

City of Kirkland

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

**CITY OF KIRKLAND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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Basic Plan

Part I: Mission

A. Purpose, Goals, Definition

1. Purpose
 - a. To provide for the organized means and jurisdictional memory that will ensure the capability to minimize, prevent, prepare for, respond to, and recover from disaster and emergency situations that threaten the lives and property of citizens within the City of Kirkland. This plan and the attachments will:
 - (1) Identify major man-made and natural threats to life, property and/or the environment that are known or thought to exist (see Kirkland Hazard Vulnerability Analysis under separate document cover).
 - (2) Identify and assign emergency management responsibilities and tasks.
 - (3) Describe predetermined actions, tasks, and responsibilities that will be taken by City employees and other cooperating organizations and jurisdictions to eliminate or mitigate the effects of these threats and to effectively respond and recover if they occur.
 - (4) Provide for the effective utilization and assignment of City employees commensurate with capabilities and training.
 - (5) Document the current capabilities and existing resources of city and cooperating organizations, which must be maintained to ensure accomplishment of essential tasks and actions during all phases of emergency management.
 - (6) Ensure that the continuity of government is established for continued services and maintenance of activities during and just after major emergency or disaster events.
 - (7) Ensure coordination with cooperating community organizations, neighboring jurisdictions, as well as state and federal agencies with appropriate mutual aid agreements and memorandums of understanding.
 - (8) Be a product of input from all departments in the City of Kirkland who will ensure continued review and revision of its contents.
 - (9) Be used for exercise planning and evaluation as well as a base line reference document for review of new procedure and policy recommendations that relate to emergency management.
 - b. To provide overall guidance and direction for:
 - (1) Mitigation, preparedness, response and recovery policy and procedures.
 - (2) Specific disaster and emergency responsibilities.
 - (3) Respond to training and public education activities.
2. Goals
 - a. To achieve the ability to effectively and economically direct, control and coordinate emergency operations within the City of Kirkland.
 - b. Develop first responder capabilities.
 - c. Promote and develop citizen self sufficiency.

- d. Maintain a written record that will provide guidance for organizational behavior during situations of emergency or disaster.
 - e. Create an atmosphere of community wide cooperation and interagency communication to enhance disaster mitigation, preparedness, response and recovery.
 - f. To present a comprehensive emergency management approach to management of programs and activities enhancing Kirkland's ability to respond to a variety of hazards.
3. Definitions
- a. The term "Emergency" as used in this plan means a set of circumstances or a situation which demands immediate action to protect life, preserve public safety, health and essential services, or protect property.
 - b. "Disaster" as used in this plan means the situation requires all available City resources and/or augmentation, and is beyond the capabilities of the City of Kirkland. A state of "emergency" or "disaster" may be proclaimed by the City Manager, Mayor and/or the City Council.

B. Authorities, Guidance Documents, Mutual Aid Agreements

1. This plan is developed under the following local, state, and federal statutes and regulations:
 - a. Kirkland Municipal Code Chapter 3.20, Emergency Management.
 - (1) Kirkland Municipal Code 3.20 Emergency Powers of the Mayor and/or City Manager etc.
 - (2) Kirkland Municipal Code Chapter 3.85.090, Emergency Procurement.
 - b. State Law
 - (1) RCW Chapter 38.52, Emergency Management.
 - (2) WAC 118-40 Title III, Community Right to Know - State Level.
 - (3) HRC (Title 162) & RCW 49.60. ADA compliance.
 - c. Federal Law
 - (1) Public Law (PL) 81-920, Federal Civil Defense Act of 1950, as amended (50 United States Code "USC" 2251 et. seq.) and Public Law 96-342, Improved Civil Defense 1980.
 - (2) PL 93-288, Disaster Relief Act of 1974, as amended (42 "USC" 5121 et. seq.).
 - (3) PL 93-633, Hazardous Materials Transportation Act of 1974, as amended (49 "USC" 1801 et. seq.).
 - (4) Public Law (PL) 95-124, Earthquake Hazards Reduction Act of 1977, as amended (42 "USC" 7701 et. seq.).
 - (5) PL 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III ("SARA Title III"): also known as Emergency Planning and Community Right-to-Know Act of 1986 (42 "USC" 11001 et. seq.).
 - (6) PL 101-336, Americans with Disabilities Act of 1990 (42 USC 12101 et. seq.).
2. Mutual Aid Agreements (MAA) /Memorandums of Understanding (MOU). When the resources of the City are exceeded, it will be necessary to call upon mutual aid provided by area agencies, neighboring jurisdictions, voluntary organizations, business and industry. Assistance may be requested by the process outlined in the Regional Plan for King County. Assistance may also be requested from and provided by State and Federal agencies. Copies of agreements are located at user agencies and are on file in the Emergency Management office in the Fire and Building Department.

3. This plan is supported by other plans required by the state and federal government, and intended to provide interface with other required local, state and federal plans. Conflicts will be dealt with on a case-by-case basis.

C. Situations

Any emergency or disaster plan must be based on situations that have occurred in the past or potentially could occur for the first time in the future. While speculation about these situations can be quite diverse across a spectrum of hazards, a thorough investigation and research effort about Kirkland has provided direction and priorities in the planning process.

1. The Emergency Preparedness Services of the Fire and Building Department has completed a Hazard Vulnerability Assessment (under separate cover).
2. Emergencies have occurred in the City of Kirkland and on its borders and will undoubtedly do so again. The City of Kirkland's Hazard Vulnerability Assessment provides information on potential hazards that threaten the jurisdiction, including the hazard analysis requirements of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986.
3. Due to its location, geological features and development pattern, the City of Kirkland is vulnerable to the damaging effects of certain hazards that include, but are not limited to:
 - Natural Hazards: Drought, Fire Storm, Earthquake, Extremes of Heat and Cold, Flood, Snow and Ice Storms, Wind Storms, Volcanic Ashfall, Severe Wind, and Landslides.
 - Man-Caused Hazards: Civil Unrest or Disobedience, Energy and Fuel Shortages, Epidemic for both Humans and Animals, Hazardous Materials Release, Terrorism Threats to include Bombs, Chemical, Biological and Radiological incidents, Lost Persons, Trapped and/or Stranded People in Dangerous Locations.
4. Disaster response efforts are often hampered by equipment and facility damage, communications failures, inclement weather, responder injury or death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72 hour delay for emergency response services. (In reality, it could be longer!)

D. Assumptions

1. General Conditions. When disasters or major emergencies occur in a community, citizens in that community generally fall into one of three broad categories: those directly affected through personal or family injury, death or property damage; those indirectly affected by an interruption of the supply of basic needs; and those that are not personally touched in any way by the situation. The guidelines in this plan were designed to promote citizen self confidence and independence in the face of a disaster. Following these guidelines will allow the City emergency organization to concentrate first on helping those citizens directly affected by the disaster or emergency.
2. It is expected that every individual or head of household living within the City boundaries will develop a personal or family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.
3. It is also expected that neighborhood or apartment or homeowner's associations will form disaster groups to derive maximum benefit from resources and skills available close to home.
4. Businesses are expected to develop internal disaster plans that will integrate and be compatible with City resources and this plan.

E. Limitations

1. It is the policy of the City of Kirkland that no guarantee is implied by this plan or its supporting documents. Because the City of Kirkland assets and systems may be damaged, destroyed, or overwhelmed; the City of Kirkland can only endeavor to make the best effort possible to respond based on available information, available resources and the situation at the time.
2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

Note: The inability of City Departments to carry out their responsibilities as indicated in both the Basic Plan and Appendices due to lack of staff and funding may lower the "emergency declaration threshold."

F. Policies

1. In order to protect lives and property and in cooperation with other elements of the community (e.g. business, volunteer sector, social organizations, etc.), it is the policy of the City of Kirkland to endeavor to mitigate, prepare for, respond to and recover from all natural and man-caused emergencies and disasters.
2. It is the policy of the City of Kirkland that it will take appropriate action in accordance with this plan to mitigate any harm or hazard that may threaten citizens or property in the City.

Note: This plan is not intended to limit or restrict initiative, judgement, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparation, response and recovery.

3. City officials, employees or volunteers engaged in authorized response activities on behalf of the City shall be entitled to all privileges, benefits and immunities provided by state law and state or federal regulations for registered emergency workers (Ref: RCW 38.52.310).
4. Because of the nature of emergencies and disasters (they take things away and cause damage, interruptions and shortages of City resources), it is the policy of the City of Kirkland that citizens are encouraged to be self sufficient for a minimum of 72 hours should an emergency or disaster occur.
5. It is the policy of the City of Kirkland to make this plan a "user friendly" document. Accordingly, the attachments to this plan follow a consistent format and layout.
6. Nondiscrimination - It is the policy of the City of Kirkland 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 municipal services. Municipal activities pursuant to the Federal/ State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR). Section 205.16. - Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.



Part II: Organization and Responsibilities

A. Organization

1. **Municipal Organization.** The City of Kirkland operates under a Council-Manager form of government. This system of local government combines the leadership of elected part-time Council members with the managerial experience of an appointed, full-time City Manager. The City Council is the legislative body; its members are the community's decision-makers. The City Manager is hired to serve the Council and the community in carrying out policy established by the City Council and overseeing the delivery of community services.

The Council consists of seven non-partisan members, elected at-large every two years to staggered four-year terms. The Mayor is elected from within the Council to serve a two-year term.

The primary responsibility of the City Council is to establish general direction for the City, and to provide the resources and guidance necessary to carry out City Council policy. The two standing committees of the Council are the Finance and Public Safety Committees.

The City Manager serves as the professional administrator of the City and is responsible for coordinating all day-to-day municipal operations and administration, including personnel and labor relations, preparation and administration of the budget, intergovernmental relations, and generally organizing and implementing the City Council's policies. The City Manager also serves as chief advisor to the City Council and is responsible for appointing a professional staff of department heads to help manage the organization.

2. **Emergency Organization.** (See Appendix #1, Direction, Control, and Coordination.) City of Kirkland Municipal Code establishes the City's emergency management function. It provides for Emergency Preparedness Services within the Fire and Building Department. The Director of the Fire and Building is directly responsible to the City Manager for the organization, administration and operation of the Emergency Preparedness Program. All officers and employees of the City of Kirkland are a part of the emergency management program and have responsibility to carry out tasks and functions during disaster or major emergency in Kirkland.
3. **Incident Command System.** The Kirkland Disaster Plan adopts the Incident Command System for implementation as the organizational structure in the City of Kirkland, used during emergency or disaster response.

4. **City of Kirkland Emergency/Disaster Planning Teams.** A Municipal Emergency Planning Team is hereby established through promulgation of this plan. The team shall be composed of two separate groups. The EMAT (Emergency Management Action Team) and the Policy Group. The EMAT shall be composed of representatives and/or alternates from each of the municipal departments, plus other agencies as may be necessary. This team shall formulate recommendations and priority emphasis for the emergency preparedness program. This includes training and evaluation of City personnel, emergency equipment, supplies and preparedness education for the citizens of Kirkland. The Policy Group will formulate emergency management policy recommendations for the Mayor and Council, and serve as the overall City evaluation and monitoring group for threshold activation and implementation of emergency/disaster policy and operational response levels. The Policy Group shall be made up of the City Manager, Assistant City Manager and the executive heads of Administration & Finance, City Attorney, Fire and Building Services, Parks/Community Services, Planning and Community Development, Police, Public Works and Information Technology.

B. Responsibilities

1. **General (All City of Kirkland Departments and Support Agencies).** The following responsibilities are assigned to each agency/department/organization listed in this plan.
- a. Create an emergency management organization within their department and develop procedures, instructions and policy in accordance with the provisions of this plan. Preparation activities should include:
- (1) Establish departmental and individual responsibilities as indicated in this plan, identifying emergency tasks.
 - (2) Work with other city departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
 - (3) Establish education and training programs so that each division, section, and employee will know exactly where, when and how to respond.
 - (4) Develop site specific plans for department facilities as necessary.
 - (5) Train staff and volunteers to perform emergency tasks.
 - (6) Identify, categorize and inventory all available departmental resources.
 - (7) Develop procedures for mobilizing and employing additional resources.
 - (8) Develop and implement policies, procedures, and instructions as appropriate to an emergency incident, to include:
 - Provide for 24-hour contact in the event of plan implementation.
 - Provide up-to-date emergency contact information to the Division of Emergency Management.
 - Ensure direct communications to the Emergency Coordination Center (ECC).
 - Review and updating of department policies, procedures and instructions.
- b. Each city department will create an emergency management organization within their agency to:
- (1) Identify by position, a primary and two alternates to fill each emergency organization position required by the Direction, Control and Coordination Appendix.
 - (2) In coordination with the Human Resources Division of the Administration & Finance Department, ensure that each staff position description reflects the incumbent's responsibilities to the emergency organization.
 - (3) In coordination with the Division of Emergency Management, ensure the incumbent is trained to fulfill these responsibilities.

- (4) Fill positions in the emergency organization as requested by the ECC Incident Commander or ECC Logistics Chief, acting in accordance with this plan.

2. **Specific Responsibilities (by department or organization):**

NOTE: Specific responsibilities for non-municipal organizations reflect services provided by these organizations either as a normal function or under agreement/understanding with the City of Kirkland.

Administration & Finance Department -Kirkland

1. Director, Administration & Finance Department (or designee) serves as the Section Chief of the Logistics Section during disaster and emergency operations in the ECC.
2. Director, Administration & Finance Department serves as an active member of the Kirkland Policy Group for decision making and policy formulation for the City.
3. Staffs the Documentation Unit in the ECC when fully activated.
4. Provides support and staffing assistance in collecting, collating, posting and evaluating disaster information gathered in the field from damage assessment teams (i.e. Response and Recovery Operations Reports).
5. Provides support and staffing assistance for the recruitment, recall, mobilization and demobilization of people during disaster or major emergencies. (i.e. off duty employees, temporary hires, volunteers and other government agency/department support)
6. Provides support and staffing assistance for Mass Care and Individual Assistance to include management and distribution of food and water stocks along with other essential commodities within the City. Also includes feeding facilities, medical and nursing aid, sanitation, medicine distribution, social and counseling services and distribution of donated goods.
7. During the recovery phase of a disaster or major emergency, provides direct support to the Emergency Management Division and other City departments as appropriate in the compilation of damage assessment, and preparation of documents being submitted to state and federal agencies as well as establishing Disaster Assistance Centers.
8. Provides support and staffing assistance to Planning and Community Development for the City's effort to minimize the effects of disaster within the jurisdiction.
9. Records Emergency/Disaster declarations.
10. Secures vital records.
11. Administers insurance and self-insurance programs and claims.
12. Notifies insurance carriers of damages.
13. Staffs the Time, Procurement, Compensation, and Cost Units in the ECC when fully activated.
14. Sets up projects, and establishes and maintains a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements.
15. Coordinates with banks to establish and maintain a system to meet payroll and other payment obligations during emergencies and disasters.
16. During the recovery phase of a disaster or major emergency, provides direct support to the Emergency Management Division and Planning and Community Development in the compilation of damage assessment, and preparation of documents being submitted to state and federal agencies as well as assisting to establish Disaster Assistance Centers.
17. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.
18. Provides a staff representative to the Emergency Management Action Team (EMAT).

Amateur Radio Emergency Services (ARES)

1. Assists with Emergency Coordination Center (ECC) communications.
2. Assists with damage assessment.
3. Provides communications linkages between the Emergency Coordination Center (ECC) and emergency incident sites, shelters, fire stations and other critical locations as directed.

American Red Cross (ARC)

1. Provides emergency shelter activation training.
2. Provides emergency shelter staff support and resources as available.
3. Provides food, clothing, housing, household furnishings, medical, bedding and linens, occupational and educational supplies and other necessities to disaster victims.
4. Provides health and welfare inquiry services.
5. Provides mobile canteen service to both victims and emergency service workers.
6. Provides disaster damage assessments / information (for Red Cross use).

Chamber of Commerce-Kirkland

1. Encourage member businesses and organizations to prepare for emergency response.
2. Utilize chamber communications, if feasible, to work with chamber member businesses and organizations.
3. Provides a chamber liaison to work with the ECC when needed.

City Attorney

1. Provides direct counsel and a representative to the Policy Group or Emergency Operations Center as requested.
2. Drafts and/or reviews emergency proclamations, agreements, contracts, and disaster related documents.
3. Provides direct legal advice to City Departments.
4. Coordinates with the American Bar Association and the Washington State Bar Association to provide "pro bono" attorneys to assist individuals during major emergencies and disasters.

City Council/Mayor

1. Provides overall Policy direction of all emergency functions undertaken by the City as identified by this document.
2. Serves as oversight and policy focus for the citizens of Kirkland.
3. Extends or curtails emergency declarations (i.e., states of emergency) in consultation with the City Manager and other Policy Group members.
4. Adopts emergency ordinances and/or resolutions.
5. Provides assistance, overall guidance, and advice to the Policy Group for change, revision, or assessment of existing policies or consideration of new policy issues.
6. Makes statements to the media, representing the City of Kirkland (Mayor).

City Manager

1. Provides overall direction and control for the City during disaster and major emergency situations.
2. Serves as Chief-of-staff and advisor for the Mayor and City Council during disasters or major emergencies.
3. Ensures that the City of Kirkland continues to function administratively.
4. Proclaims / administers, in consultation with the Mayor and City Council, a "State of Emergency" when necessary.
5. Serves as the Policy Group Leader for the Policy Group and for the city at large during activation of the EOC.
6. Issues emergency rules and proclamations, in consultation with the Mayor and City Council, which have the force of law during proclaimed emergency periods.
7. Disseminates public policy statements to the media.
8. Disseminates emergency information and instructions to the general public.
9. Establishes clear lines of succession in all aspects of City responsibilities and functions.

10. Provides a staff representative to the Emergency Management Action Team (EMAT).
11. Volunteer Coordinator provides for the registration, recruitment, recall, mobilization, and demobilization of volunteers during a disaster.

Fire, Building, and Emergency Management

Fire

1. Fire and Building Department Director (Fire Chief) or designee normally functions as the Emergency Coordination Center (ECC) Incident Commander during designated major emergencies or disasters.
2. Fire and Building Department Director (Fire Chief) serves as an active member of the Kirkland Policy Group for decision making and policy formulation for the City.
3. Fire and Building Department Director (Fire Chief) is directly responsible to the City Manager for the organization, administration and operation of Emergency Management within the Fire Department.
4. Staffs the "Operations and Planning Section Chief" positions in the ECC.
5. Staffs the "Fire Branch" within the ECC "Operations Section."
6. Provides suppression and control of fires.
7. Provides "windshield survey" damage inspection and needs assessment surveys in specified areas of the City.
8. Provides emergency medical services and pre-hospital care to injured persons.
9. Conducts light and heavy search and rescue operations commensurate with staff training and experience.
10. Provides initial response to and size up of hazardous materials incidents, and coordinates with proper outside authorities for assistance if necessary.
11. Normally assumes role of Incident Commander of hazardous materials incidents. If incident requires state/federal unified plan activation, may provide a representative to staff the local on-scene coordinator or liaison position, while there is an immediate threat to public safety.
12. Provides Critical Incident Stress Debriefing teams through Chaplaincy program.
13. Provides liaison to King County Health to assist in disease control measures, food and water testing for general sanitation including inspections, hazardous waste disposal, air quality readings, criteria for reentering evacuated areas or structures and issuance of health advisories, all in coordination with King County Health Department.
14. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.

Building

1. Staffs the "Situation Status" (Disaster Analysis Function) positions in the plans section of the ECC.
2. Provides staff assistance and support in collecting, posting, evaluating and prioritizing disaster information gathered in the field from damage assessment teams (i.e. Response and Recovery Operations Reports).
3. Assumes lead responsibility for damage assessment (inspections) of buildings, structures, and facilities for structural safety and integrity as well as provides staff assistance for coordination of temporary repairs and upgrading or demolition of unsafe structures.
4. Provides support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.
5. Provides staff support for damage assessments, e.g. determining the geographical and monetary extent of damage to public and private property.
6. Provides staff assistance in support of planning for special populations within the City.
7. Coordinates issues pertaining to permits and temporary building code variances as per City policy during recovery and restoration phases of disaster or major emergency.

8. Provides staff assistance for coordinating hazard mitigation activities as they relate to land use, resource management, enforcement of codes, the inspection process and the issuing of permits.
9. Notifies ECC if life safety issues arise that relate to structures or buildings within the City.
10. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.

Emergency Management Division

1. Develops and maintains the City of Kirkland's Disaster Plan and all attachments.
2. Provides coordination among local, state, federal, private and volunteer organizations.
3. Maintains the City of Kirkland Emergency Coordination Center (ECC).
4. Prepares Emergency Proclamations for the Mayor, City Council, or City Manager.
5. Coordinates requests for emergency assistance.
6. Provides emergency preparedness information for the City staff and workers.
7. Develops and presents emergency training programs.
8. Provides overall direction and coordination for the City's effort to minimize the effects of disaster within the jurisdiction. (i.e. mitigation)
9. Provides coordination for Emergency Alert System (EAS) announcements relevant to Kirkland.
10. Maintains liaison and coordination with neighboring communities and the King County Office of Emergency Management.
11. Provides management oversight, support and direction for emergency preparedness education and training as the coordination point for the Emergency Management Action Team (EMAT) within City staff.
12. Provides the coordination point for the City in collecting, collating, posting and evaluating disaster information gathered in the field from damage assessment teams (i.e. Response and Recovery Operations Reports).
13. Serves as the coordination point and management oversight for the City in providing for effective utilization, prioritization, and conservation of available local resources (i.e. action planning through the use of expected requirements, inventories, mutual aid and donated goods etc.).
14. Provides planning and coordination assistance for the functions of evacuation, in-place sheltering and transport of citizens should the need arise to move citizens to safer locations during disaster or major emergency.
15. Provides planning and coordination assistance to ensure continuity of government and clear lines of succession in all aspects of City responsibilities and functions.
16. Provides planning, coordination and direct assistance to maintain an emergency public information capability that utilizes all available communications media.
17. Provides coordination for effective utilization, prioritization, and conservation of available local resources (i.e. action planning through the use of expected requirements, inventories, mutual aid and donated goods etc.).
18. Provides coordination and overall planning oversight for the effective utilization of all available transportation resources and systems that could be used in the event of a disaster or major emergency.
19. Provides coordination and direct planning assistance in conjunction with the Parks and Community Services, Red Cross, and Administrative Services for Mass Care and Individual Assistance to include management and distribution of food and water stocks along with other essential commodities within the City. (Also includes feeding facilities, medical and nursing aid, sanitation, medicine distribution, social and counseling services and distribution of donated goods.)
20. Provides for planning, assistance and coordination in conjunction with the Police Department for the effective use of any military assistance to civil authority that may be requested or needed in the event of a major emergency or disaster.

21. Provides coordination and planning for the effective utilization of available electric power, water resources, natural gas and petroleum products etc. to meet essential needs in the City during disaster or major emergency (i.e. priority restoration of utilities affected by disaster).
22. During the recovery phase of a disaster or major emergency, provides a central point of coordination and assistance in the compilation of damage assessment, restoring the community back to normal and preparation of documents being submitted to state and federal agencies as well as establishing Disaster Assistance Centers.

Information Technology

1. Responsible for all City of Kirkland telephone, radio and computer networks, except 800Mz radio system.
2. Ensures the preservation of current and historical computer records and data.
3. Provides computer support during and after an emergency or disaster.
4. Assures priority restoration of communication functions and systems.
5. Responsible for creating, maintaining and testing a "Disaster Recovery and Business Continuing Plan" in cooperation with the Emergency Manager.
6. Provides an active representative to the Emergency Management Action Team (EMAT).
7. Records Emergency/Disaster declarations.
8. Ensures ability to disseminate appropriate information via the Internet/Intranet.
9. Assist PIO in putting data and information on the City of Kirkland website.

Verizon

1. Establishes and maintains contact with the "Service Branch" in the Emergency Coordination Center (ECC).
2. Restores and maintains telecommunications service throughout their service area in coordination with the ECC.
3. Supports the City of Kirkland emergency response efforts, and the restoration and maintenance of telephone communications in coordination with the Emergency Coordination Center (ECC).
4. Operates a 24 hour trouble reporting center.
5. Maintains an emergency plan and a listing of contract resources for mobile support and service restoration.

Hospitals and Medical Centers (Note: Includes Evergreen Hospital, Harborview Medical Center, Northwest Hospital, Overlake Hospital, Group Health Central, Group Health East, Providence Medical Center, Swedish Medical Center, and University Medical Center.)

1. Participates and coordinates through the radio Hospital Net.
2. Provides basic and advanced medical care.
3. Helps to resupply field units with consumable medical supplies.
4. Makes assessments of hospital or medical center capabilities and damages.
5. Mobilizes staff to provide teams to respond to field treatment and triage sites.
6. Assists in blood procurement for community and special needs.

Lake Washington School District

1. Initial emergency response activities include: safety of students, reuniting students and parents/guardians, damage assessment, mitigating damages.
2. Provide certain District resources, if available, to the City, such as buses, nursing services, food services, counseling, maintenance/custodial services, and facilities.
3. By agreement with the American Red Cross, provides school facilities for shelter and feeding.

4. Provides situation reports to the Emergency Coordination Center (ECC) from field observations of bus drivers and other school personnel.
5. Provides a representative in the ECC when necessary.

Medical Examiner-County

1. Provides for the identification, storage, and disposition of the deceased during and just after any mass casualty situation, disaster or major emergency event.

Parks and Community Services Department

1. Director of Parks and Community Services (or designee) serves as Section Chief of the Plans Section during ECC activation.
2. The Parks and Community Services Director serves as an active member of the Kirkland Policy Group for decision making and policy formulation for the City.
3. Staffs the Logistics Section "Services and Support Branch Coordinator" positions in the EOC.
4. Staffs the "Food/Shelter Unit" position as primary or alternate for shift changes in the EOC.
5. Provides staffing assistance and equipment resources for emergency assignment and field allocation of needed Parks Department resources.
6. Provides staff assistance, support and coordination in conjunction with the Red Cross, Emergency Management Division and Administrative Services for Mass Care and Individual Assistance to include management and distribution of food and water stocks along with other essential commodities within the City. (Also includes feeding facilities, medical and nursing aid, sanitation, medicine distribution, social and counseling services and distribution of donated goods.)
7. Provides staff assistance and support for the effective utilization of all available logistical support that could be used in the event of a disaster or major emergency (i.e. tables, chairs, tents, trash containers, trailers, sump pumps, etc...)
8. Provides staff assistance and support for coordinating hazard mitigation activities throughout the jurisdiction that prevent or minimize the effects of a disaster or hazardous situation.
9. Assumes primary responsibility for management, planning and assistance related to special populations within the City to include the disabled, handicapped, elderly, critical care and non-English speaking populations.
10. Assists with registration, recruitment, recall, mobilization and demobilization of volunteers during disaster or major emergencies.
11. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.

Planning and Community Development

1. Planning Director serves as active member of the Kirkland Policy Group for decision making and policy formulation.
2. Staffs the "Recovery Units" in the "Plans Function" during ECC activation and operation.
3. Works with other department field personnel to compile damage assessments, e.g. efforts to determine the geographical and monetary extent of damage to public and private property.
4. Provides support and staffing assistance to the Building Division of the Fire and Building Department in collecting, collating, posting and evaluating disaster information gathered in the field from damage assessment teams (i.e. Response and Recovery Operations Reports).
5. Assists Emergency Management in providing for effective utilization, prioritization, and conservation of available local resources (i.e. action planning through the use of expected requirements, inventories, mutual aid and donated goods etc.).

6. Provides planning and support to Police and Emergency Management for the functions of evacuation, in-place sheltering and transport of citizens should the need arise to move citizens to safer locations during disaster or major emergency.
7. Coordinates issues pertaining to planning and zoning code issues as per City policy during recovery and restoration phases of disaster or major emergency.
8. During the recovery phase, provides land use and policy planning services.
9. Acts as the lead in conjunction with other departments for coordinating hazard mitigation activities as they relate to land use planning, resource management, enforcement of codes, the inspection process and the issuing of permits related to zoning etc.
10. Assumes support responsibility to Parks and Community Services for management, planning and assistance related to special populations within the City to include the disabled, handicapped, elderly, critical care and non-English speaking populations.
11. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.

Police Department - Kirkland

1. Police Chief (or designee) functions as the Emergency Coordination Center (ECC) Incident Commander during major emergencies or disasters.
2. Police Chief serves as an active member of the Kirkland Policy Group for decision making and policy formulation for the City.
3. Staffs both the "Operations Section Chief" and "Police Ops Branch Coordinator" positions in the ECC.
4. Provides security at the ECC and other key City of Kirkland facilities.
5. Provides "windshield survey" damage inspection and needs assessment surveys in specified areas of the City.
6. Coordinates all law enforcement activities in the affected area(s) to include maintenance of law and order, crowd control, traffic control, and curfew enforcement if established.
7. Plans, orders and conducts evacuations when necessary to save lives and property.
8. Provides support to emergency response activities to include: damage assessment and mobile units for public address warning.
9. Advises Mayor/City Council and Emergency Coordination Center Policy Group on need for curfews, area closures, and other considerations.
10. Provides Crisis Incident Stress Debriefing teams through Chaplaincy program, and City's EAP.
11. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.

Public Works - Kirkland

1. The Public Works Director (or designee) will function as the Emergency Coordination Center (ECC) Incident Commander during designated major emergencies or disasters.
2. The Public Works Director serves as an active member of the Kirkland Policy Group for decision making and policy formulation for the City.
3. Staffs the "Operations and Planning Section Chief" positions as primary or alternate for shift changes in the ECC.
4. Staffs the "Public Works Branch" within the ECC "Operations Section."
5. Coordinates with the Building Division of the City's Fire and Building Department to provide damage assessment of traffic structures, buildings, and facilities for safety and integrity and provides assistance in extraction of injured and trapped people from damaged areas.
6. Provides "windshield survey" damage inspection and needs assessment surveys in specified areas of the City.
7. Provides engineering support, emergency construction and demolition, lifting capability, staff assistance and technical advice in support of Fire Department and Police operations in light and heavy urban rescue.
8. Provides barricades, signs and staff assistance to establish traffic patterns and control points along with debris clearance and transport capability for equipment and supplies.

9. Supervises and coordinates outside assistance resources, including volunteers that have been requested for repair and restoration of utilities and services within the City.
10. Provides supervision for Parks field employees reassigned to Public Works for the purposes of disaster/emergency response.
11. Implements and enforces water conservation programs to conserve dwindling supplies up to and including rationing and curtailment of specific water related activities (i.e. washing of cars, irrigation of yards, etc.), if necessary.
12. Establishes priority assessment, repair, restoration and purification of water sources throughout the City in coordination with other water utility organizations in the surrounding greater Kirkland area.
13. Notifies the City Emergency Management Division and the King County Department of Health and Human Services in the event of extended water, sewer or electrical system failure.
14. Establishes priority assessment, repair, and restoration of other utility services throughout the City to include sewer and storm drain service, sanitation facilities and other utility service in coordination with such appropriate agencies as Puget Sound Energy.
15. Provides a staff representative to the City's EMAT for ongoing disaster planning activities.
16. Establishes and maintains mutual aid agreements and/or memorandums of understanding with public and private businesses.

Puget Sound Energy

1. Establishes and maintains contact with the "Logistics Service Branch" in the Emergency Operations Center and sends a representative to the ECC if requested.
2. Notifies the Emergency Management and the King County Department of Health in the event of extended utility failure.
3. Coordinates public information releases with the ECC and City Information Center.
4. Maintains an emergency plan and a listing of mutual aid resources.
5. Restores and maintains electric service throughout their service area, in coordination with the ECC.
6. Supports the City of Kirkland emergency response efforts as resources are available and requested by the ECC.
7. Immediately notifies Kirkland Division of Emergency Management and King County Human Services in the event of extended natural gas failure.
8. Restores and maintains natural gas service throughout their service area in coordination with the ECC.

Qwest

1. Establishes and maintains contact with the "Logistics Service Branch" in the Emergency Coordination Center (ECC).
2. Restores and maintains telecommunications service throughout their service area in coordination with the ECC.
3. Supports the City of Kirkland emergency response efforts, and the restoration and maintenance of telephone communications in coordination with the Emergency Coordination Center (ECC).
4. Operates a 24 hour trouble reporting center.
5. Maintains an emergency plan and a listing of contract resources for mobile support and service restoration.



The logo features the text "CITY OF KIRKLAND" on the left and "DISASTER PLAN" on the right, both in a bold, sans-serif font. A thick red horizontal line runs through the middle of the text. In the center, a red jagged line resembling a seismic wave or a lightning bolt connects the two sides of the horizontal line. Below this graphic, the words "Basic Plan" are written in a bold, sans-serif font.

Part III: Concept of Operations

It is Kirkland City policy to support mitigation activities that eliminate or reduce damages caused by disaster or emergency situations. Since mitigation efforts will not eliminate all disaster or hazardous situations, the City of Kirkland shall endeavor to be as prepared as possible to respond to all situations of an emergency or disaster nature.

Disaster and major emergency response requires the flexibility to improvise in difficult problem solving situations. City of Kirkland departments are expected to use their judgement and common sense to carry out the responsibilities outlined in this plan, and to do so in a coordinated manner with all departmental efforts.

A. General

1. The City of Kirkland Emergency Preparedness Services function was established in accordance with City of Kirkland Municipal Code. The Emergency Preparedness office is co-located with the Fire Department administrative offices on the upper level of City Hall at 123 Fifth Avenue in Kirkland. The Emergency Preparedness Services is the focal point for emergency planning in the City, and its Director is the Kirkland Fire Chief. The Emergency Preparedness Coordinator serves as the lead and provides the liaison and coordination point for planning and training activities with all departments and also coordinates the set up and logistical support of the Emergency Coordination Center (ECC). The ECC is located on the lower level of City Hall, in the Police Department, and serves as the nerve center and central data collection point for the City during emergency operations. Emergency Management responsibilities in the City of Kirkland extend beyond the Fire Department to all municipal government departments and ultimately, to each individual citizen in the community. Preparedness and response capability is a community wide responsibility and it is the City's policy to foster that philosophy at all levels.
2. Line of succession to the Division of Emergency Management Director will be determined by the City Manager. During the Director's (Fire Chief's) absence the line of succession will be the Police Chief, Director of Public Works and then the Deputy Fire Chief.
 - a. **Citizen and Government Roles.** Basic responsibility for emergency planning and response lies with individuals and heads of households. This is consistent with current government constitutional policies that advocate maximum self-government. When individuals and families cannot respond effectively in Kirkland, a City emergency exists. City officials will implement their department's standing emergency procedures, instructions and policies to alleviate the emergency, relieve suffering and protect lives, property and resources. Pre-existing mutual-aid agreements between the various government jurisdictions within and adjacent to City boundaries may be invoked as appropriate. The Regional Plan for King County may be activated. The Mayor or City Manager may declare a civil emergency under Kirkland Municipal Code 3.20.070 to expedite access to local resources needed to cope with the situation. If the needed response exceeds these local and regional capabilities, a disaster has occurred. The Mayor or City Manager may declare a disaster under RCW 38.52.070. He or she may further ask for a gubernatorial declaration and state assistance. The Governor, in turn, has the option of asking for Federal aid when it appears that the

combined resources of municipal, regional (county-wide), and State agencies will be inadequate.

- b. **Relationship Between Emergency and Normal Functions.** Responding to emergency situations is the day-to-day function of several City Departments such as Kirkland Police, Public Works, and Fire. While the routine functions of most City Departments are not of an emergency nature, pursuant to Kirkland Municipal Code 3.20.020, the City will "*create an emergency management plan to provide for coordination of the City of Kirkland's Emergency Management with other government programs.*" This entails a day-to-day obligation to assess the impact of technological or natural disaster situations. It requires monitoring conditions and analyzing information that could signal the onset of one of these events. Disasters will require City Departments to perform extraordinary functions at times. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel normal functions. However, pursuant to RCW 38.52.070, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended throughout the City for the duration of the situation. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency or disaster related tasks.

B. Emergency Management Phases

Emergency management at all levels consists of four well established phases. City of Kirkland departments will meet their responsibilities to protect life and property in the City by considering their roles in each of the following phases.

1. **Mitigation.** Actions accomplished before an event to prevent it, reduce its effects or change people's reactions, save lives and are the most cost effective. City departments will enforce all public safety mandates of the Kirkland Municipal Code to include land use management and building and fire codes, and will recommend to the City Manager, legal action required to improve the readiness of the community. The City Council will solicit guidance from the City Manager, the Policy Group and the public at large to enact ordinances necessary to improve the emergency readiness of Kirkland.
2. **Preparedness.** City departments will remain vigilant to crises within their areas of responsibility. City emergency service departments will prepare for emergencies and disasters by developing detailed standing procedures, instructions and policies to enable first responders to accomplish the tasks normally expected of them. All City departments will prepare for emergencies and disasters by developing detailed procedures, instructions and policies to accomplish the extraordinary tasks necessary to integrate the department's total capabilities into the City's disaster response. All procedures, instructions and policies must compliment this plan. City departments will ensure that their employees are trained to implement emergency and disaster procedures and instructions. Departments will validate their level of emergency readiness through internal drills and participation in exercises conducted by the City's Emergency Management Action Team. Other governmental jurisdictions outside the City boundaries will also be encouraged to participate in these exercises. Exercise results will be documented and used in a continuous planning effort to improve the City's emergency readiness posture. This joint, continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for any emergency or disaster situation.

Preparedness consists of almost any pre-event action which is assured to improve the safety or effectiveness of disaster or emergency response. Preparedness consists of those activities that have the potential to save lives, lessen property damage and increase individual and community control over the subsequent life or property threatening occurrences.

3. **Response.** The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase. This phase is the main focus of emergency and disaster procedures, instructions, mutual-aid agreements, and this plan. The ECC Procedures Manual and other response procedures and checklists are designed to minimize loss of life, curtail suffering and property damage and speed recovery and restoration to pre-incident status. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating standards. When any City department receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be as described in departmental procedures, instructions and policies and may involve activating the Emergency Coordination Center (ECC) for coordination of support. City departments will support first responders by providing warnings and emergency public information (through the Emergency Alert System -EAS) and helping to save lives and property, by supplying basic human needs, maintaining or restoring essential services, and protecting vital resources. Responses to declared emergencies and disasters will be guided by this plan.
4. **Recovery.** Disaster and emergency recovery efforts are focused at returning the community to normal pre-incident status. These efforts involve detailed damage assessments and compilation of cost figures for insurance and Federal reimbursement, complete restoration of vital life-support and service industry systems, alternative financial assistance and long-term medical care. There is no definite point at which response ends and recovery begins. However, most recovery efforts will occur after the emergency organization is deactivated and the City departments have returned to normal operation. Much of what is termed recovery efforts are usually integrated into day-to-day functions throughout the City.

C. Jurisdictional Relationships

It is expected that staff of each department within the City boundaries will manage the application of disaster resources within their jurisdictional area. Mutual-aid and disaster declarations serve to make additional resources available to an affected jurisdiction. However, mutual-aid, and State and Federal assistance will have no affect on jurisdictional prerogatives.

D. Departmental Initial Response Tactical Guidance and Policy

It is the City of Kirkland's policy that all departments and subdivisions maintain procedures, instructions and policies as set forth in II.B.1. of this Basic Plan and they will ensure their emergency activation procedures conform to the following:

City of Kirkland Departmental Initial Response Tactical Guidance and Policy

Tactical operations of field response resources are expected to be managed by the respective departments and their divisions. Controlling their personnel and resources will be in accordance with their departmental procedures, instructions and policies. City of Kirkland departments, divisions and/or agencies are directed to include the following in their directions to their personnel:

Overall Departmental Management Priorities:

1. Protect and preserve life
2. Protect and preserve property
3. Protect the environment

1. Situation Status. General information to be reported from the field (incident sites) should include:
 - What has happened?
 - What can be done about it?
 - What is needed?
 - Should the ECC be activated? (partial or full?)
2. Resource Status. Immediate, specific information should include the status of the primary emergency service department on-scene and/or in route.
 - Personnel.
 - Equipment.
 - Vehicles.
 - Communications capabilities.

City of Kirkland managers and supervisors are expected to report this information (above) and information on damages, and tasks to be done (if applicable) to the ECC by whatever means possible.

3. Accountability of Personnel. As soon as possible, all City departments will do a "roll call" of field units to determine status.
4. Damage Survey Information. On duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making a quick "windshield survey" of their area. Communicate this information to dispatch or ECC by radio, telephone, or ham radio. Departments that have "windshield survey" procedures will activate these procedures.
5. Communications. If a unit is unable to communicate with their command or dispatch, they should:
 - Attempt to contact other mobile units in person or by radio.
 - Contact the ECC if activated by radio, telephone, or ham radio.
 - Contact appropriate personnel within department or report to predesignated location for staging or operational assignment.
6. Personnel Response. If required, off-duty personnel will be recalled to duty through normal methods or by the department's emergency call back procedure, or by instituting an emergency call back. If it is apparent that a major disaster has occurred that is disrupting normal communications channels, off-duty personnel are instructed to respond as described in labor contracts or individual department directives. They may also make contact by using the information on their Preparedness Wallet Card.

Detailed response instructions and action checklists will be found within each department's response plans and procedures, and the Emergency Coordination Center Procedures Manual.

Note: City employees living in areas impacted by a disaster will first attend to personal family needs, and then report to work locations predesignated in their department's **Procedures for emergency and disaster incidents**. Employees are encouraged to make provisions ahead of time for the safety and well-being of their families.

7. Mutual Aid - External. (Agreements with entities outside of the City) It is the policy of the City of Kirkland that City personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel who respond to requests for assistance from Kirkland departments will operate the same way. Lost, damaged or stolen equipment will be replaced or repaired as indicated in local, county, state and federal agreements.
8. Public Information. Public Information Officers assigned to the ECC will operate in coordination with the Incident Commander.
9. Other Issues.
 - a. The Incident Command System (ICS), as described in the Direction, Control and Coordination Appendix and ECC Procedures Manual, will be used to manage incident sites. The person in charge of an incident site is identified as the "Incident Commander." The ICS structure will also be used to manage ECC operations.
 - b. At the incident site, if the "command" function is transferred to another person, department, or agency, there must be both a formal declaration that the "command" is being passed and a formal acceptance by the person/agency assuming "command."
 - c. All City departments and divisions will track and compile documentation of their disaster costs for potential reimbursement from State or Federal disaster assistance.



**CITY OF
KIRKLAND**

**DISASTER
PLAN**

Basic Plan

Part IV: Administration and Logistics

A. General

In the face of an emergency or disaster, other administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Pursuant to Chapter 3.20.070, Emergency Powers, Kirkland Municipal Code, departments are authorized to take necessary and prudent actions in response to disaster and emergency incidents.

It is City of Kirkland policy that departments identify personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures. During disaster or emergency operations, personnel from the Administration & Finance Department may work from the ECC Finance Section to provide guidance and instructions to City departments on appropriate record keeping.

B. Administrative Procedures

1. Administrative procedures and paperwork must facilitate, and not detract from, operations to carry out emergency and disaster response actions. Normal procedures, which do not interfere with timely accomplishment of emergency tasks, will be used and may be referenced (but not restated) in this plan. Those emergency administrative procedures which depart from "business as usual" will be described in detail through department specific procedures, instructions and policies, and may also be referenced in this plan.
2. The Administration & Finance Department, with support from other staff, shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of all City departments and utility providers. Pursuant to the authority of Kirkland Municipal Code, and RCW 38.52.070, some formal procedures may be waived. All existing annual supply contracts and "blanket purchase orders" will remain in effect and shall be used whenever feasible. When communication allows, the local purchase order system shall be used. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with a representative of the Finance Section (ECC). A record of all purchases and supporting documentation shall be reported to the Finance Section (ECC) within 48 hours by the Department Director or his/her representative. A complete and accurate record of all purchases, all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency or disaster response shall be maintained by the Finance Section in the ECC.
3. Repair and restoration of damaged facilities may require an environmental impact assessment (SEPA/NEPA Review) prior to final project approval. This will be in compliance with applicable local, state and federal regulations. Departments will coordinate a disaster permit process with appropriate authorities where applicable.

C. Logistics

1. Agencies responding to emergencies and disasters will first use their available resources. When this plan is implemented, the Logistics Section described in the Direction, Control and Coordination Appendix and the ECC Procedures Manual will become the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section will also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander.
2. The Logistics function is needed to support field operations, Emergency Coordination Center functions and direct assistance to disaster victims and their families.
3. It is the City of Kirkland's policy that each department/division keep an updated inventory of its personnel, facilities and equipment resources as part of their procedures, instructions and policies that deal with emergency and disaster situations.



Basic Plan

Part V: Direction and Control

A. General

1. In accordance with Kirkland Municipal Code, Chapter 3.20.050, implementation of this plan and execution of its contents shall be the responsibility of the City Manager acting on behalf of the Mayor and City Council. The emergency management organization in Kirkland consists of all departments and their subdivisions and the entire resource inventory of the City as well as volunteer and private resources committed to assist under the provisions of this plan. In addition, if Regional, State and/or Federal resources are made available to the City, they will be under the operational control of the City Manager or his/her designee.
2. City of Kirkland departments and divisions are part of the emergency management organization as outlined in this plan. This Plan will be utilized to guide response to emergencies/ disasters, or the imminent threat thereof, and to guide the Policy Group in their support of field operations.
3. The Mayor or City Manager may declare a civil emergency under Kirkland Municipal Code 3.20.070 to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. Upon termination of the emergency declaration, the emergency organization will be deactivated.
4. If the situation is beyond local and regional capability, a request for State, and/or Federal assistance may be in the original proclamation or included in a second proclamation presented to the Governor through the King County Emergency Management Agency.
5. The Emergency Preparedness Services in the Kirkland Fire Department is the City's 24 hour a day "Crisis Monitor." The Emergency Preparedness Coordinator will provide an on-going independent analysis of incoming information. As emergency situations threaten or occur, Emergency Management personnel may convene the Policy Group to facilitate the process of evaluation and incident planning. This potentially could result in possible activation and implementation of certain emergency functions and resources including the Emergency Coordination Center. The Policy Group will also be used to support "Incident Commanders" in field situations.
6. The ECC may be activated by the City Manager, Assistant City Manager, any Department Director, Deputy Fire Chief, Police Captain and duty Lieutenant, Duty Battalion Chief, or duty Public Works Manager. When the decision is made to activate the ECC, either the Kirkland Police Dispatcher or Emergency Preparedness Services will notify the appropriate staff members to report to the ECC. The initial ECC management staff will take action to notify and mobilize the appropriate organizations and operational personnel that they are responsible for alerting.

B. Priorities

The following list of management priorities, listed in order of importance, are provided to guide City policy and decision makers before, during, and after any emergency or disaster events of major magnitude:

1. Protect life.
2. Alert and inform citizens.
3. Evacuate citizens to a safe place.
4. Protect public and private property as it relates to the economic base.
5. Protect the environment.
6. Assess the situation.
7. Restore essential services.
8. Document and record decisions, costs, lessons learned etc.
9. Provide support and guidance for rebuilding.
10. Take steps to mitigate future disasters.

C. Coordination and the ECC

The Emergency Coordination Center (ECC) is central to successful emergency and disaster operations. Decision makers, policy makers and coordinators located in close proximity ensure that personnel and resources can be used efficiently. Adequate, direct communications between all levels and key players also ensures better coordination of activities to accomplish objectives and minimize duplication of effort.

It is the City of Kirkland's policy to establish overall direction, control and coordination through an Emergency Coordination Center (ECC) to facilitate the community's response to disaster or major emergency. This will include coordination between all departments, divisions and levels of City Government to ensure continuity of operations and continuation of essential government services.

D. Controls

1. The City's emergency organization, once activated, directs and controls a response to an emergency or disaster. It is organized and will function according to the standards and principles established in the National Interagency Incident Management System's (NIIMS) Incident Command System (ICS).
2. Either the Kirkland Fire Chief (Director of Emergency Services), the Police Chief, the Director of Public Works, or the City Manager acting unilaterally, may activate this emergency organization. They also may delegate this authority. Depending on the situation and the response required, other City department managers may also activate the emergency organization.
3. The City Manager will be notified and briefed by the ECC Incident Commander as soon as possible. Consistent with the modular component of the NIIMS Incident Command System, the ECC may be activated to coordinate support for an on-scene incident commander, without activating the full City emergency or disaster organization. (See Direction, Control and Coordination Appendix). Contact between ECC staff and their respective departments will be maintained through telephone and radio networks, if operating.
4. During the effective period of any declared emergency or disaster, the ECC Incident Commander directs and controls all emergency response activities and employs all necessary emergency resources according to the provisions of this plan.

5. To ensure a line of succession, each key emergency position has three designated representatives.

E. Facilities

1. The Emergency Coordination Center (ECC) is located in the Peter Kirk Room on the lower level of City Hall at 123 Fifth Avenue in Kirkland. The Alternate ECC for the City is located in Station 26 at 9930 124th Avenue N.E. The third alternate location for the ECC is the Public Works Maintenance Facility located at 915 8th Street in Kirkland.
2. The Emergency Alert System (EAS) communications link to Radio Station KIRO is located in the King County ECC. The secondary location is in the Bellevue Communications Center. (For additional information see the Communications and Warning Emergency Support Function.)
3. All departments and their subdivisions are responsible to ensure that communication systems are in place between ECC department representatives and their respective departments or divisions.
4. For the most part, emergency service and/or response oriented departments will maintain operations or dispatch centers that will control the operations of the emergency resources under their control (example: Police and Public Works). Wherever possible, these control centers will utilize existing facilities and will be in contact with the ECC through redundant communications such as telephone and radio.

F. Emergency Public Information

Rapid dissemination of information is essential and vital for health and safety protection during and just after major emergencies and disasters. The primary means to do this is by direct contact with the media and by use of the Emergency Alert System (EAS).

G. Continuity of Government

1. **Mayoral and City Manager Succession.** The line of succession to the Mayor and the City Manager is prescribed in Kirkland Municipal Code, Chapter 3.20.
2. **Succession to offices and positions appointed by the City Manager.**
 - a. The line of succession to the Emergency Services Director will be determined by the City Manager, or the successor to that office pursuant to Kirkland Municipal Code, Chapter 3.20.040.
 - b. The line of succession to all other offices or positions appointed by the Mayor or City Manager shall be specified in that department's procedures, and/or instructions and policies.
3. **Preservation of Records.** All City departments will develop procedures, instructions and policies to guarantee the preservation of vital records, to include their reconstitution if necessary, during and after emergencies and disasters. In general, vital public records include those:
 - Considered absolutely essential to the continued operation of City government.
 - Considered absolutely essential to the City's ability to fulfill its responsibilities to the public.
 - Required to protect the rights of individuals and the City as a whole.
 - Essential to restoration of life support services.

H. Plan Maintenance

1. The Director of the Fire and Building Department ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.
2. The plan will undergo revision whenever:
 - It fails during emergency or disaster situations.
 - Exercises, and/or drills reveal deficiencies.
 - Key personnel change.
 - There is a change in governmental structure.
 - There is a change in the structure of emergency organizations.
 - Community situations change.
 - New hazards are identified
 - State and/or Federal requirements change.
3. The basic plan and the hazard-specific Emergency Support Function Appendices are the responsibility of the City of Kirkland's Emergency Planning Team. (Ref. II.A.4 -Basic Plan) This Planning Team is coordinated through Emergency Preparedness Services in the Kirkland Fire Department. Primary and supporting responsibilities for the Plan's Emergency Support functions are indicated in the "City of Kirkland Primary/Secondary Responsibility Matrix" attached to this Basic Plan.
4. The King County Local Emergency Planning Committee (LEPC), as an extension of State and Federal requirements is responsible pursuant to Washington Statute WAC 118.40 Title III for procedures required to enable local responders to safely manage a hazardous substance release. The LEPC may utilize applicable portions of this plan and adopt subsequent changes or develop companion plans to meet State and Federal requirements. The Title III, Local Emergency Planning Committee, as a state advisory arm, will review applicable portions.
5. Emergency Preparedness Services is responsible for coordinating the preparation and continuous updating of the plan and the compatibility of the plan with State of Washington planning documents and any other governmental plans to which the City may be signatory or with whom the City may have mutual aid agreements.
6. The Division of Emergency Management will maintain a list of individuals and organizations which have controlled copies of the plan.
7. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes.
8. Revised copies will be dated and marked to show where changes have been made.

**The Terrorism Annex has LIMITED
DISTRIBUTION and is exempt from
public disclosure under RCW
42.17.310(1)(ww)(1,11).**

**Please contact the
Administrative Deputy Fire Chief,
Helen Ahrens-Byington
to obtain/view a copy.**

Appendix 1

DIRECTION, CONTROL, AND COORDINATION

The Division of Emergency Management within the Fire Department is the City of Kirkland's 24-hour crisis monitoring agency. As emergency or disaster situations threaten or actually occur, the Emergency Services Director (Fire Chief) or his/her designee may convene the "Crisis Action Team" or activate the Emergency Coordination Center (ECC) to facilitate either evaluation of the threat and/or incident planning. The Crisis Action Team (policy group) may possibly activate the ECC or implement emergency functions and resources under the provisions of this Plan. Certain near instantaneous events may trigger immediate full ECC activation through first responder department recommendations, such as the Police, Fire and Public Works departments. The Emergency Coordination Center (ECC) will be central to successful emergency and disaster operations in the City of Kirkland. The Coordination Center Concept ensures that decision makers, policy makers and coordinators will be located in close proximity to make sure that personnel and resources can be used efficiently. Face to face communication and direct coordination of activities helps minimize duplication of efforts and provides immediate feedback mechanisms within the emergency organization

I. PURPOSE

The purpose of this Appendix is to provide for overall guidance and policy in the direction, control and coordination of emergency operations under the provisions of this comprehensive plan, as established and promulgated through the City of Kirkland's Municipal Code and the Revised Code of Washington (RCW 38.52) Statute:

Kirkland Municipal Code = KMC

- KMC 3.20.050 Emergency Mgmt. Plan.
 - City Manager is responsible to see that the City executes its plan in accordance with what is recorded in that plan.
- KMC 3.20.060 ECC
 - The plan calls for activation of the Emergency Coordination Center and/or the Crisis Action Team and designates options for the Incident Commander.
- KMC 3.20.070 Emergency Powers
 - Allows the broadest authority and greatest discretion consistent with Washington law.
- KMC 3.20.080 Task Force
 - Identifies the composition, function and operation of the local emergency management task force.
- KMC 3.20.090 Ratification of Actions
 - Allows the city manager to take action on behalf of the city council and/or mayor pursuant to the Emergency Management Plan.
- KMC 3.20.120 Search and Rescue
 - Identifies the Chief of Police as responsible for search and rescue in the city.

Revised Code of Washington = RCW

RCW 38.52.070 Emergency Powers

- Each political subdivision of the state is authorized and directed to establish a local organization in accordance with the state emergency management plan and program.

RCW 38.52.400 Search and Rescue

- Identifies the Chief Law Enforcement Officer of each political jurisdiction as responsible for search and rescue activities in accordance with state and local Operating plans.

Sub functions and tasks that may be developed, maintained, and/or performed in support of this Appendix for the City of Kirkland include:

- Emergency Coordination Center (ECC) Procedures Manual.
- Guidelines for the Crisis Action Team (CAT)
- Emergency Communications System structure and procedures.
- Emergency Public Information system structure and access procedures.
- Mobile Command Post Procedures and Guidelines.
- Joint Information Center Procedures Manual.

II. POLICY

- A.** It is the policy of the City of Kirkland to establish overall direction, control and coordination through a Crisis Action Team (CAT) or an Emergency Coordination Center (ECC) to support the City's response to a disaster or major emergency.

- B.** It is the policy of the City of Kirkland that each Municipal department designate a primary and alternate location from which to establish direction and control of department activities during a major emergency or disaster. Some departments such as Public Works may have alternate locations for directing functions outside the ECC. Departments with separate control and work stations shall keep the ECC informed as to: what has happened; what they are doing about it; and what they need.

- C.** The City of Kirkland will utilize the Incident Command System (ICS) as the organizational basis for response to any emergency or disaster.

- D.** It is assumed that Police and Fire Department personnel have sufficient authority to take immediate life or property saving actions as necessary at individual emergency scenes, irrespective of a Mayoral or City Manager proclamation.

III. ORGANIZATIONS INVOLVED

The following departments, agencies and organizations have responsibilities and essential functions in direction, control and coordination.

Primary:

- A. City Council / Mayor
- B. City Manager
- C. Executive Policy Group (CAT)

Other:

- D. Administration & Finance Department
- E. Fire and Building Department - Emergency Management Division
- F. Information Technology
- G. KOMO Radio
- H. Lake Washington School District
- I. Parks and Recreation Department
- J. Planning and Community Development Department
- K. Police Department
- L. Public Works Department
- M. Puget Sound Energy
- N. Red Cross
- O. Other Local, State and Federal Government Agencies

County / State / and/or Federal

During the response and recovery phase of any disaster situation, other local jurisdictions, County, State and Federal agencies may provide life and property saving assistance, additional coordination and/or administrative support under the direction and control of the City of Kirkland emergency Operating structure.

IV. RESPONSIBILITIES

In the broadest context, the responsibilities outlined in this Appendix assume a full Emergency Coordination Center (ECC) activation. In the interest of time and efficiency, the departments/agencies involved with this function may or may not be utilized in smaller scale situations. During a situation that the Crisis Action Team (CAT) is activated, the Division of Emergency Management and /or other CAT members can liaise directly to the departments and/or agencies with resources and capabilities in order to expedite resource response and other needed services. If the situation grows in complexity and scope, each department may be called upon to fulfill some or all of its stated responsibilities through, or in direct coordination with the ECC.

A. City Council/Mayor: (Also see Executive Policy Group [CAT] this section)

1. Provides for Policy oversight and feedback for all emergency functions undertaken by the City as identified by this document.
2. Serve as oversight and policy focus for the citizens of Kirkland.
3. Extend or curtail emergency declarations (i.e. States of Emergency) in consultation with the City Manager and other Policy Group members.
4. Adopts emergency ordinances and/or resolutions.
5. Provides assistance, oversight and a feedback mechanism to the Policy Group or Crisis Action Team for change, revision, or assessment of existing policies or consideration of new policy issues.

B. City Manager (and Assistant City Manager in his/her absence)

1. Provides overall direction and control for the City during disaster and major emergency situations.
2. Chief of staff and advisor for the Mayor and City Council during disasters or major emergencies.
3. Ensures that the City of Kirkland continues to function administratively.
4. Proclaims and administrates, in consultation with the Mayor and City Council, a "State of Emergency" when necessary.
5. Serves as the Executive Policy Group Leader and Chairman of the Crisis Action Team (CAT) convened during activation of the ECC.
6. Issues emergency rules and proclamations, in consultation with the Mayor and City Council that have the force of law during proclaimed emergency periods.
7. Disseminates public policy statements to the media and through departmental information officers.
8. Disseminates emergency information and instructions to the general public.
9. Establishes clear lines of succession in all aspects of city responsibilities and functions.
10. Establishes and maintains a public information center in coordination with the ECC.

C. Executive Policy Group (Same individuals as Crisis Action Team - CAT)

1. This group evaluates, reviews, enforces, terminates, and considers new options for policy that directly affects all aspects of the City of Kirkland during emergency and disaster operating.
2. It is comprised of the City Manager, Assistant City Manager, the Police Chief, and the Directors of Administrative Services, Finance, Public Works, Fire and Building Services, Information Technology, Planning and Community Development and Parks & Community Services .
3. All members will maintain phone, radio, pager or cellular capability for immediate notification and/or consultation for potential crisis or hazardous situations that might occur in the City of Kirkland.

D. Administration & Finance Department

1. Provides a representative to and manages the "Human Resources Branch" of the Emergency Coordination Center (ECC) Logistics Section.
2. Staffs the ECC "Safety Officer" position (risk management).
3. Provides a representative to the ECC Plans Section.
4. Provides a representative to the Utilities Branch within the Public Works Operating Section that maintains liaison with Verizon, U.S. West and other communications contractors in the City.
5. Director, Administration & Finance (or designee) serves as an alternate Policy Group Leader for the City in formulating, administering or supervising public policy during disaster or emergency Operating in the ECC.
6. Director of Administration & Finance (or designee) serves as the ECC Administration/Finance Section Chief during designated major emergencies or disasters.
7. Staffs the ECC Administration/Finance Section.
8. During the recovery phase of a disaster or major emergency, provide direct support to the Emergency Management Division and Planning and Community Development in the compilation of damage assessment, and preparation of documents being submitted to state and federal agencies as well as establishing Disaster Assistance Centers.
9. Establishes and maintains a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements.
10. Establishes and maintains a system to meet payroll and other payment obligations during emergencies and disasters.

E. Fire and Building Department and Emergency Management Division

FIRE

1. Activates or recommends activation for Crisis Action Team and the ECC.
2. Fire Chief (or designee) normally functions as the ECC Incident Commander during predesignated types of major emergencies or disasters.
3. Fire Chief serves as an active member of the Kirkland Crisis Action Team for decision making and the Executive Policy Group for policy formulation in the City.
4. The Director of Fire and Building Services (the Fire Chief) serves as the Director of Emergency Services and as such, is directly responsible to the City Manager for the organization, administration and operation of Emergency Management within the Fire Department.
5. Staffs the "Operating and Plans Section Chief" position in the ECC.
6. Staffs the "Fire Operating Branch" within the Operating Section in the ECC.
7. Normally assumes role of Incident Commander of hazardous materials incidents. If incident requires state/federal unified plan activation, may provide a representative to staff the local on-scene coordinator or liaison position, while there is an immediate threat to public safety.

BUILDING

1. Fire and Building Department Director (Fire Chief) serves as an active member of the Kirkland Crisis Action Team for decision making and policy formulation for the City.
2. Staffs the "Facilities Branch" within the Logistics Section of the ECC
3. Staffs the "Situation Status" (Disaster Analysis Function) positions in the Plans Section of the ECC.
4. Coordinates issues pertaining to permits and temporary code variances as per City policy during recovery and restoration phases of disaster or major emergency.
5. Provides staff assistance for coordinating hazard mitigation activities as they relate to land use, resource management, enforcement of codes, the inspection process and the issuing of permits.

EMERGENCY MANAGEMENT DIVISION

1. Activates the Crisis Action Team (CAT) and the ECC when necessary.
2. Facilitates the development of, and maintains the City of Kirkland's Comprehensive Emergency Management Plan (CEMP).
3. Provides direct liaison, coordination and networking among local, state, federal, private and volunteer organizations.
4. Ensures that the ECC is organized, equipped and is ready to become functional within an hour of activation notification.
5. Prepares Emergency Proclamations (in draft form) for the City Attorney, City Manager and/or the Mayor and Council.
6. Coordinates requests for emergency assistance.
7. Ensures coordination for the release of information through the Emergency Alert System and KOMO Radio.
8. Maintains liaison with Emergency Management personnel in King County, Redmond, Bellevue, Bothell, Medina and the City of Seattle.
9. Monitors existing and/or potential situations for the Crisis Action Team and acts as the central coordination point for that body.
10. Coordinates area hospitals and/or medical facilities to ensure they have access to and functional capability on the Hospital Emergency Action Radio net (HEAR).
11. Serves as the alternate and/or backup function to the Emergency Services Director.
12. Serves as the Technical Advisor to the Executive Policy Group, City Manager and Mayor/Council on all matters pertaining to major emergency and disaster management.

F. Information Technology Department

1. Takes all action necessary to protect data, and provide a working computer and communications network for all City of Kirkland departments.
2. Provides GIS mapping as needed.
3. Provides direct technology support when ECC and Message Center has been activated with set-up and support roles.

G. KOMO, KIRO Radio

1. Provides periodic tests of the local Emergency Alert System (EAS).
2. Conducts periodic communication checks with City of Kirkland ECC.
3. Serve as primary point of contact for the Eastside Emergency Alert System.

H. Lake Washington School District

1. Provides a representative to the ECC for consultation on all matters concerning use of school assets for shelter, transportation or mass feeding.

I. Parks and Community Services Department

1. The Parks and Community Services Director serves as an active member of the Kirkland Crisis Action Team for decision making and policy formulation for the City.
2. Staffs the Logistics Section "Services and Support Branch Director" positions in the ECC.
3. Provides for the coordination and logistical support to City Police and the King County Medical Examiner for body identification, including designating and setting up of temporary morgue sites during and just after mass casualty situations.

J. Planning and Community Development

1. Acts as the lead department for coordinating hazard mitigation activities as they relate to land use planning, resource management, enforcement of codes, the inspection process and the issuing of permits that relate to zoning, new development and environmental assessment.
2. Assumes support responsibility with Parks and Community Services for management, planning and assistance for special populations within the City to include the disabled, handicapped, elderly, critical care and non-English speaking populations.

K. Police Department

1. Activates or recommends activation for Crisis Action Team and the ECC.
2. Police Chief (or designee) will normally function as the ECC Incident Commander during predesignated major emergencies or disasters that require significant essential department functions and management by Police, (i.e. civil disorder, terrorist situations, search and rescue, etc.).
3. Police Chief serves as an active member of the Kirkland Crisis Action Team for decision making and the Executive Policy Group for policy formulation in the City.
4. Staffs the "Operations and Planning Section Chief" positions in the ECC.
5. Staffs the "Law Enforcement" Branch of the Operations Section in the ECC.
6. Plans, orders and conducts evacuations when necessary to save lives and property.
7. Coordinates all law enforcement activities in the affected area(s) to include maintenance of law and order; crowd control; traffic control; and curfew enforcement if established.
8. Advises Mayor/City Council and Emergency Coordination Center Policy Group on need for curfews, area closures, and other considerations.

L. Public Works Department

1. The Public Works Director (or designee) will function as the Emergency Coordination Center (ECC) Incident Commander during predesignated major emergencies or disasters that require significant essential department functions and management by Public Works, (i.e. flooding, power outages, etc.).
2. The Public Works Director serves as an active member of the Kirkland Crisis Action Team for decision making and policy formulation for the City.
3. Staffs the "Operations, Planning and Logistics Section Chief positions as primary or alternate for shift changes in the ECC.
4. Staffs the "Public Works Branch" within the ECC "Operating Section."
5. Supervises and coordinates outside assistance resources, including volunteers that have been requested for repair and restoration of utilities and services within the City.
6. Implements and enforces water conservation programs to conserve dwindling supplies up to and including rationing and curtailment of specific water related activities (i.e. washing of cars, irrigation of yards, etc.), if necessary.
7. Establishes priority assessment, repair, restoration and purification of water sources throughout the City in coordination with other water utility organizations in the surrounding greater Kirkland area.
8. Establishes priority assessment, repair, and restoration of other utility services throughout the City to include sewer and storm drain service, sanitation facilities and other utility service in coordination with Puget Sound Power and Light and Washington Energy Services.
9. Staffs the "Fleet Services Branch" within the Logistics Section of the ECC to ensure vehicle support for City needs.

M. Puget Sound Energy

1. Notifies the Division of Emergency Management and the King County Department of Health in the event of extended utility failure.
2. Coordinates public information releases with the ECC and City Information Center.

N. Red Cross

1. Ex-officio member of the Crisis Action Team.
2. Provides liaison and coordination work with the Logistics Section on shelter, mass care and human welfare problems.
3. Provides setup and staffing of shelters, and provides emergency feeding, lodging, and individual assistance.

O. Other Local, state and Federal Government Agencies

1. Other local jurisdictions, County, State and Federal agencies may provide life and property saving assistance, additional coordination and/or administrative support under the direction and control of the City of Kirkland emergency Operating structure.

V. PROCEDURES: OPERATIONAL CONCEPTS

A. Direction and Control

1. The City Manager, through the Division of Emergency Management and the City of Kirkland Department Directors, are responsible for the direction, control, and coordination of emergency management activities in the City of Kirkland.
2. The City Manager's responsibility for the preparation, and carrying out of emergency functions to mitigate, prepare for, respond to, and recover from major emergencies or disasters; and the authority for direction and control of the organization, administration and operation of the City of Kirkland emergency management program is found in Federal Civil Defense Act of 1950 (as amended), the Federal Disaster Relief Act of 1974 (as amended), Washington State Statute; RCW 38.52 and the City of Kirkland Municipal Code, Chapter 3.20.
3. In accordance with the City of Kirkland Municipal Code 3.20 the emergency management organization of this City is the responsibility of the City Manager. The emergency management organization consists of all departments and resources of the City government and applicable volunteer and private resources. In accordance with Kirkland Municipal Code 3.20.090, the City Manager may use City resources and employees as necessary, and alter functions of departments and personnel as well. In addition if State and/or Federal resources are made available to the City, they will be under the operational control of the City Manager or his/her designee.
4. All City of Kirkland departments and their personnel are part of the City emergency management organization as outlined in this plan. This plan will be utilized to guide response to emergencies/disasters or the imminent threat thereof, and to guide Crisis Action Team (CAT) support to field Operating.
5. Each City of Kirkland department is directed to establish a primary location and alternate location from which to establish direction and control of its respective activities in an emergency or disaster. This may be from the Emergency Coordination Center (ECC), or other location, depending upon circumstances. If it is from another location, the department will keep the ECC informed as to what has happened, what the department is doing about it, and what the department's needs are in the near future.
6. In accordance with Kirkland Municipal Code, the City Mayor/Council or City Manager may curtail or extend emergency declarations, and may adopt emergency ordinances in accordance with the Kirkland Charter.

B. Emergency Proclamation

1. A local Emergency Proclamation is the legal means by which the City can take extraordinary measures to meet emergencies or disaster problems. A proclamation allows for the emergency use of resources, the bypassing of time-consuming requirements such as hearings and the competitive bid process, and activates the extraordinary measures outlined in this Plan. A proclamation is usually a prerequisite for State assistance and is made at the onset of a disaster to allow the municipality to do as much as possible to help itself.

2. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The Washington State Emergency Management Division in Olympia should be informed, and a news release made as soon as possible when an Emergency Proclamation is signed. This emergency proclamation shall terminate in 48 hours unless it is extended by resolution of the Mayor/City Council. The City Manager, as the liaison with the Mayor/City Council will ensure that a resolution extending the proclamation is, if appropriate, duly passed.
3. The City Manager may declare a civil emergency under Kirkland Municipal Code 3.20.090, to expedite access to local resources needed to cope with the incident. If the needed response exceeds local capabilities, a disaster has occurred.
4. Any proclamation issued pursuant to Kirkland Municipal Code 3.20.090 has the force of law and supersedes any conflicting provision of law during the period of the declared emergency or disaster. The Assistant City Manager is responsible for ensuring that any emergency proclamation is published in accordance with Kirkland Municipal Code.
5. The City Manager, acting on behalf of the Mayor/City Council, may declare a disaster or emergency conditions under Washington State Statute RCW 38.52. He/she may further ask for a gubernatorial declaration to include State and Federal assistance.
6. City of Kirkland Assistant City Manager ensures that all City department employees are notified of the emergency proclamation to include, but not limited to: conditions, length of time in effect, expected impact to business, citizens, etc. and that the proclamation is published and recorded in accordance with municipal code.

C. Requests for Assistance

1. If the situation is beyond local capability, a request for State assistance, and/or Federal assistance may be in the original proclamation or included in a second proclamation presented to the Governor of Washington through the Washington State Emergency Management Division. Protocols normally require that the process also go through King County. The "Local Proclamation" and the "Request for Assistance" are two separate actions, although they may be combined. Part of this proclamation includes the Mayor/City Manager proclaiming the City a "disaster area." Although there is no statutory basis for this designation, it is suggested by State and Federal policies, and fulfills public expectations that local leadership is responding to the situation.

