 109th St. SW, Everett, WA 98204

Navy Region Northwest, 1103 Hunley Rd., Silverdale, WA 98315-1199, (360) 315-5123

Naval Station Everett, 2000 W. Marine View Drive, Everett, WA 98207-500

Naval Station Bremerton, 120 South Dewey Street, Bremerton, WA 98314

Puget Sound Naval Shipyard, Bremerton, WA

Manchester Fuel Depot, 7501 Beach Dr., Port Orchard, WA 98366

Naval Undersea Warfare Center, 610 Dowell St., Keyport, WA

Naval Hospital Bremerton, Bremerton, WA 98312

Navy Engineering Field Activity NW, 19917 7th Ave. NE, Poulsbo, WA 98370-7570

Naval Submarine Base Bangor, Silverdale, WA 98315-1200

62nd Air Force Wing, McChord Air Force Base, WA 98438

ATTACHMENT 2

EXAMPLES OF MILITARY RESOURCES AND SERVICES

(Not all-inclusive)

A. Washington Military Department

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications
- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water
- Aerial reconnaissance

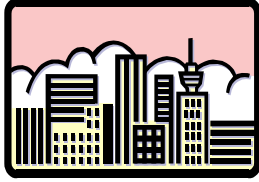
B. U. S. Department of Defense:

- Medical assistance
- Patient evacuation
- Urban fire suppression (requested through CENCOM mutual aid)
- Communications equipment
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings
- Demolition

- Water supply
- Restoration services for critical facilities
- Contracting and construction management
- Electrical generation

REFERENCES:

RCW Chapter 38.08



EMERGENCY SUPPORT FUNCTION #21 RECOVERY AND RESTORATION

LEAD: Kitsap County Emergency Management (DEM)

SUPPORT : All Kitsap County Organizations

I. INTRODUCTION

A. Purpose

To provide a process to facilitate the community's transition from a disaster situation to the resumption of normal activities.

B. Scope

This ESF applies to all county organizations and addresses disaster related assistance and services provided by government and volunteer agencies following the response to a hazardous event. This ESF will be implemented in concert with ESF #7 Resource Management; ESF #23, Damage Assessment, and the *Kitsap County Recovery Plan*.

II. RELATED POLICIES

- A. Kitsap County DEM will coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities and tribes, and forward the information to State Emergency Management for a determination of whether the county will be recommended for federal individual assistance, public assistance, or both.
- B. Whenever Kitsap County qualifies for state and/or federal individual disaster assistance, individuals, families, and businesses will be referred to applicable state and federal programs, or to volunteer agencies.
- C. When individuals, families, and businesses do not qualify for state or federal assistance, or whenever Kitsap County declares a local emergency, which is not followed by a state or federal declaration, assistance will be provided in accordance with existing county policy and programs or by volunteer agencies.
- D. Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through state and federal programs, as available.

- E. Mitigation grant applications will be the responsibility of the requesting organization and must be approved by the Board of County Commissioners prior to submission.

III. PLANNING ASSUMPTIONS

- A. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, shelter, clothing and transportation following a disaster event.
- B. To the extent practicable, immediate basic needs will be the responsibility of the individual, benefited by individual disaster preparedness measures.
- C. Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities and resource availability.
- D. Organizations or agencies, whether public or private, providing utility services prior to a disaster, will have and will implement plans to continue that service during recovery and restoration.

IV. CONCEPT OF OPERATIONS

- A. Following the response to a hazardous event, the County EOC will remain activated to coordinate initial recovery and restoration activities. The EOC will remain activated until its coordinating functions are no longer needed. The EOC may be reactivated on a temporary basis to meet developing needs.
- B. Depending on the nature of the disaster, the Disaster Recovery Team may be convened to coordinate the county's recovery and restoration activities, including mitigation. (See Kitsap County Recovery Plan).
- C. County EOC staff and the Disaster Recovery Team will support countywide activities. Liaison and coordination will be maintained with federal, state, city and town officials, the American Red Cross, and other volunteer organizations. The priority of tasks will be determined by the EOC Supervisor or Chair of the Disaster Recovery Team.
- D. During the response phase, County EOC staff will document reported damage throughout the county, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary, for meeting urgent community needs.
- E. The resources and services of county organizations will be used to the extent practicable. Additional services or resources, or those not normally part of the county inventory, may be procured from private sources,

requested through State Emergency Management, or provided by community largess.

- F. Individuals, families, and the business community seeking financial or housing assistance will be referred to state, federal or volunteer program coordinators, as applicable.
- G. A compendium of selected disaster assistance programs is included as Attachment 1.

V. RESPONSIBILITIES

A. Local

- 1. All County Organizations
 - a. Include recovery and restoration activities in organizational training programs and participate in county-wide drills and exercises to evaluate recovery and restoration activities and procedures.
 - b. Implement recovery and restoration procedures following a hazardous event, as appropriate.
 - c. Provide the Public Information Coordinator with relevant information for distribution to the public.
 - d. Provide competent liaison to coordinate with state and federal assessors the development and tracking of Disaster Survey Reports.
 - e. Support and assist those organizations with specific recovery and restoration responsibilities as requested.
- 2. American Red Cross (ARC)
 - a. Activate mass care facilities and individual assistance programs as the need is identified by ARC staff or upon request from County DEM or the EOC.
 - b. Send an ARC representative to the EOC for mass care and individual assistance coordination, as appropriate.
 - c. Coordinate pet care with the local animal services and staff.
- 3. Local Kitsap Animal Services
 - a. Ensure adequate resources and trained personnel are identified to provide disaster recovery and restoration services. Develop plans and procedures to register and use resources of other government

agencies, professional organizations, humane societies, and volunteers.

- b. Assist American Red Cross mass care efforts by arranging for the care of pets brought to shelters.
- c. Assist individuals with animals in distress, arranging for animal transportation and care, as necessary.
- d. Activate animal shelters as necessary.

4. Assessor

Process citizen requests for property reassessment, or reduction of assessments due as a result of losses or damages caused by a disaster.

5. Auditor's Office/Financial Services

In meeting the requirements of RCWs 36.22 & 36.40 provide financial and accounting services to county departments and offices for FEMA and other related loans and grants.

6. Facilities

In coordination with DEM, arrange for facilities, furnishings and equipment to support a Disaster Recovery Assistance Center.

7. Community Development

- a. Review development standards and building codes as a result of lessons learned from a disaster, as appropriate.
- b. Assist and advise the public with relevant recovery activities including building and safety inspections, land use and zoning information, and permit assistance.

8. Disaster Recovery Team

- a. Decide and direct the scope and timing of county involvement in collection, receipt and disposal of disaster related debris.
- b. Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is disagreement or confusion regarding responsibility, scope, duration, coordination, or procedures.

9. Emergency Management

- a. Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.
 - b. Arrange for establishment of a Disaster Recovery Assistance Center when requested by state or federal emergency management personnel.
 - c. Maintain files of disaster related recovery and restoration information provided during previous disasters, including that of state and federal agencies and other jurisdictions.
 - d. Develop EOC procedures for coordinating recovery and restoration activities and public information; coordinate content and distribution of recovery information with state and federal emergency management agencies.
 - e. In coordination with the Public Information Coordinator, inform the public of available services and assistance programs.
 - f. Develop and maintain a system for registering emergency workers for recovery and restoration activities.
 - g. Develop and maintain a system for coordinating emergent volunteers, not otherwise qualified for registration as emergency workers, for recovery and restoration activities.
 - h. Assist other organizations in identifying recovery and restoration activities and training opportunities.
 - i. Include recovery and restoration coordination as part of the county-wide emergency management training program.
 - j. Coordinate Comprehensive Emergency Management Plan review after each activation to incorporate lessons learned.
10. Administrative Services
- a. Develop policy and procedures to assist the recovery team and county organizations with obtaining appropriately trained personnel to assist with recovery activities.
 - b. Coordinate identification and application of available grants.
11. Parks

- a. In coordination with other county organizations, identify temporary storage locations for disaster related debris.
- b. In coordination with other county organizations, identify sites for temporary campgrounds to accommodate displaced families and individuals, assuring sufficient space for emergency sanitation and staging of support infrastructure such as field kitchens, generators, mobile hospitals, and administrative facilities.

12. Public Health and Social Services

- a. Advise the public, through the Public Information Coordinator, of pertinent public health and environmental health issues and concerns such as: inspection of on-site sewage systems and wells, sanitation and disinfection, food and water safety, and disease.
- b. Inspect and, if necessary, abate abandoned structures.
- c. Provide for vector control, as necessary.
- d. Provide for mental health and stress counseling to disaster victims.
- e. Provide, or coordinate the distribution of, emergency drinking water and sanitation facilities to stricken areas, as necessary.
- f. In coordination with Public Works Moderate Risk Waste Division, provide for collection and disposal of hazardous materials.
- g. Ensure adequate resources and trained personnel are identified to conduct public and environmental health activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business and medical communities, and volunteers.

13. Public Information

Coordinate public information and instructions and media relations as defined in Appendix 2, Public Information.

14. Roads Department

- a. Remove debris from rights-of-way and repair and restore roads and bridges damaged during a disaster; initial focus should be on major or critical routes.
- b. Assist with debris collection, drainage and transportation activities.

15. Sheriff's Office

Provide inmate crews to assist other organizations with recovery and restoration activities.

16. Public Works

- a. Develop policy and procedures, in coordination with Environmental Health and Roads & Transportation Services, for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.
- b. Develop policy and procedures for accepting disaster debris at the land fill and transfer stations.
- c. In coordination with other county organizations, develop policy and procedures to segregate disaster debris into recyclable and non-recyclable components, including the recycling of applicable components.
- d. Ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business community, and volunteers.
- e. Develop policy and procedures for addressing storm water, surface water, and drainage issues on private property.

B. State/Federal

1. Dispatch assessment teams to document or verify public and private damage.
2. If Individual Assistance is authorized, establish a local Disaster Recovery Assistance Center to assist qualified citizens with filing claims for financial or housing assistance.
3. If Public Assistance is authorized, dispatch assessors to develop, in coordination with local representatives, Disaster Survey Reports for public damage and response costs.
4. Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate.
5. Coordinate public information and assistance activities with the County Public Information Coordinator. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.

VI. REFERENCES

- A. *Washington State Emergency Management Disaster Assistance Guide for Local Governments*
- B. *Kitsap County Recovery Plan*

VII. ATTACHMENTS

- 1. Compendium of Individual Assistance Programs

ATTACHMENT 1 INDIVIDUAL ASSISTANCE PROGRAMS

(This compendium identified typical individual assistance programs that may be available following an emergency or disaster. Each program has its own eligibility requirements, which must be met by each applicant to receive assistance)

PROGRAM: Humanitarian Service Groups (e.g. American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups)
FUNDED BY: Agency or Group
ADMINISTERED: Agency or group at temporary or permanent locations

These services can be requested by individuals, local, or state officials. They provide immediate emergency aid such as clothing, food, medical assistance, shelter, clean-up help, transportation, furniture, and medical supplies.

PROGRAM: EMERGENCY FOOD STAMP PROGRAM
FUNDED BY: Food and Nutrition Services (USDA)
ADMINISTERED: State Department of Social and Health Services

Provides food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

PROGRAM: INSURANCE ASSISTANCE
ADMINISTERED: American Insurance Association (AIA)
Federal Emergency Management Agency
National Flood Insurance Program

Counseling on insurance problems and questions.

PROGRAM: CONSUMER PROTECTION
ADMINISTERED: State Attorney General's Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counseling.

PROGRAM: CRISIS COUNSELING

ADMINISTERED: Department of Social and Health Services

Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

PROGRAM: INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)
FUNDED BY: 75% Federal 25% State
ADMINISTERED: State Emergency Management

Intended to provide assistance to individuals and families to permit them to meet those disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

PROGRAM: TEMPORARY HOUSING PROGRAM
FUNDED BY: 100% Federal
ADMINISTERED: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable as a result of a disaster.

PROGRAM: DISASTER LOANS
FUNDED BY: U.S. Small Business Administration
ADMINISTERED: U.S. Small Business Administration

Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residence or personal property loss for renters.

Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster damaged property.

Economic Injury Disaster Loans (EIDL). For business that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

PROGRAM: EMERGENCY LOANS, FARMERS HOME ADMINISTRATION (FHA)
ADMINISTERED: US Department of Agriculture

Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm operating debits incurred during the

disaster year. May also be available if approved by the USDA following a Governor's request.

PROGRAM: DISASTER UNEMPLOYMENT ASSISTANCE
FUNDED BY: FEMA
ADMINISTERED: US Department of Labor through the State Employment Security Department (DOL)

Provides weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

PROGRAM: TAX ASSISTANCE
ADMINISTERED: Internal Revenue Service (IRS)
County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster occurrence or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

PROGRAM: SOCIAL SECURITY BENEFITS
FUNDED BY: Social Security Administration (SSA)
ADMINISTERED: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, and survivor benefits, and SSI payments.

PROGRAM: VETERAN'S BENEFITS
FUNDED BY: Veterans Administration (VA)
ADMINISTERED: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

PROGRAM: LEGAL SERVICES
ADMINISTERED: Federal Emergency Management Agency

Free legal counseling to low income persons for disaster related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance

problems.

OTHER EMERGENCY FINANCING PROGRAMS

PROGRAM: **INFRASTRUCTURE ASSISTANCE COORDINATION COUNCIL
(IACC)**

ADMINISTERED: **State Department of Community, Trade and Economic Development
(DCTED)**

The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities and tribal governments.



EMERGENCY SUPPORT FUNCTION #22 LAW ENFORCEMENT

LEAD: Kitsap County Sheriff's Office
City Law Enforcement Agencies

SUPPORT: Kitsap County Emergency Management
WSP
Tribal Police

I. INTRODUCTION

Purpose

- A. To provide for the effective coordination of law enforcement operations within Kitsap County in the event of an emergency/disaster.
- B. To provide support for state law enforcement operations.
- C. To utilize local law enforcement communications resources to support emergency operations.

II. RELATED POLICIES

- A. Under emergency/disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction. In unincorporated Kitsap County, the Sheriff will exercise police authority.
- B. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Kitsap County Incident Commander.

III. PLANNING ASSUMPTIONS

- A. General law enforcement problems are compounded by disaster related community disruption.
- B. The capabilities of local law enforcement agencies may be strained or exceeded. Supplemental assistance shall be requested through local and state emergency management channels.

IV. CONCEPT OF OPERATIONS

In times of an emergency/disaster, law enforcement agencies shall be called upon to perform a wide range of functions, including, but not limited to warning and evacuation, search and rescue, emergency transportation, emergency communications, control of disaster site access, looting control, crowd control, emergency traffic control, and damage assessment.

- A. Law Enforcement agencies presently available for emergency operations in Kitsap County consist of:
 - 1. Kitsap County Sheriff's Office and Reserves
 - 2. City Police Departments
 - 3. Tribal Police (S'Klallam & Suquamish)
 - 4. Washington State Patrol - Kitsap County Detachment
- B. The Sheriff's Office and municipal law agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the County Emergency Operations Center (EOC). This becomes a valuable resource during a disaster situation. (See ESF #2, Communications, for communication frequencies available.)
- C. If an emergency occurs within unincorporated county limits, the Kitsap County Sheriff's Office will exercise overall authority for law enforcement activities and responsibilities.
- D. Law enforcement units, with the use of their sirens and public address systems, may be used to disseminate warning and emergency information.
- E. The Mutual Aid Act - Washington Laws of 1985, Chapter 89, Section 7(1) provides law enforcement with mutual assistance capabilities between jurisdictions.
- F. The Washington State Patrol (WSP) may provide a representative to the Kitsap County EOC to coordinate disaster law enforcement activities between local, district, and state law enforcement agencies if available.

V. RESPONSIBILITIES

- A. **Local**
 - 1. Law Enforcement Agency with primary jurisdiction
 - a. Notify the EOC Incident Manager of major police emergencies.

- b. Kitsap County Sheriff's Office will coordinate ground and water search and rescue operations within Kitsap County, in conjunction with the law enforcement agency within each respective political subdivision, using paid, reserve, and volunteer personnel.
- c. Control traffic before, during, and after emergencies and disaster; and maintain access and egress routes.
- d. Maintain order in and around emergency/disaster scene; safeguard property in and around scene. Investigate all crimes committed.
- e. Provide a decision-making representative to the Command Post or the EOC at the request of the Incident Commander or the EOC Manager.
- f. Recommend the evacuation of endangered population. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems. Provide security to evacuated property, if resources are available.
- g. Assist the coroner in necessary investigation, identification, recovery and management of deceased persons.
- h. Maintain necessary mutual aid agreements with other jurisdictions for law enforcement services.
- i. Provide incident documentation, reports, and financial information.

2. Emergency Management

- a. Activate EOC, and issue emergency warning(s).
- b. Provide the means for coordinating capabilities, resources and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency/disaster.
- c. Coordinate documentation of emergency activities and recovery of funds.

3. Public Information

Coordinate all public information and instructions, and media relations as defined in Appendix 2, Public Information.

B. State

1. State Emergency Management

Serve as the central point of contact for local government requests for specific state and federal disaster resources and services.

2. Washington State Patrol

- a. Assist the local DEM, County Sheriff, and City Police in law enforcement operations.
- b. Coordinate and maintain liaison with the appropriate state departments, as identified in the *Washington State Comprehensive Emergency Management Plan*.
- c. Provide warning and communications support.

3. All Law Enforcement Agencies

Support recovery operations as defined in agency Emergency Operation Procedures (EOPs) and Standard Operating Procedures (SOPs) or as requested by the Kitsap County EOC, to include:

- a. Maintaining post emergency/disaster security patrols.
- b. Controlling re-entry.
- c. Assisting in damage assessment activities.

VI. REFERENCES

- A. *Kitsap County Sheriff's Office Policy Manual*
- B. *Kitsap County EOC Manual*
- C. *Mutual Aid Act – Washington Laws of 1985, Chapter 89, Section 7 (1)*
- D. *Washington State Comprehensive Emergency Management Plan*



EMERGENCY SUPPORT FUNCTION #23 DAMAGE ASSESSMENT

LEAD: Kitsap County Department of Emergency Management (DEM)

SUPPORT: All County Organizations
American Red Cross (ARC)

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of damage assessment activities.

B. Scope

This ESF applies to all assessment activities in unincorporated Kitsap County related to damage resulting from natural, technological, and human-caused disasters.

II. RELATED POLICIES

The head of each county organization is responsible for establishing policy and procedures for assessing damage and reporting that information to the EOC.

III. PLANNING ASSUMPTIONS

A. There are two types of damage assessment:

1. Urgent, for rapid assessment of what has happened county-wide to prioritize initial response activities and determine the immediate need for outside assistance; and
2. Detailed, to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance.

B. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.

C. There may be a shortage of individuals qualified to assess the damage.

D. Cities, towns, special purpose districts, and public utilities will make detailed

damage assessment reports to the county.

IV. CONCEPT OF OPERATIONS

After any hazardous event, which impacts Kitsap County, a damage assessment of the affected area will be conducted.

A. Urgent Damage Assessment

1. An urgent damage assessment is needed to provide the County Emergency Operations Center (EOC) and first responders with an immediate sense of the types and magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is sometimes referred to as a windshield assessment.
2. Urgent damage assessment will generally begin during the hazardous event, such as a flood or windstorm, or immediately following, such as after an earthquake, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the county
3. Initial, urgent reports may be provided by county organizations, county employees, the media or the public. Damage reports from county organizations or employees should be as concise yet informative as possible and without delay. Reports of damage should not be delayed to gather detailed information. As a minimum, urgent reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.
4. Damage assessment reports will be made to the EOC by the most expeditious means under the circumstances.
5. Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.
6. Following urgent damage assessment, and as necessary, responders will establish response priorities, attending to the needs of the public in a way that provides maximum life-saving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements or through the EOC.
7. EOC staff will analyze the information received, develop countywide response priorities and coordinate resources accordingly. EOC staff will

also disseminate damage information to appropriate government officials, the media, and the public.

B. Detailed Damage Assessment

1. A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal assistance, and to meet the information needs of the public.
2. Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.
3. Initial detailed damage assessment of residential and business structures will be conducted by the American Red Cross. The ARC data will be provided to the EOC, which will add value and insurance information. When requested, EOC or DEM staff will forward private damage assessment information to the state for determination of whether Kitsap County qualifies for state and federal assistance for individuals, families and businesses.
4. Depending on the nature of the hazard, such as an earthquake or flood, the Kitsap County Department of Community Development will conduct structural inspections of privately owned structures and businesses to determine whether they are safe to enter or to occupy. Subsequent engineering evaluations to determine corrective action or to appeal the county's action, will be the responsibility of the property owner or occupant.
5. Additional county organizations may be involved with private damage assessment depending on the nature of the hazard, information received by the EOC, information discovered by the building inspectors, or decisions made by the Disaster Recovery Team.
6. Detailed damage assessment of public property and facilities will be conducted by the organization. Specialized assistance will be requested from appropriate county organizations or private sources, as appropriate.
7. Any county organization or public agency suffering damage from a hazardous event will document the damage on preliminary damage assessment forms available from the EOC or DEM staff.
8. Completed preliminary damage assessment forms will be returned to the EOC or DEM staff. Staff will compile the information and, when

requested, forward it to State Emergency Management for a determination of whether Kitsap County qualifies for state and federal public assistance.

9. Generally, preliminary damage assessment forms must be provided to the state before any determination is made as to the availability of public assistance.
10. County EOC staff will disseminate damage information to appropriate government officials, the media, and the public.

V. RESPONSIBILITIES

A. All County Organizations

1. Include damage assessment activities in organizational training programs and participate in countywide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.
2. Implement damage assessment procedures following a hazardous event, as appropriate.
3. Make damage assessment information available to the County EOC or DEM staff.
4. Assist those organizations with specific damage assessment responsibilities as requested.

B. All County Employees

Following a hazardous event, assess surroundings and situation, look to your own safety and to those around you, and, safety permitting, communicate observed damage to the EOC. Remember, even in a disaster, 9-1-1 remains the number to call for immediate life-saving assistance.

C. American Red Cross (ARC)

1. Conduct preliminary and detailed damage assessments of residential and business structures in accordance with existing ARC regulations and procedures.
2. Make preliminary and detailed damage assessment information available to the County EOC or emergency management staff.

