



CITY OF KIRKLAND
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Helen Ahrens-Byington, Deputy Fire Chief / City Emergency Manager
J. Kevin Nalder, Fire Chief / Director of Emergency Services

Date: February 3rd, 2011

Subject: Comprehensive Emergency Management Plan Resolution

RECOMMENDATION:

The Office of Emergency Management recommends that the City Council approve the 2010 Kirkland Comprehensive Emergency Management Plan.

BACKGROUND DISCUSSION:

The Comprehensive Emergency Management Plan (CEMP) is an all-hazards plan that identifies how the City will prevent, prepare, respond, and recover from all emergencies or disasters in the community. It is intended to direct emergencies beyond the control or capability of ordinary city departmental response. One of the primary objectives of the Plan is to make the best coordinated use of all city resources before, during and after a disaster. Having a current CEMP is also a condition to receiving the Emergency Management Performance Grant (EMPG).

Emergency planning takes an ongoing effort; different emergencies require different expertise and capabilities. Planning also requires coordination. The City of Kirkland Office of Emergency Management (OEM) made the decision that the City would benefit greatly from completing the update internally. The Office of Emergency Management coordinated the plan update with staff from all departments.

The City Emergency Management Action Team (EMAT) is comprised of a representative from each Department who meet monthly. Each department chooses who their representative is. These members change over time as needed by each department. OEM used the EMAT members to assist with the CEMP update. The following is a list of the current team members, lead by the Emergency Preparedness Coordinator, Stephanie Day.

- Coordinator [Stephanie Day](#)
- CAO [Robin Jenkinson](#)

***The City of Kirkland's Office of Emergency Management
Vision:***

Provide leadership in promoting a community that is resilient in the event of a disaster.

- CMO [Marie Stake](#)
- Court [Erin Wheeler](#)
- F & A [Barry Scott](#)
- F & B (CH) [John Brickey](#)
- Fire Ops (A) [Lt. Bill Hoover](#)
- HR [Kathy Joyner](#)
- IT [Brenda Cooper](#)
- Parks [Sharon Anderson](#)
- Planning [Desiree Goble](#)
- Police [Lt. Nick Seibert](#)
- Police [Capt. Bill Hamilton](#)
- Public Works (Maint) [John Hopfauf](#)
- Public Works (CH) [Dave Snider](#)

The Office of Emergency Management (OEM) did the first review of the Basic Plan and then distributed sections that related to each department to the directors and EMAT members for feedback and review.

The Emergency Management Action Team (EMAT) members were each assigned an Emergency Support Function (ESF) to facilitate the review to be done by subject matter experts in each department. As with any project, each member had different amounts of involvement. The expectation was that the EMAT member would work with their department to get the EFS updated and the review completed. OEM then reviewed the completed and uncompleted ESFs (OEM finished) and then asked for any final feedback from the departments on the final draft.

The Plan has been reviewed by all departments. The effort it took to update the CEMP was an opportunity to give city departments a better understanding of the requirements to prevent, prepare, respond, and recover from disasters.

The Kirkland CEMP has been reviewed by the Washington State Emergency Management Division and meets the State's key planning criteria. The plan was measured for consistency with the National Response Framework (NRF), the Washington State Comprehensive Emergency Management Plan and the WAC 118-30-060 defined criteria.

Having a plan is the first step in creating a resilient community.

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Vision:

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RESOLUTION R-4865

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE UPDATED 2010 CITY OF KIRKLAND COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP).

WHEREAS, the Revised Code of Washington 38.52.070, authorizes and directs local jurisdictions to establish a local organization for emergency management and to develop and maintain a local comprehensive emergency management plan; and

WHEREAS, the City of Kirkland has previously prepared a Comprehensive Emergency Management Plan (CEMP); and

WHEREAS, Washington law requires that the CEMP be regularly reviewed and updated; and

WHEREAS, the City of Kirkland CEMP was updated in 2010 to ensure consistency with the King County and Washington State Comprehensive Emergency Management Plans and National Response Plan;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City of Kirkland 2010 Updated Comprehensive Emergency Management Plan is hereby adopted.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2011.

Signed in authentication thereof this ____ day of _____, 2011.

MAYOR

Attest:

City Clerk