D. Coordination

1. The Division of Emergency Management in the Kirkland Fire Department is the lead organization for facilitating coordination among local, state, federal and private sector organizations within the City of Kirkland.
2. The King County Local Emergency Planning Committee (LEPC) ensures an adequate emergency plan is in existence in accordance with the Federal Emergency Planning and Community Right to Know Act of 1986. Implementation of this Federal legislation and corresponding State laws provides for hazardous and toxic chemical emergency planning, training and public education and also incorporates community input in the planning process.

4. The Coordinator for the Division of Emergency Management serves as the key element in emergency planning, the primary coordinator/advisor for the City Manager/Mayor/City Council and the Crisis Action Team during emergency Operations.
5. During a full ECC activation and operation, all ECC representatives are expected to coordinate directly with their functional counterparts in the other local, state and federal government and private sector positions.

E. Facilities

1. Emergency Coordination Center (ECC) locations.
 - a. Emergency Coordination Centers (Primary and secondary locations)

The Emergency Coordination Center (ECC) is located on the first floor of City Hall at 125 Fifth Avenue in Kirkland. The Alternate ECC for the City is located in Station 26 at 9930 124th Avenue N.E. The third alternate location for the ECC is the Public Works Maintenance Facility located at 915 8th Street in Kirkland. See attached floor plans for each respective facility.

2. On-Scene Emergency Coordination Center
 - a. If a major emergency situation occurs in a specific isolated area, or if the sheer numbers of resources on-scene require extensive face to face coordination, and adequate communication can be provided, an on-scene Emergency Coordination Center (ECC) may be established. It may also fill the function of an on-scene command post, depending on the needs at the scene and the Incident Commander's perspective.

F. Communications

1. Contact between the ECC staff and their departments will be maintained through telephone, radio and electronic networks.
2. All departments are responsible to ensure that communication systems are in place between their respective departments and the ECC.
3. Coordination / Dispatch Centers
 - a. Emergency response departments with field personnel involved in disaster operations will maintain coordination and/or dispatch centers that will control the functioning of the emergency forces under their control.
 - b. Whenever possible, these centers will utilize existing facilities and will be in contact with the ECC through direct redundant communication, such as telephone and radio. Existing centers include:
 1. Public Works Maintenance Facility located at 915 8th Street.
 2. Police dispatch located on the first floor of City Hall at 123 Fifth Avenue.
 3. Fire dispatch located at Bellevue Fire Department, Station 3.

G. Crisis Action Team (CAT).

1. The Division of Emergency Management in the Fire Department is the City of Kirkland's 24-hour crisis monitoring agency. The Division provides an on-going independent analysis of incoming information provided by such agencies and systems as:
 - The National Warning System
 - Washington State Division of Emergency Management
 - National Weather Service
 - Puget Sound Energy
 - King County Emergency Management
 - Kirkland Police Department
 - Kirkland Fire Department

The Division of Emergency Management will normally activate or alert the Crisis Action Team (CAT) whenever needed.
2. The Crisis Action Team is a flexible, supporting and coordinating function that could be activated in any of several ways:
 - One individual sitting at home facilitating the coordination of personnel and resources to an incident scene.
 - Several members convening in the Emergency Coordination Center or on scene to assist an Incident Commander as needed.
 - Several members conversing on the phone about courses of action or options.
 - All members asked to meet for consensus on new policies, strategies, or options.
3. When an emergency or disaster situation either occurs or threatens, the Director of Emergency Services (Fire Chief), or designee, may convene the "Crisis Action Team" to facilitate the process of evaluation and incident planning, consider new policy, implement activation of selected emergency functions or mobilize needed resources. The Crisis Action Team will also be used to support incident commanders in field situations.
4. Any City of Kirkland Department could be called upon to provide a representative at the convening of the Crisis Action Team. Exactly who is called and ultimately how many will participate in the meeting is dependent upon the situation and the functions that will be activated.
5. In full activation of the ECC, the Director of the City Department that is most heavily impacted will normally serve as the ECC Incident Manager.
6. Additionally, the Kirkland Police and Fire Department Communications Centers will notify the Emergency Services Director (Fire Chief) or representatives of the Division of Emergency Management for possible activation of the Crisis Action Team when certain events have reached pre-defined levels, such as:
 - A major earthquake within 60 miles of the City of Kirkland of magnitude 6.0 or higher.
 - Power outages, suspected to be out for more than 5 hours, 100 plus homes affected, and temperatures of 25 degrees F. or colder.
 - Major fire or potential conditions similar that require emergency shelter for victims.
 - Weather warnings and/or advisories, i.e. wind, excessive snow, torrential rain, bitter cold etc.
 - Incidents that require coordination of 3 or more City Departments.
 - Mass casualty incidents involving 10 or more patients.

- Release of hazardous materials sufficient to cause an evacuation of any kind.
- Any existing condition or imminent hazard that could cause loss of life or property within the City of Kirkland.

H. Emergency Coordination Center (ECC) Activation

1. The Emergency Coordination Center (ECC) and Kirkland's emergency organization may be fully activated by the decision of the Crisis Action Team (CAT), the Fire Chief, Police Chief, Public Works Director, the Division of Emergency Management or the City Manager.
2. As a practical matter in the field, any Incident Commander can request a Crisis Action Team or ECC activation.
3. Depending on the situation and the response required, other City department heads may activate the emergency organization in consultation with the Division of Emergency Management and the Emergency Services Director.
4. When the decision is made to activate the ECC, either the Police Department Dispatcher or the Division of Emergency Management will notify the appropriate staff members to report to the ECC. The ECC management staff will take action to notify and mobilize the appropriate organizations and Operating centers which they are responsible for coordinating.
5. Departments and organizations assigned to an ECC function will do the following when notified:
 - a. Initiate a call out to all department personnel assigned to the ECC as per their department policy, and instructions.
 - b. Activate and check to see that all department communications systems are functional as per their standard procedures. (This is particularly appropriate for those personnel who work in departments with separate dispatch centers.)
 - c. Activate their checklists, procedures and policies and be prepared to carry out responsibilities as indicated in this plan, the ECC Procedures Manual (separate document), and individual department instructions.

I. Emergency Coordination Center (ECC) - Operating and Staffing (See ECC Procedures Manual - separate document)

1. Overview:
 - a. The Emergency Coordination Center (ECC) is organized and will function according to the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) principles.
 - b. Incident Command System (ICS) is intended to be flexible and should be tailored by the ECC Manager and the Section Chiefs, to meet the demands of any particular situation.
 - c. In this system, the Mayor/Council exercise their authority through the City Manager who acts as the Executive Policy Group Leader and provides overall policy and guidance for developing the strategic objectives necessary in the management of any emergency or disaster.

- d. The ECC Incident Manager will be responsible to the City Manager and Executive Policy Group. He/she will have overall management responsibility for the incident and see that policy directives are implemented.

NOTE: The term ECC Incident Manager is used instead of Incident Commander (per the ICS) to avoid confusion with the Incident Commanders in the field.

2. ECC Incident Manager and Staff

The ECC Incident Manager is the interface between the City Manager, the Executive Policy Group and the ECC, and is in charge of the ECC and is responsible for making decisions necessary to meet the demands presented by the emergency or disaster.

- The direct management staff for the ECC includes Administrative Support Leader, Public Concerns Leader, the Emergency Management Coordinator, and the Section Chiefs for each of the respective functional areas of Operations, Planning, Logistics and the separate single function of Administration/Finance.
- Using the basic premise of an optimum span of control, there will be three or four functional sections in the ECC, depending on whether or not Administration/Finance is activated. Each of these sections will have branches that will also be functionally oriented. The size and function of this organization will be dictated by the magnitude and nature of the emergency or disaster.
- The Public Information Officer for the jurisdiction will fall under the organizational structure of the Policy Group Leader which for the most part will be the City Manager or his/her representative.
- The Emergency Management Coordinator in the Kirkland Fire Department will facilitate efficient Emergency Operations in the ECC and trouble shoot for the ECC Manager as a liaison and point of coordination for the other departments.
- The level of activation for the ECC will depend upon the situation and the need for coordination and support. The ECC Incident Manager will schedule shifts and staffing levels as necessary.
- Individual department heads should exercise direction and control of their respective department operations from whatever site they designate in their respective operational procedures. Coordination will be accomplished through department representatives who have the responsibility to staff the ECC.
- Site security for the ECC may be necessary to ensure unauthorized people do not interfere with staff personnel or other vital functions being performed in the facility. The Logistics Chief may request the Police Department provide a uniformed police officer for each shift to maintain security.

- When fully activated for a major situation or disaster, the ECC will operate on a two 12 hour shift basis with one half hour planned for briefing and debriefing at shift change.

3. Overview of Key Emergency Coordination Center (ECC) Functions

NOTE: See ECC Procedures Manual for detailed position checklists and functions.

a. Policy / Executive Group

- This group is chaired by the City Manager, also functions as the Crisis Action Team and consists of the Assistant City Manager, Director of Administration & Finance, Public Works, Fire and Building Services, Information Technology, Planning and Community Development, Parks and Community Services, the Chief of Police and the City Attorney. This group will develop policy and strategy, provide interface to the media and the public, and liaison with state and federal officials as required.
- The Mayor/City Council, acting through the City Manager, will disseminate policy guidance and direction through the ECC Incident Manager who will be located in the ECC facility.
- The City Manager, acting in consultation with the ECC Incident Manager and On-Scene Incident Commanders will provide overall management direction and priority actions within the City to save lives, protect property and recommend/instigate population protection and recovery actions. Within the concept of the Crisis Action Team, all resources available will be identified and mobilized as necessary. Tasks will be prioritized and resources used within this priority framework.

b. Emergency Coordination Center General Staff.

1. The ECC Incident Manager. (ECC Command) Responsible to the City Manager and the Executive Policy Group for the safety of city personnel, the overall management of disaster or major emergency activities including the development and implementation of strategic decisions, and approving the ordering and releasing of resources as needed in the City. This function in the ECC may require additional staff to perform or support the management function as an overhead team, and could include personnel for Safety, Information, Liaison and Emergency Management Coordination.
2. The staff includes the Public Information Officer, Safety Officer, various Liaison Officers, and Emergency Management Coordinator.

3. The "Public Information Officer" will serve on the Emergency Coordination Center (ECC) Incident Manager's staff, as well as advise the Policy/Executive Group.
4. The (ECC) Incident Manager may also add "Liaison Officers" to be the point of contact with other agencies and levels of government.
5. The "Safety Officer" will advise the (ECC) Incident Manager on all operational safety issues.
6. The "Emergency Management Coordinator" will facilitate efficient (ECC) Operations, and 'trouble shoot' for the ECC Incident Manager.

c. Sections.

1. Using the basic premise of an optimum span of control, there normally will be three or four sections as follows: Operations, Planning, Logistics, and when required, Administration/Finance.
2. Each of these sections will have branches that will be functionally oriented. The size and complexity within each Section will be dictated by the magnitude and nature of the situation and the demand for organizational personnel using the optimum 5 to 1 supervisory ratio.

(a) ECC Operations Section. (See Organizational Chart for Emergency Operations).

- Responsible for overall command and coordination of incident response assets.
- The Operations Chief position will be staffed by the Police Chief, Deputy Fire Chief and the Director of Public Works.
- The Operations Section consists of the following branches:
 - Fire Operations Branch, staffed by the Fire Department.
 - Police Operations Branch, staffed by the Police Department.
 - Public Works Operations Branch, staffed by Public Works (PW).

(b) ECC Planning Section. (See Organizational Chart for Emergency Operations).

- Collects, evaluates, disseminates, and documents information about the disaster or emergency, the status of resources and develops the Incident Action Plans.

- The Plans Chief position will be staffed by the Deputy Fire Chief, the Police Operations Lieutenant and the Public Works Operations and Maintenance Engineer.

The Plans Section consists of following units:

- The Resource Unit - status and availability of resources (all types)
- The Situation Unit - situation status (growing, stable, declining)
- Demobilization Unit - demobilizing the entire operation
- Recovery Unit - getting back to everyday business as usual

(c) ECC Logistics Section. (See Organizational Chart for Emergency Operations).

- Responsible for providing all support needs and will order all resources, and provide facilities, supplies, and services.
- The Logistics Chief position will be staffed by the I.T. Director and the Parks and Maintenance Manager.
- The Logistics Chief Section consists of the following branches:
 - Service Branch
 - Support Branch
- The Service Branch consists of the following Units:
 - Communications – radios, telephones and electronic networks
 - Medical - medical services, transport and liaison with hospital facilities
 - Food/shelter - city staff as well as citizens
- The Support Branch consists of the following units:
 - Supply
 - Facilities
 - Ground support
 - Morgue

(d) ECC Administration/Finance Section. (See Organizational Chart for Emergency Operations).

- Responsible for monetary, financial, and related administrative functions.
- The Administration/Finance Section consists of the following units:
 - Time
 - Procurement
 - Compensation/claims
 - Cost
 - Documentation

d. ECC Continuity of Operations.

1. The Emergency Coordination Center (ECC) may be required to operate on a 24 hour basis for the duration of an incident or disaster.
2. During a 24 hour operation, shifts will normally be 12 hours in length.
3. Each position in the Emergency Coordination Center (ECC) must have a total of at least three people designated for manning during 24 hour Operations.

e. ECC Operating Procedures.

1. The ECC Procedures Manual is maintained by the Emergency Management Division and updated annually on the anniversary of this plan, or when needed.

f. On-Scene Management Incident Command System (ICS).

1. On-Scene response to emergencies follows the concept of the NIIMS Incident Command System (ICS). Some improvisation may be necessary to accommodate special circumstances, so the structure of on-scene management may vary.
2. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities. ICS is virtually always used by responding departments within Kirkland when responding to emergency situations such as hazardous materials spills, flooding, or multiple alarm fires.
3. Upon arriving at an incident scene, the Incident Commander should:
 - Assess the situation and identify hazards.
 - Develop objectives (tasks to be done).
 - Ensure appropriate safety and personnel protective measures.
 - Develop an action plan and priorities.
 - In coordination with the Emergency Coordination Center (ECC), or dispatch, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
 - Coordinate, as appropriate, with other first responders.
4. When more than one agency is involved at an incident scene, the Department that has assumed the Incident Command function works together to ensure that each department's objectives are identified and coordinated.
 - Team problem solving facilitates effective response. Other agency personnel (outside jurisdictions, county, etc.) working in support of the Incident

Command Agency will maintain their normal chain of command, but will be under control of the on-scene Incident Commander.

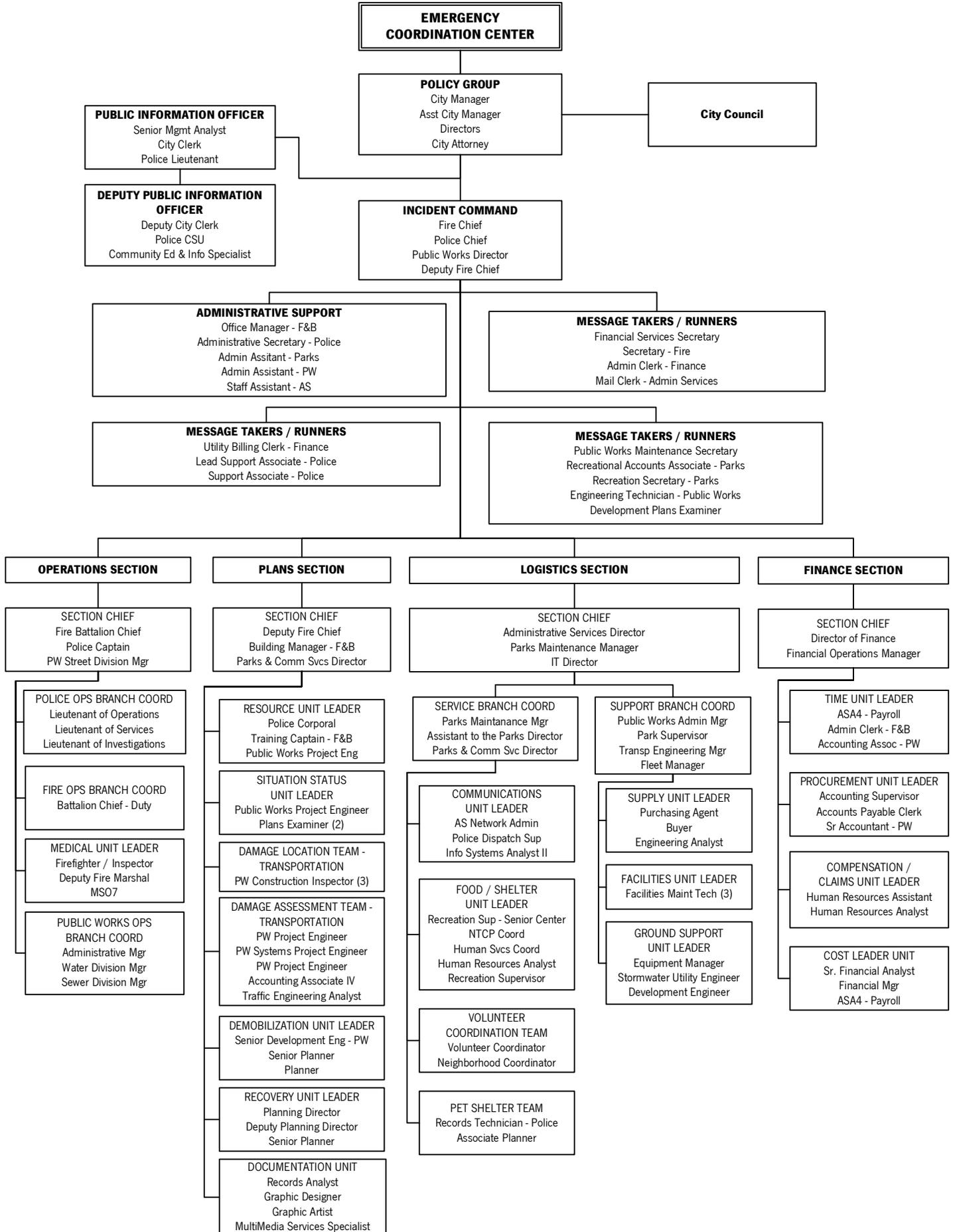
- Other responding agencies will respond to tasks through local command personnel or the Emergency Coordination Center (ECC).
5. The on-scene Incident Commander may designate a Public Information Officer to work with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed, a Crisis Action Team (CAT) may be activated or the City Manager may be contacted.
 6. The following list includes, but is not limited to, tasks within the Incident Command System (ICS) organization:
 - Incident Commander: In charge, sets incident objectives.
 - Safety Officer: Identification of hazards and directions of safety operating.
 - Public Information: Media relations and emergency public information.
 - Plans: Situation reports, resources, documentation, and technical advisors.
 - Operations: Perimeter control, hazard reduction, emergency operations, evacuation, rescue, cleanup, emergency medical, and decontamination.
 - Logistics: Communications, contracting, transportation, supplies, and special equipment.
 - Finance / Administration: Time recording, cost analysis, compensation and claims.

FIGURES (ATTACHED)

1. Emergency Operations Organizational Chart
2. ECC Staffing Chart
3. ECC Layout – Command Center
4. ECC Layout
5. City of Kirkland Area Map
6. Emergency Support Function Responsibility Matrix

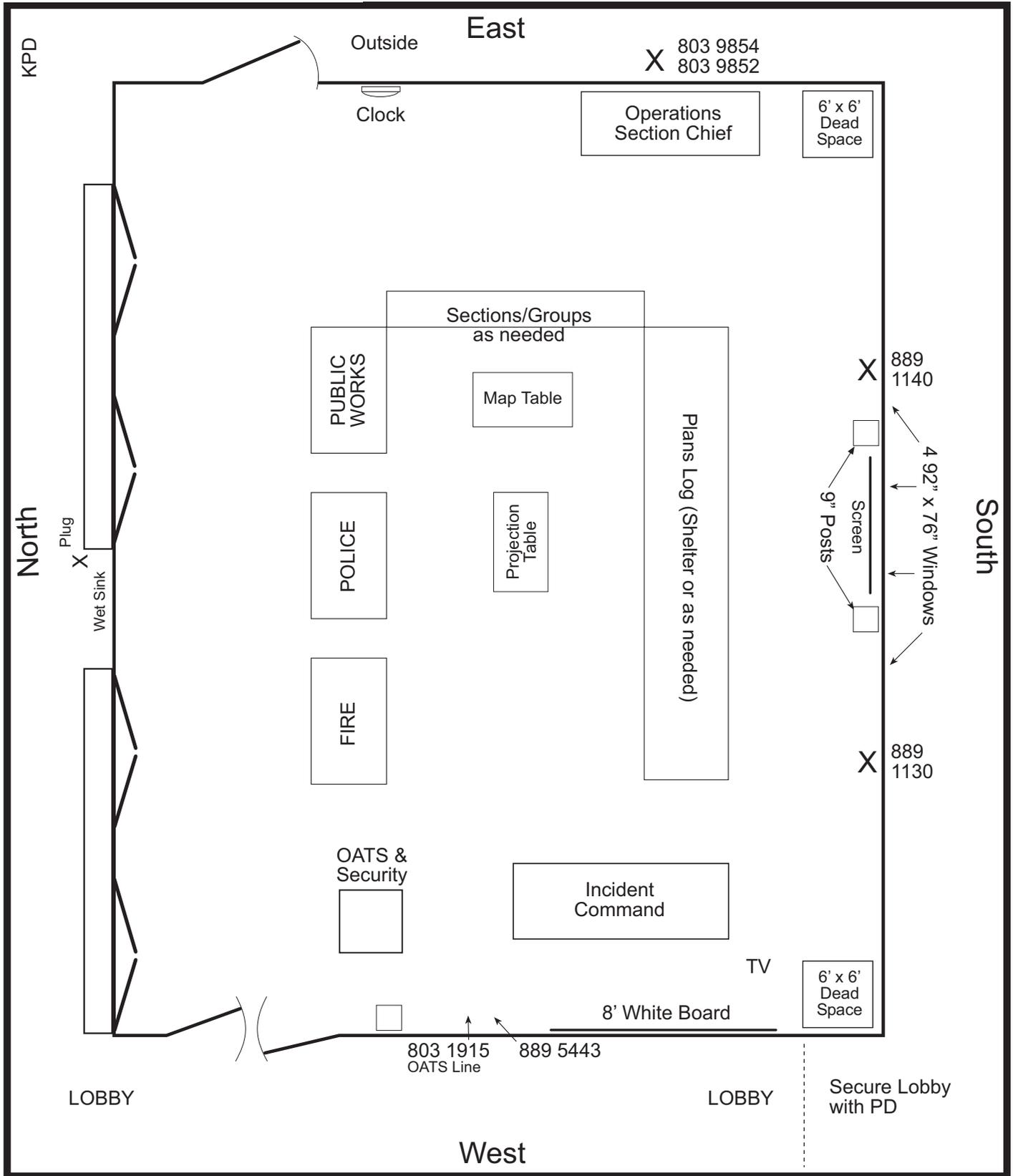
EMERGENCY COORDINATION CENTER

STAFFING CHART





PETER KIRK ROOM ECC OPERATIONS & PLANS



DRAFT NOT TO SCALE

City of Kirkland Emergency Function & Planning Responsibility Matrix

P = Primary Responsibility

S = Support or Secondary

Emergency Functions

Department/Organization	Emergency Functions																							
	1	2	3	4	5	6	7	8	9	10	11	12	21	22	23	24								
Administration & Finance		S		P		S	P		S		S		P											
AREAS		S				S										S								
Building		S	S	P		S	S	P	P	P		S												
City Manager													S				S							
Emergency Mgmt.				P							S	S												
Fire		S				S	S	P	P	P					P	S								
GTE & U.S. West		S																						
Hospitals				S			S																	
Information Technology		P			S								S											
King Co. Emerg. Mgmt								S	S		S				S	S								
King Co. Health								S		S														
King Co. Med. Ex.								S																
King Co. Sheriff										S				S										
Lake WA School Dist.								S									S							
Mayor & City Council													S				S							
METRO	S		S					S									S							
Chaplaincy Program						S																		
Parks	S		S			P	S		S		P													
Planning													S			S								
Police	S	P		S		S		S	S	S				P	S	P								
Public Information Officer				S	S			S	S	S							S							
Public Works	P		P	S		S			S		P	P					S							
Puget Sound Energy												S												
Red Cross						S					S					S								
WSDOT	S		S						S							S								
Washington State Emerg. Mgmt				S				S		S						S								
Washington State Patrol	S		S							S				S										

Appendix 2

References

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4. **Guide for the Review of State and Local Emergency Operations Plans (CPG 1-8A)** FEMA.
5. **Capability and Hazard Identification Program for Local Governments: Response Book (CPG 1.35a)**. FEMA.
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Appendix 3

Glossary of Terms and Acronyms

CFR: Code of Federal Regulations.

CISD: Critical Incident Stress Debriefing - An essential counseling intervention technique used to defuse and lower the stress levels of both disaster victims and responders to the disaster.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. A Catastrophic Disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

Command Post (CP): The Command Post is the location from which all on-scene operations are directed. This is the point from which the Incident Commander directs the operations for an incident. There will be only one Command Post for each incident, but there could be multiple Command Posts for a major disaster.

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government (local, state, and Federal) and the private sector.

Contingency Plan: A document to identify and catalog the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

Damage Assessment: Estimation of damages made after a disaster has occurred which serves as the basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

Damage Assistance Center (DAC): A center set up in the disaster area where individual disaster victims may receive information concerning available assistance and apply for the programs for which they are eligible. Damage Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

Direction and Control: Direction and Control as it relates to emergency management is the formal organization that is established to efficiently manage a jurisdiction's response to a major emergency or disaster. It means providing management, supervision, instruction and focus for the local disaster response effort and it includes the allocation and tracking of existing and needed resources.

Disaster: Any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, and / or national security incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile military actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters.

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 stricken area.

Disaster Field Office (DFO): An office established jointly by the Federal Coordinating Officer and State Coordinating Officer within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts. The DFO houses the Federal Coordination Officer (FCO), Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

Emergency: Any unexpected event involving shortages of time and/or resources which places life and /or property in danger; and which requires immediate response beyond normal incident resources, requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster. Normally a single incident site. State assistance may be needed to supplement local efforts and capabilities to protect property and public health or safety.

Emergency Alert System (EAS): Formally the Emergency Broadcast System. Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Management Division: The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress; Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Emergency Preparedness Services in the Fire Department provides these functions.

Emergency Management Plans: Those plans prepared by federal, state and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Coordination Center (ECC): A protected site from which public officials issue warnings and exercise direction and control during an emergency / disaster. It is equipped and staffed to provide support in coordinating and guiding emergency / disaster operations.

Emergency Operations Plan: An all-hazards document, which specifies actions to be taken in the event of natural disasters, technological accidents, or nuclear attack; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where based on predetermined assumptions, objectives, and existing capabilities. May include Hazard Specific appendices. Kirkland's Disaster Plan is this type of plan.

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 Public Information: Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes.

Emergency Response Team (ERT): An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the Federal Coordinating Officer's (FCO) staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to ESF and other response requirements. ERT members respond to and meet as requested by the FCO. The ERT may be expanded by the FCO to include designated representatives of other Federal Departments and agencies as needed.

Emergency Support Function (ESF): A functional area of response activity established to facilitate the delivery of assistance required during the immediate response phases of a disaster. They are designed to speed up assistance in the areas of saving lives, protecting property as well as public health, and to ensure public safety. They may also provide resources of a specialized or unique nature.

Emergency Support Functions (ESF): These are the emergency function descriptions that are appended to the Basic Plan. They describe how all the emergency functions and tasks will be performed by a community during a disaster and also who has primary and support responsibilities to carry out those functions.

Emergency Support Team (EST): An interagency group operating from the Federal Emergency Management Agency (FEMA) headquarters. The EST oversees the national-level response support effort and coordinates activities with the ESF primary and support agencies in supporting Federal response requirements in the field.

Exercises: A simulated emergency condition or interactive problem solving activity that involves planning, preparation, and execution. They are usually carried out for the purposes of evaluating, planning, developing, familiarization or demonstrating emergency management systems or capabilities. Exercises serve to identify areas of strength and weakness for improvement of the emergency plan.

FEMA: Federal Emergency Management Agency.

Federal Assistance: Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.

Federal Coordinating Officer (FCO): The person appointed by the president to coordinate federal assistance in a local emergency or major disaster.

Federal Hazard Mitigation Officer (FHMO): Person appointed by the FCO responsible for managing federal hazard mitigation programs and activities.