D. Administrative Services – Risk Management

1. Identify critical county facilities and provide a list to the EOC and to DCD.
2. Assist DCD with entry and inspection of county facilities.
3. Develop and maintain procedures for both urgent and detailed assessment of damage, other than structural building inspections, to county facilities and property, but not including roads, bridges or associated rights-of-way. Enter buildings only after a determination by damage assessment team that it is safe to enter.

E. Department of Community Development (DCD)

1. Develop and maintain procedures for urgent assessment of critical facilities, public buildings and structures.
2. Develop and maintain procedures for detailed inspections of residential, business, and public buildings and structures, with initial focus on critical facilities.
3. Ensure adequate resources and trained personnel are identified to conduct inspections. Develop plans and procedures to register and use resources of other county jurisdictions and government agencies, professional and educational organizations, and volunteers.

F. Emergency Management

1. Assist other organizations in identifying damage assessment resources, including training opportunities.
2. Develop and distribute a list of critical facilities. Critical facilities are those needed for continuity of government and public safety such as disaster management direction and control facilities, shelters, fire houses, correctional facilities, and hospitals.
3. Develop EOC procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information.
4. Include damage assessment administration and reporting as part of the countywide emergency management training program.
5. Develop and distribute damage assessment aids, such as windshield visor cards, wallet cards, and check lists.
6. Develop and maintain a system for registering damage assessment emergency workers.

G. Emergency Management Council of Kitsap County

Council members are encouraged to develop procedures and protocols to ensure damage assessment information is shared with the County EOC. In accordance with state procedures, Preliminary Damage Assessment forms (DEM 129 and DEM 130) must be forwarded through the county.

H. Fire Agencies

Develop and maintain procedures to support urgent damage assessment by surveying the fire district immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the Fire District should receive highest priority for assessment.

I. Public Works - Roads

1. Develop and maintain procedures for both urgent and detailed inspections of bridges, roads and transportation rights-of-way.
2. Ensure adequate resources and trained personnel are identified to conduct inspections. Develop plans and procedures to register and use resources of other county jurisdictions and government agencies, professional and educational organizations, and volunteers.
3. Develop and maintain procedures for work crews and personnel to support urgent damage assessment by surveying their work areas immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the work area should receive highest priority for assessment.

J. Sheriff's Office

Develop and maintain procedures for field personnel to support urgent damage assessment by surveying their patrol areas immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the patrol area should receive highest priority for assessment.

VI. REFERENCES

- A. *Washington State Emergency Management Disaster Assistance Guide for Local Governments*
- B. *American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment*
- C. *Washington State Comprehensive Emergency Management Plan*

- D. Applied Technology Council Procedures for Post Earthquake Safety Evaluation of Buildings*

VII. ATTACHMENTS

1. Documentation of Disaster Related Costs for Government and Government-Like Organizations (with state damage assessment forms DEM 129 and DEM 130)

ATTACHMENT 1

DOCUMENTATION OF DISASTER RELATED COSTS FOR GOVERNMENT AND GOVERNMENT-LIKE ORGANIZATIONS

Government and government-like organizations have a responsibility to document the costs of a disaster, whether for damage suffered or for the costs of response and recovery. The following entities should document disaster related costs: cities, counties, school districts, drainage districts, fire districts, port districts, other special purpose districts, tribes, private non-profit organizations that have either public utility systems or are providing services of a governmental nature. Recognized private nonprofit organizations include: museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, and facilities which provide health and safety services of a government nature.

Documentation serves several meaningful purposes: it is the basis for declaring a local emergency, for the governor declaring a state emergency, and for requesting a presidential disaster declaration; it serves to identify the scope of damage and allow for prioritizing subsequent activity and distribution of resources; it serves to document damage for insurance purposes; it provides subsequent justification for a budget extension; and it serves as justification for state and federal reimbursement should a disaster declaration be made.

Disaster related costs are classified as either Emergency Work or Permanent Work. Definitions are provided below. To qualify for state and federal reimbursement, there must be a clear audit trail for disaster related expenditures. It is best to establish this trail from the outset of a potentially disastrous situation. The documentation system used is an organizational choice; use what works best for you.

Cost Categories (as used on DEM 129 and DEM 130)

Emergency Work

Category A: Debris clearance (Cleaning up debris off of publicly owned properties).

Category B: Emergency protective measures (Emergency response activities for the protection of lives, property and the environment).

Personnel costs for categories A and B should be based only on overtime costs for permanent full-time employees. Personnel costs include salaries and benefits. If you hire temporary help to respond to the emergency, then their regular and overtime costs can be included. All equipment and material costs, regardless of when used, can be included. Equipment costs should be based upon established hourly rates. Permanent Work (In general, the cost of repair or restoration must be at least \$1,000.00 per site or project.)

Category C: Road Systems (Repair of damaged roads. Each individually identifiable damaged segment should be considered a separate project; damage to roads for which the jurisdiction receives federal aid must be submitted to Washington Department of Transportation (WADOT) and must be at least \$3,000.00 per project).

Category D: Water Control Facilities (Damages to dikes, levees, drainage channels and other similar facilities).

Category E: Public Buildings and Equipment (Damages to publicly owned buildings and equipment).

Category F: Public Utility Systems (Damages to water, sewer, sanitary sewer, electrical utility systems, water and/or sanitary sewer treatment plants that are publicly owned or owned by private nonprofit organizations).

Category G: Parks (Damages to park facilities, fences, landscaping, etc.).
All personnel, equipment, and material costs (regular and overtime) are recognized for permanent work.

