



**CITY OF KIRKLAND**  
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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Erin Tramontozzi, Emergency Preparedness Coordinator  
Joe Sanford, Interim Fire Chief

**Date:** January 20, 2016

**Subject:** 2015 Comprehensive Emergency Management Plan Update

### **RECOMMENDATION:**

It is recommended that City Council approves the attached resolution adopting the 2015 update of the Comprehensive Emergency Management Plan (CEMP). The entire plan can be accessed here: [2015 CEMP](#).

### **BACKGROUND DISCUSSION:**

In order to be eligible for emergency and recovery funds from the State of Washington as well as the Federal Emergency Management Agency (FEMA), the City is required to produce a Comprehensive Emergency Management Plan (CEMP) and to update the plan every four years. The plan under consideration for adoption is an update to the 2010 CEMP that is currently used as the City's emergency operations plan.

The CEMP establishes a mutual understanding of authority, responsibilities, and functions within the City of Kirkland and provides a basis for incorporating essential governmental and nongovernmental agencies into the emergency management structure. The plan outlines the City's capability to handle a disaster and the organizational structure under which readiness, response and recovery activities will take place. It discusses guidelines on how City departments organize, direct, control, and coordinate their actions to continue to deliver essential functions during emergencies or disasters. The plan uses the Incident Command System (ICS), a command and control structure implemented during an emergency or disaster.

The 2015 update, as with previous editions, coordinates with the National Response Framework, the Washington State CEMP and the King County Regional Disaster Plan. It also establishes the structure for an organized and effective response to multi-agency emergencies and disasters that occur within the City. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate city departments, community-based organizations, government agencies and the private sector. Through the implementation of this plan, the resources and capabilities of these

various sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

As previously stated, the plan functions as the basis for all emergency operations and all activities undertaken by the City to prepare for, respond to, and recover from emergencies and disasters whether natural or human-caused. Specifically, it contains:

- A city profile
- Roles and responsibilities of all City departments before, during and after an emergency
- A description of the City's use of the National Incident Management System (NIMS) in all aspects of emergency management
- Local, state, federal and community partners and their roles in emergency management
- Roles and responsibilities of each emergency support function (ESF).

For each city department, roles and responsibilities are divided into those that are the responsibility of the department during the "readiness" phase of emergency management, the "response" phase, and the "recovery" phase. Readiness includes both preparedness and mitigation. In addition, a section on "common responsibilities" outlines the actions to be taken by all departments, such as regular preparedness training, participation in exercises, and the development of internal, department-specific procedures for the execution of emergency management responsibilities.

Local, state, federal and community partners, such as King County, the State of Washington, the Red Cross, and Lake Washington School District, are included to describe the partnership(s) that may be critical to effective response and recovery. The plan describes the role it is anticipated each partner would play, the resources made available to the City through these partnerships, and specific actions that would be taken by partner organizations during readiness, response and recovery phases.

The plan also outlines specific response capabilities and responsibilities of City government, such as the opening and operation of the Emergency Operations Center (EOC), preparing damage assessments following an incident, and securing funding to facilitate city-wide recovery following a major disaster.

### **Why 2015?**

Kirkland's last update was completed in 2010, and therefore an update to the plan should have been completed in 2014. However, the current update was not completed until 2015 (five years after the last update) since the effort was tabled until an Emergency Manager and Emergency Preparedness Coordinator could be put in place within the Fire Department. After this time, the plan update began in earnest and was completed in less than a year. Partners at the State level involved in the review and approval of the plan were kept apprised of our continual progress towards completing the update in a timely manner.

### **What was Updated?**

While every component of the CEMP was overhauled to reflect changes within the City and within the field of emergency management, the plan was also reviewed by each City department to ensure that roles and responsibilities described in the plan were in keeping with current capabilities and expectations. Major updates to the 2015 plan include:

- A new "City Profile" section

- Updates to communications plans to reflect the use of social media for community engagement and situational awareness
- A revision of all plan components to reflect the 2011 annexation of Juanita, Finn Hill and Kingsgate.

Prior versions of the CEMP did not include a city profile, and therefore one was added to 2015 plan to describe the City's geography, climate, natural and manmade hazards, and demographics. The city profile pays particular attention to the portion of the population with access and functional needs, those who are experiencing homelessness, and those below the poverty line so that our comprehensive approach to emergency management includes those most vulnerable and who are likely to be in most need of services following a disaster.

The plan update also includes changes that reflect the 2011 annexation of Juanita, Finn Hill and Kingsgate. Changes to priority snow removal routes, firefighting districts (with the incorporation of District 41 into the City of Kirkland fire district), population change, and all maps contained in the plan are examples of updates made to reflect the annexation.

The CEMP update was submitted to the State of Washington and was reviewed for consistency with the National Response Framework, the National Incident Management System, and the Washington State Comprehensive Emergency Management Plan. It was approved in September, 2015. We now recommend it for adoption by Council.

RESOLUTION R-5184

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND  
ADOPTING THE 2015 UPDATE OF THE CITY OF KIRKLAND  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

1 WHEREAS, RCW 38.52.070 authorizes and directs local  
2 jurisdictions to establish a local organization for emergency  
3 management and to develop and maintain a local comprehensive  
4 emergency management plan; and  
5

6 WHEREAS, in order to be eligible for emergency and recovery  
7 funds from the State of Washington and the Federal Emergency  
8 Management Agency, the City is required to produce a Comprehensive  
9 Emergency Management Plan (CEMP) and to update the plan every four  
10 years; and  
11

12 WHEREAS, the City of Kirkland has previously prepared a CEMP  
13 which functions as the basis for all emergency operations and all  
14 activities undertaken by the City to prepare for, respond to, and recover  
15 from emergencies and disasters whether natural or human-caused; and  
16

17 WHEREAS, the last update of the City of Kirkland CEMP was  
18 completed in 2010; and  
19

20 WHEREAS, the 2015 Update of the CEMP was submitted to the  
21 State of Washington and reviewed for consistency with the National  
22 Response Framework, the National Incident Management System and  
23 the Washington State Comprehensive Emergency Management Plan and  
24 was approved in September 2015.  
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26 NOW, THEREFORE, be it resolved by the City Council of the City  
27 of Kirkland as follows:  
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29 Section 1. The 2015 Update of the City of Kirkland  
30 Comprehensive Emergency Management Plan is hereby adopted.  
31

32 Passed by majority vote of the Kirkland City Council in open  
33 meeting this \_\_\_\_ day of \_\_\_\_\_, 2016.  
34

35 Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_,  
36 2016.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk