



CITY OF KIRKLAND

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pattijean Hooper, Ph.D., Manager, Office of Emergency Management (OEM)

Date: April 7, 2016

Subject: *Cascadia Rising 2016* a Full Functional Exercise and Continuity of Operations and Continuity of Government Plan (COOP/COG Plan) Briefing

I. A large magnitude Cascadia Subduction Zone fault earthquake/tsunami/seiche is perhaps one of the most complex disaster scenarios that we face as emergency management and public safety officials in the Pacific Northwest. Due to this complexity, life-saving and life-sustaining response operations will hinge on the effective coordination and integration of governments at all levels: cities, counties, state agencies, federal department, the military, tribal nations – as well as non-governmental organizations and the private sector. *Cascadia Rising 2016* is a full functional exercise conducted in three states to practice response operations for a 9.0 earthquake.

Scope of the Exercise:

- This is a five-day functional exercise (this means we act as if a real incident has occurred)
- **Beginning on Tuesday June 7th** at 9:30 a.m. with a Directors level briefing
 - Shifts at the Emergency Operations Center (EOC) will be in 2 hour increments beginning at 10 a.m. and ending at 5 p.m. on Tuesday and beginning at 8 a.m. and ending at 5 p.m. Wednesday, Thursday, and Friday.
 - All city staff may be engaged one shift of the exercise after getting permission from their supervisor. Sign-up sheets will be available in May.
 - EOC position training is offered in May, and just-in-time training will be presented when exercise participants arrive in the EOC.
 - A Master Scenario Events List (MSEL) is the script of the exercise. It has been developed with 600 injects (lines of script for players to respond to). It is developed in concert with the King County Office of Emergency Management.
- **Ending on Saturday June 11th** at noon.
 - Exercise play on Saturday will involve community members engaged in emergency management
 - Community Emergency Response Teams, Amateur Radio Emergency Services, Map Your Neighborhood, Medical Reserve Corps, etc.
 - It will also engage emergent volunteers (untrained individuals who can work in tandem to support trained volunteers in response operations)
 - Kirkland Association of Neighborhoods, Senior Center, Tzu Chi Baptist Relief Foundation, FEMA Corps, Alliance of People with DisAbilities, etc.
 - Exercise play will take place at the Inglewood Presbyterian Church, a part of Kirkland OEMs Stone Soup Initiative. Play runs from 8 a.m. until 12 noon.

- **Engaging City Council Members**
 - A Council Study Session will be offered to provide chief elected officials an overview of emergency management roles, responsibilities, and operations, highlighting their obligations and redundancies currently in place.
 - The primary provider of emergency response is the local jurisdiction. State or federal resources will be used to assist or supplement, but not supplant local efforts. The Study Session will clarify state, federal, and non-governmental roles and resources related to local incidents.
 - Council members are welcome to engage in play during any of the EOC shifts and community response operations exercises.

- **Partnerships engaged in exercise play**
 - The purpose of emergency management operations is to provide timely warning and response to disaster incidents in order to save lives, protect property, protect the economic base, and preserve the environment. A local jurisdiction cannot do that on its own. One of the foundations of a strong local emergency management program is how it has developed its partnerships. Our saying is: *day-one of the incident is no time to be handing out business cards, you need to know who is coming to your disaster ahead of time!*
 - The Washington Air National Guard
 - Northshore Utilities District
 - Emergency Managers from the cities of: Bothell, Bellevue, Redmond, Mercer Island, and the Northshore Emergency Management Coalition
 - Green Cross
 - Field Innovation Team (Denver)
 - Greater Kirkland Citizen Corps Council
 - Community Emergency Response Teams
 - Amateur Radio Emergency Services
 - Alliance of People with DisAbilities
 - Tzu Chi Buddhist Disaster Relief Foundation

II. Continuity of Operations and Continuity of Government Plan (COOP/COG)

COOP is an effort by the City of Kirkland to ensure that primary mission essential functions continue to be performed during a wide range of emergencies (e.g. from localized smoke damage, or a cyber-attack, a department becoming a crime scene, to a major earthquake).

A COOP includes the following sections:

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|--------------------------|----------------------|-------------------------------|-------------------------------------|---------------------------|
| Essential Functions | Orders of Succession | Delegations of Authority | Continuity Facilities | Continuity Communications |
| Vital Records Management | Human Capital | Tests, Training and Exercises | Devolution of Control and Direction | Reconstitution |

COOP planning has begun via a series of interviews with Department Directors. At this point, 6 sections of the plan are complete (highlighted in green) with 4 sections remaining. The plan will be finished by 1 July 2016, circulated for review and edits, and presented to Council before September 2016.