DEM Forms 129 and 130 are available in the distributed copy of the CEMP and from Kitsap County Emergency Management. Please call 616-5870.

You will need to specify the Category of Work, provide a brief description of the damage or loss, the location of the damage or loss, and an estimate of cost to repair or replace. Estimates do not have to be formal but rather educated guesses. The purpose of the information is to determine if the County might qualify for federal assistance. Additionally, you must provide the following information:

1. Identify and describe damages, which constitute a health and/or safety hazard to the general public.
2. Describe population adversely affected directly or indirectly by the loss of public facilities or damages.
3. What economic activities are adversely affected by the loss of public facilities or damages?
4. Describe how the applicant intends to repair the damage, provide a schedule for accomplishing the work, and describe the source and availability of funds to accomplish the repairs. How quickly can the damage be repaired, without degradation of public services?
5. What is the impact on public services if a declaration is not made?

PRELIMINARY DAMAGE ASSESSMENT WORKSHEET DEM 129

THIS FORM SHOULD BE USED AS A WORKSHEET BY THE AFFECTED PUBLIC AGENCY OR INDIAN TRIBE TO COMPILE DAMAGE VALUES. NOTE: THE DAMAGES MUST BE COMPILED ON A CATEGORY-OF-WORK BASIS.

EMERGENCY WORK: CATEGORY A - DEBRIS CLEARANCE; B - PROTECTIVE MEASURES; PERMANENT WORK; C - ROAD SYSTEMS; D - WATER CONTROL FACILITIES; E - PUBLIC BUILDINGS AND EQUIPMENT; F - PUBLIC UTILITY SYSTEMS; G - PARKS AND OTHER.

- 1. PLEASE INDICATE TYPE OF ROAD SYSTEM (ON OR OFF) ON THE CATEGORY OF WORK LINE.
- 2. PLEASE TRANSFER TOTALS TO (FORM DEM 130) PRELIMINARY DAMAGE ASSESSMENT SUMMARY.
- 3. THE PRESIDENT DECLARES DISASTER AREAS (USUALLY) BY COUNTY. THE COORDINATION OF THE STATE/FEDERAL DAMAGE ASSESSMENT WILL BE THROUGH THE COUNTY EMERGENCY MANAGEMENT OFFICE. PLEASE PROVIDE COPIES TO THAT OFFICE AS SOON AS POSSIBLE, TIME IS OF THE ESSENCE.

TO BE COMPLETED BY PUBLIC AGENCY OR INDIAN TRIBE			TO BE COMPLETED BY STATE/FEDERAL TEAM	
BRIEF DESCRIPTION OF DAMAGE	LOCATION	ESTIMATED COST OF REPAIR	ESTIMATED COST OF REPAIR	COMMENTS

PRELIMINARY DAMAGE ASSESSMENT SUMMARY

DEM 130

COUNTY	NAME OF APPLICANT	LOCAL CONTACT	PHONE # ()	POPULATION	TOTAL BUDGET \$	MAINT. BUDGET \$	DATE BUDGET BEGINS
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PART II. -- DAMAGED COST ESTIMATES

CATEGORY OF WORK	# OF SITES	FEMA		CORPS		FHWA		NRCS	
		LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM
A-Debris Clearance	_____	\$	\$	\$	\$	\$	\$	\$	\$
B-Protective Measures	_____	\$	\$	\$	\$	\$	\$	\$	\$
C-Road Systems	_____	\$	\$	\$	\$	\$	\$	\$	\$
D-Water Control Facilities	_____	\$	\$	\$	\$	\$	\$	\$	\$
E-Public Buildings & Equipment	_____	\$	\$	\$	\$	\$	\$	\$	\$
F-Public Utilities	_____	\$	\$	\$	\$	\$	\$	\$	\$
G-Parks/Other	_____	\$	\$	\$	\$	\$	\$	\$	\$

Sub-Totals		\$	\$	\$	\$	\$	\$	\$	\$

LOCAL TOTAL DOLLAR ESTIMATE \$ _____

TEAM TOTAL DOLLAR ESTIMATE \$ _____

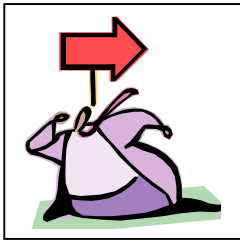
PART III.-- DISASTER IMPACT (NARRATIVE)

(LOCAL)

(TEAM)

Please complete the narrative questions on page 2 of this form, detailing the impacts on on your jurisdiction.	

Name of:	Agency	Phone #'s		Date
Local Representative-	-	W()	H()	-
State Representative-	-	W()	H()	-
Federal Representative-	-	W()	H()	-



EMERGENCY SUPPORT FUNCTION #24 EVACUATION

LEAD: Kitsap Transit
Kitsap County Sheriff's Office
Local Law Enforcement Agencies
Kitsap County Public Works - Roads

SUPPORT: Kitsap County Department of Emergency Management (DEM)
Kitsap County Fire Agencies
American Red Cross (ARC)

I. INTRODUCTION

A. Purpose

To provide for the coordinated evacuation of the population from an area of high risk in the event of a threatened hazard.

B. Scope

This ESF addresses all evacuation emergency activities including buses, vans, aircraft as necessary for relief services, and supplies; and the authorization, direction, routing, and relocation of people from their homes, schools, and places of business.

II. RELATED POLICIES

- A. Primary emergency transportation responsibilities will be divided between Kitsap Transit and the Kitsap County Public Works Roads Department. Kitsap Transit will coordinate for all people movement and the Roads Department will coordinate for all other resource movement.
- B. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the state, political subdivision, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

III. PLANNING ASSUMPTIONS

- A. All county owned vehicles (not otherwise involved in emergency response) will be available for use by the Transportation Supervisor.
- B. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.
- C. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively during the immediate post-disaster period.
- D. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of Kitsap County resources or may not be readily obtained.

IV. CONCEPT OF OPERATIONS

- A. The recommendation for evacuation will be issued by the Board of County Commissioners, the County Sheriff, Local Law Chiefs, Kitsap County Emergency Operations Center (EOC) Supervisor, or local Fire Chiefs. The local incident commander will direct and control the evacuation.
- B. The relocation of people from their homes, schools and places of business is inter- and intra-jurisdictional, with no one person or agency having the authority and responsibility for carrying out an evacuation. However, emergency relocation of the population in unincorporated Kitsap County from a risk area will be coordinated through DEM and the EOC.
- C. County government, through its departments will direct, control, and coordinate the movement of people on the county road system and will support state and city government with crowd and traffic control on city streets, federal highways, and state roads as resource availability permits.
- D. Evacuation warning and instructions may be given by the Sheriff's Office and/or local law or fire agencies with door-to-door contacts, mobile sirens, public address systems and the Emergency Alert System (EAS).
- E. Evacuation instructions and information for the public through the media will be coordinated through the DEM Public Information Coordinator.
- F. Some of the population may not follow instructions to evacuate a risk area, but choose to remain in homes or places of business.

- G. Some people can be expected to evacuate a risk area to places of their choice prior to receiving official evacuation instructions.

V. RESPONSIBILITIES

A. Kitsap County Emergency Operations Center (EOC)

1. Collect evacuation and people movement intelligence and advise the Board of County Commissioners on the situation.
2. Coordinate resources and information for shelter, evacuation routes, and transportation of people who lack private means.
3. Coordinate with the Public Information Coordinator to keep the population advised of evacuation routes, conditions, changes, and plans through the use of radio, the newspapers, and TV.

B. Sheriff's Office – in unincorporated Kitsap County

1. Direct and coordinate crowd and traffic control operations.
2. Identify and establish evacuation routes and advise the population.
3. Assist in the removal of stalled vehicles and equipment from evacuation routes.
4. Direct and coordinate the movement and evacuation of institutionalized prisoners from the Kitsap County Corrections Facility, as necessary.

C. Local Law Enforcement Agencies – within their jurisdiction

1. Direct and coordinate crowd and traffic control operations.
2. Identify and establish evacuation routes and advise the population.
3. Assist in the removal of stalled vehicles and equipment from evacuation routes.

D. Kitsap County Public Works Roads Department

1. Assist in traffic control operations by providing signs and barricades.
2. Provide labor and equipment to keep evacuation routes clear of stalled vehicles and equipment.
3. Provide for the maintenance or repair of evacuation routes.

4. Through mutual aid and as resources are available, assist the state and cities in crowd and traffic control by providing and placing signs and barricades.

E. Fire Agencies

Assist with broadcasting the warning message and evacuation routes.

F. Kitsap Transit

Coordinate the use of public and private mass transportation resources for the movement of people who lack transportation or have special needs; i.e. the handicapped, elderly, and institutionalized persons.

G. American Red Cross

Open shelters for evacuees as needed.

VI. REFERENCES

- A. *Kitsap County EOC Manual*
- B. *Washington State Comprehensive Emergency Management Plan*
- C. *Washington State Department of Transportation Disaster Plan*

VII. ATTACHMENTS

1. Warning/Evacuation Notification Instructions
2. Kitsap County Emergency Routes

ATTACHMENT 1

Warning/Evacuation Notification Instructions

1. Drive slowly the length of all streets in the warning area. Use your siren to get people's attention.
2. Stop at appropriate intervals and use your public address system to announce the message provided by CENCOM or the County EOC.

Message – variable to the situation:

3. Advise the public to be sure to lock doors and windows when leaving.
4. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of the people who are not evacuating and an out-of-area next of kin. Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.
5. Upon completion of notifications in your assigned area, inform the EOC via the appropriate chain-of-command.

ATTACHMENT 2
Emergency Routes
(Follows Ice/Snow Removal Plans)

City of Poulsbo

1. From Public Works, proceed down Lincoln Road, through downtown on Front Street. Continue out to Lindvig Way and up Finn Hill Road to City limits. At City limits, turn around and return to Viking Way. Clear Viking Way, City limit to City limit, north and south. Return to Public Works via Bond Road and Highway 305. Reload.
2. From Public Works, proceed up Lincoln to 10th Ave. N.E. and thence South around Fire Department to Highway 305. proceed across Highway 305 to 7th Ave. and clear 7th Ave. to Jensen Way in both direction and return to Public Works. Reload.
3. From Public Works proceed up Lincoln Road to City limits, continue through Ridgewood to 23rd Ave. turn right on 23rd and proceed to Mesford. Turn left and then right on Noll Road. Clear Noll down to Elementary School. Return to Hostmark. Come down Hostmark to Fjord Drive and return to Public Works. Reload.
4. From public Works, clear 8th Ave. to Poulsbo Village. Return on 8th Ave. to Hostmark. Proceed down Hostmark to 6th and clear 6th to Fjord Drive. Proceed down Fjord Drive to City limits. U-turn and proceed on Fjord Drive to Hostmark. Continue on 4th Ave. to Torval Canyon and thence to First Avenue. Return to Public Works sanding any side streets en route. Reload
5. Stand ready to proceed to side streets and subdivisions as directed.

NOTE: It may be assumed that State DOT crews will clear Highway 3, 305 and 307 (Bond Rd.)

City of Port Orchard

Per City Engineer : the City does not have an official listing of the High Priority Roads. Here is his opinion:

Road	Begin	B. End
SR 166 – Bay (1)	SR 16	Bethel
Bay Street (1)	Bethel	East City limits
SR 166 (Bethel and Mile Hill Drive)	Bay St. at Westbay	East City limits
Tremont Street	Lund	SR 16
Kitsap Street (2)	Bay St.	Seattle Ave.
Seattle Ave. (2)	Kitsap St.	Dwight St.
Dwight St. (2)	Seattle St.	Harrison Ave.
Harrison Ave. (2)	Dwight St.	Division St.
Division St. (2)	Harrison Ave.	Sidney St.
Sidney Ave.	Division St.	Tremont St.
Sedgwick Rd. (3)	Sidney Rd.	East City limits
Port Orchard Blvd.	Tremont St.	Bay Street
Pottery Ave.	Tremont St.	Sidney Rd.
Bethel Rd.	Mill Hill Drive	South City limits
Old Clifton Rd.	SR 16	South City limits

- (1) This road is part of the federal NHS system
- (2) This is the snow route, which provides for access when the steep portions of Sidney and Cline are closed
- (3) East of SR 16 is SR 160

City of Bremerton
Primary Snow and Ice Emergency Routes

- Kitsap Way from City limits, down 11th across the Manette Bridge, left on Old Wheaton Way to Sheridan Rd.
- Warren Ave./Wheaton Way from 11th across the Warren Ave. Bridge to Riddell Rd.
- Callahan from Wheaton Way to Old Wheaton Way
- Sheridan from Wheaton Way to Olympic Drive to Sylvan Way to Wheaton Way
- Callow Ave. from 11th to South City limits
- Kitsap Way from 11th to 6th, Callow Ave. from 11th to 6th
- National Ave. from Kitsap Way to Werner Rd., Werner Rd. to Kean St.
- Austin Drive from Kitsap Way to Jackson Park

City of Bainbridge Island
Individual Route Plan – Dept. of Public Works

North End Route:

Agate Pass Rd.	N. Madison
Day Road E.	Manitou Beach Dr.
Euclid Ave.	Manzanita Rd.
Flak Ave.	Phelps Rd.
Ferncliff Ave.	W. Port Madison Rd.
Hidden Cover Rd.	Sunrise Dr.
Komedal Rd.	Valley Rd.
Lafayette Ave	
Lovegreen	

Mid Island Route

Arrow Point Dr.	Koura Rd.
Battle Point Dr.	Lynnwood Center Rd.
Frey Ave.	Miller Rd.
Fletcher Bay Rd.	Olympic Terrace Dr.
High School Road	

Winslow Route

Bjune Dr.	Madison
Cave Ave.	Parfitt Ave.
Deercliff Dr.	Weaver Rd.
Eaglecliff Dr.	Wing Point Rd.
Grand-Ferncliff	Winslow Way
Grow Rd.	Wood Ave.
High School Rd.	Wyatt Way
Lofgreen Rd.	

South End Route

Baker Hill Rd. W.	Oddfellows Rd.
Blakely Ave.	Pleasant Beach Dr.
Blakely Heights	Point White Dr.
Blakely Hill Rd.	Sportsman Club Rd.
Country Club	Taylor Ave.
Crystal Springs Rd.	Upper Farms Rd.
Eagle Harbor Dr.	Wyatt Way
Finch Rd.	
Fort Ward Hill Rd.	
New Sweden Rd.	

Unincorporated Kitsap County
Snow Plowing Schedule – Primary Roads

Hansville Rd. NE	Ridgeview Dr. NE
Miller Bay Rd. NE	NE Sheridan Rd.
Totten Rd.	Trenton Ave. NE
NE W. Kingston Rd.	NE Stone Way
Kingston Rd. NE	Petersville Rd. NE
Indianola Rd.	Provost Rd. NW
NE Lincoln Rd.	Chico Way NW
Noll Rd. NE	W. Werner Rd.
NE Gunderson Rd.	Sherman Hts. Rd.
Big Valley Rd. NE	Belfair Valley Rd.
Pioneer Way NW	Anderson Hill Rd. SE
NW Finn Hill Rd.	SW Old Clifton Rd.
Viking Way NW	Sunnyslope Rd. SW
Silverdale Way	SW Lake Flora Rd.
Frontier Rd. NW	SE Lider Rd.
NW Trigger Ave	JM Dickerson Rd. SW
NW Westgate Rd.	Carney Lake Rd. SW
NW Anderson Hill Rd.	SW Lake Helena Rd.
Olympic View Road NW	Glenwood Rd SW
Seabeck Highway NW	SW Wildwood Rd.
Seabeck Holly Rd. NW	Sidney Rd. SW
NW Holly Road	SW Lakeway Blvd.
Gold Creek Road	SW Pine Rd.
Old Frontier Rd. NW	Beach Dr. E
Bucklin Hill Rd.	SE Mile Hill Drive
Tracyton Blvd. NW	Woods Rd. E
Nels Nelson Rd. NW	California Ave. E.
Stampede Blvd NW	Alaska Ave. E.
NE Fairgrounds Rd.	Colchester Dr. E
NE McWilliams Rd.	SE Lund Ave.
NE Winters Rd.	SE Salmonberry Rd.
NE John Carlson Rd.	Long Lake Rd.
Aegean Blvd. NE	Southworth Dr.
Pine Rd. NE	Phillips Rd. SE
Old Military Rd. NE	Bethel Rd. SE
Central Valley Rd.	SE Mullenix Rd.
Illahee Rd. NE	Banner Rd. SE
Ocean View Blvd. NE	Olalla Valley Rd. SE
NE Riddell Rd.	SE Burley Olalla Rd.
Petersville Rd. NE	SE Nelson Rd.
Perry Ave. NE	Stevens Rd. SE
NE Sylvan Way	Crescent Valley Rd. SE