Federal Interagency Hazard Mitigation Team (I-Team): Activated by the FHMO immediately following a Presidential Disaster Declaration, and made up of appropriate federal, state, and local government representatives to identify opportunities for hazard mitigation.

Federal/State Agreement: The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.

Finance and Administration: Functional position in ICS that is responsible for damage surveys, resources costing, injury claims/compensation, staff hours, documentation and overall cost accounting.

Governor's Authorized Representative (GAR): The person named by the Governor in the Federal/State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.

Grant Coordinating Officer: The state official assigned management responsibility for the Individual and Family Grant Program (IFG) after a major disaster declaration by the President. (If the program is requested by the Governor.)

Hazard: Any situation that has the potential for causing damage to life, property, and / or the environment.

Hazard Mitigation Grant Program: Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by major disaster. (Stafford Act, Sec. 404)

Hazard Mitigation Plan: Section 409 of the Stafford Act requires the state and affected local governments to prepare a hazard mitigation plan that evaluates the natural hazards within the disaster area(s) and recommends appropriate measures to reduce the risks from future disasters.

Hazard Vulnerability Analysis (HVA): A document that reflects a systematic investigation of potential emergency and disaster situations that realistically could occur within a jurisdiction. It is the first and most important step in the development of a comprehensive emergency management plan.

Incidence Period: For emergencies or major disasters declared pursuant to PL 93-288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.

Incident Command System (ICS): Combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires larger resource, without requiring new, reorganized command structure.

Incident Commander: The individual responsible on scene for all activities, minute to minute decisions, carrying out policy and communicating from the incident site. In the ECC, this individual is known as the ECC Incident Commander.

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

Individual Assistance Officer: State official designated to manage individual assistance programs, particularly the individual and family grants program.

Integrated Emergency Management System (IEMS): The strategy for implementing emergency management activities which builds upon those functions which are common to preparedness for any type of occurrence; and which provide for special requirements of individual

emergency situations. Seeks function-based plan appendices which can be adapted to varied hazard events.

Joint Information Center (JIC): The primary field location for the coordination of Federal and State local media relations, located in or near the DFO.

Joint Operations Center (JOC): An operations center established by the FBI Field Office responsible for the terrorist incident site. The JOC will host an Operations Group, a Support Group, and a Consequence Management Group incorporating numerous federal agencies, state and local liaisons. The FBI's crisis management activities will be planned and managed out of the JOC.

LEPC: Local Emergency Planning Committee: A committee appointed by the State emergency response commission (SERC), as required by Title II of SARA, to formulate a comprehensive emergency plan for its district. (See SARA)

Local Emergency: The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or a chairman of the board of county commissioners and is normally issued prior to requesting state and / or federal assistance.

Local Government: Any county, city, village, town, district or other political subdivisions of the state, any Indian tribe or authorized tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the state or political subdivision thereof.

Logistics: Functional position in ICS that is responsible for support to operations and all other functions. That means supplies, equipment, transportation, food, facilities, personnel, communications and personal hygiene items.

Major Disaster: As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, 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 under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mitigation: Any action "determined to be cost-effective which substantially reduces the risk of future damage, hardship, loss, or suffering in any area affected by a major disaster (Stafford Act, P.L. 93-288, as amended, Sec. 404).

NAWAS: National Warning System - A party telephone line that is operated on a 24 hour basis by FEMA that connects 346 federal agencies and military installations, all states and approximately 1200 cities and counties.

NEMA: National Emergency Management Association. (State Emergency Management Directors National Professional Association)

Operations: Functional position in ICS that is responsible for transforming objectives and strategies into on-scene actions. Carries out tactical assignments, commits resources, defines objectives and implements the overall action plan.

Plans: Functional position in ICS that is responsible for getting information about what has happened, what is happening and what is likely to happen. The Plans function also is responsible for strategy options, maps, photos, log sheets, briefing, debriefing and demobilization.

Policy Group: The Policy Group is a supporting and coordinating body of Kirkland city government personnel and elected officials with the flexibility to convene to discuss issues or policies. Core members of the Policy Group include the elected officials, the City Manager, Assistant City Manager, the City Attorney and department Directors.

Public Assistance: Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.

Public Assistance Officer: State official designed to facilitate, manage restoration of public facilities to pre-disaster functions and capabilities.

Public Facility: Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-federal aid street, road or highway, and any other public building, structure or system including those used exclusively for recreation purposes.

Public Law: Citation referring to the session of Congress enacting the law, followed by a number indicating the order of that Congress' laws in which it took effect.

RCW: Revised Code of Washington - Washington State Statutory Code.

Regional Hazard Mitigation Plan (RHMP): "King County is in the process of developing a regional hazard mitigation plan in partnership with many participating cities, school districts, utility districts and emergency service providers. This is one of the steps in creating a community more resilient to natural, technological and societal hazard events and disasters."

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under the Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary assistance.

Regional Director: Director of a Regional Office of the Federal Emergency Management Agency (FEMA).

Response: The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

SARA: Superfund Amendments and Reauthorization Act of 1986 (PL 99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SERC: State Emergency Response Commission, designated by the Governor, responsible for establishing hazmat planning districts and appointing / overseeing Local Emergency Planning Committees. (See SARA)

Stafford Act ("Robert T. Stafford Disaster Relief and Emergency Assistance Act" P.L. 93-288, as amended): Provides authority for response assistance under the Federal Response Plan, and

which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.

Staging Area: Staging areas are temporary areas where resources are placed so that they can be available on very short notice.

State Coordinating Officer (SCO): The person appointed by the Governor for the purpose of coordinating state and local disaster assistance efforts with those of the federal government.

State Emergency Plan: As used in Section 201(b) of PL 93-288; that state plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. (Known as the Comprehensive Emergency Management Plan or State Emergency Operations Plan) Execution of the State Comprehensive Emergency Management Plan is a prerequisite to the provision of federal assistance authorized by PL 93-288.

State Hazard Mitigation Officer (SHMO): State official responsible for coordinating the preparation and implementation of the State Hazard Mitigation Plan (pursuant to Section 409 of the Stafford Act) and implementation of the Hazard Mitigation Grant Program (pursuant to Section 404 of the Stafford Act).

State of Emergency: An emergency proclaimed as such by the Governor or local elected officials pursuant to State law.

Title III (or SARA): The “Emergency Planning and Community Right-To-Know Act of 1986.” Specifies requirements for organizing the planning process of the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annot., sec. 11001, et. seq.-1986)

Washington State DEM: Washington State Division of Emergency Management located in the Military Department.

Windshield Survey: cursory survey of disaster damage area usually done while driving through in a vehicle. While this function is being performed, City personnel do not stop to render assistance or provide aid. The primary goal of this function is to gather intelligence about the extent and severity of the disaster.

Title 3 ADMINISTRATION AND PERSONNEL
Chapter 3.20 EMERGENCY MANAGEMENT*

Chapter 3.20
EMERGENCY MANAGEMENT*

Sections:

- 3.20.010 Definitions.
- 3.20.020 Purpose.
- 3.20.030 Division created.
- 3.20.040 Director.
- 3.20.050 Emergency management plan.
- 3.20.060 ECC.
- 3.20.070 Emergency powers.
- 3.20.080 Emergency management task force.
- 3.20.090 Ratification of actions.
- 3.20.110 Compensation board.
- 3.20.120 Search and rescue.

*For the statutory provision authorizing noncharter code cities to enact such ordinances as necessary to preserve the peace not in conflict with the constitution or specifically denied by the general laws, see RCW 35A.11.020.

3.20.010 Definitions.

For the purposes of this chapter the following terms shall have their ordinary meaning and, in addition:

(a) "Emergency or disaster" means an event or set of circumstances which:

(1) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (2) Reaches such a dimension or degree of destructiveness as to warrant the declaration of a state of emergency. (b) "Emergency management" means the preparation for and the carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural or man-made, and to provide support for search and rescue operations for persons and property in distress. (Ord. 3476 § 2 (part), 1995)

3.20.020 Purpose.

Because of the possibility of the occurrence of emergencies or disasters of unprecedented size and destructiveness, and in order to ensure that preparations of the city will be adequate to deal with such disasters, and generally to protect the public peace, health, and safety, and to preserve the lives and property of the people of the city, it is the purpose of this chapter to provide for emergency management in the city of Kirkland and to create an emergency management plan to provide for coordination of the

city of Kirkland's emergency management with other government programs. (Ord. 3476 § 2 (part), 1995)

3.20.030 Division created.

There is hereby created, within the department of fire and building services, a division of emergency management to perform emergency management functions. The division of emergency management is the city of Kirkland's local organization for emergency management for the purposes of RCW 38.52.070. For purposes of state regulation WAC 118-06-050(1)(b)(i), it is hereby specified that the division of emergency management represents only the city of Kirkland. (Ord. 3476 § 2 (part), 1995)

3.20.040 Director.

The division of emergency management shall be headed by the director of emergency services. The city manager shall appoint the director of fire and building services as the director of emergency services. The director of emergency services shall be directly responsible to the city manager for the organization, administration, and operation of the emergency management division. (Ord. 3476 § 2 (part), 1995)

3.20.050 Emergency management plan.

The director of emergency services shall create and maintain an emergency management plan which will also serve as the city of Kirkland's comprehensive emergency operations plan as described in Chapter 118-07 WAC. The city manager shall insure that the city of Kirkland executes its emergency management plan in the event of disaster and operates in accordance with said plan. (Ord. 3476 § 2 (part), 1995)

3.20.060 ECC.

The emergency management plan shall provide for activation of the emergency coordination center (ECC) or a crisis action team (CAT). Operation of the ECC shall be under the direction of the incident commander (IC). The emergency management plan shall provide for the designation of the IC, who will normally be the fire chief, the police chief, or the director of public works. (Ord. 3476 § 2 (part), 1995)

3.20.070 Emergency powers.

In the event of an emergency or disaster coming within the scope of this chapter, the city of Kirkland shall have the broadest authority and greatest discretion consistent with the laws of the city of Kirkland and of the state of Washington with respect to emergency response and operation. These powers include, but are not limited to, those provided for in RCW 38.52.070. (Ord. 3476 § 2 (part), 1995)

3.20.080 Emergency management task force.

There is hereby established an emergency management task force (EMTF) which shall be composed of: members of the city council, the city manager or designee; members of the CAT; the city attorney or designee; and the public information officer. The emergency management plan shall provide for meetings of the EMTF as a work group, meaning those members of the EMTF available to meet, as needed, shall for such meeting, be the EMTF work group. The city manager or designee shall chair the EMTF

work group. The EMTF shall have as one of its functions, liaison to members of the city council who were not present at a work group meeting. Work group meetings may be called to address questions or implications of public health, safety and welfare relative to a disaster situation, particularly disaster recovery. (Ord. 3476 § 2 (part), 1995)

3.20.090 Ratification of actions.

The incident commander shall have the authority to act on behalf of the city council, the mayor, and/or the city manager, subject to ratification as soon as is practicable. The city manager shall have the authority to take action on behalf of the city council and/or the mayor pursuant to the emergency management plan, subject to ratification by the EMTF work group, the city council and/or the mayor. (Ord. 3476 § 2 (part), 1995)

3.20.110 Compensation board.

There is hereby established a compensation board for the processing of claims arising from emergency management related activities. This board shall function as provided for in the emergency management plan and be guided by applicable state law such as RCW 38.52.210(2) through 38.52.260. The emergency management claims compensation board shall be composed of: one councilmember selected by the council; the city manager; the director of emergency services; and the city attorney. The councilmember shall serve as the chair of the compensation board and the director of emergency services shall serve as secretary of the board. (Ord. 3476 § 2 (part), 1995)

3.20.120 Search and rescue.

The chief of police shall be responsible for search and rescue activities in the city and may restrict access to a mission area. Such operations shall be in accordance with city procedures which shall be guided by applicable state law, such as RCW 38.52.400. (Ord. 3476 § 2 (part), 1995)

Appendix 5

Distribution List

City of Kirkland

Council Study

City Manager

Assistant City Manager

Director of Administration and Finance

City Attorney

Director of Fire and Building

Deputy Chief of Operations/Emergency Management Coordinator – Fire and Building

Director of Information Technology

Director of Parks and Community Services

Director of Planning and Community Development

Police Chief

Director of Public Works

City Clerk

Emergency Management Action Team (EMAT) members:

- Greg Edwards – Police Captain
- TBA – Public Works, Water Division Manager
- Donna Gaw – Information Systems, Network and Operations Manager
- Desiree Goble – Planning & Community Development, Planner
- John Hopfauf – Public Works, Street Manager
- Tim Llewellyn – Public Works, Fleet Manager
- Erin Leonhart – Public Works, Facilities & Operations Administration Manager
- Tracy Burrows – City Manager’s Office, Sr. Management Analyst
- Barry Scott – Finance, Purchasing Agent
- Stephanie Day – Fire & Building, Administrative Assistant

Emergency Coordination Center (ECC) cabinet in Peter Kirk Room and secondary ECC Station #26

Fire and Building Department Library

Kirkland Communications Center (Police Dispatch/PSAP)

ARES Kirkland Ham Radio Group Leader

RFTD Library

Agencies

State of Washington Division of Emergency Management

King County Office of Emergency Management

Cooperating Jurisdictions

City of Bellevue – Emergency Preparedness Division

City of Bothell – Emergency Management Director

City of Redmond – Department of Emergency Management

City of Woodinville – Community Development and Services

EMERGENCY SUPPORT FUNCTION 1

Transportation

PRIMARY AGENCY: Kirkland Department of Public Works

SUPPORT AGENCIES: Kirkland Public Works Department –
Equipment Rental
Kirkland Parks and Community Services Department -
Maintenance Division
Kirkland Police Department
METRO
Washington State Department of Transportation
City of Bellevue – Transportation Department
City of Redmond – Public Works Department
King County Public Works
Washington State Patrol

I. INTRODUCTION

A. Purpose

To provide effective coordination and operation of the transportation system during emergency situations.

B. Scope

This ESF (Emergency Support Function) describes the coordination of actions that must be taken within the City of Kirkland to maintain the transportation system to prepare for and respond to a disaster that effects the population of Kirkland and the local government. It is the intent of this ESF to establish the priority and/or allocation of resources, processing of all transportation related requests, managing of air and marine traffic, determining the priority of roadway repair, determining the priority of roadway clearing, conducting damage assessment, and appropriate emergency management coordination with other agencies.

II. POLICIES

A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all Kirkland transportation activities during a disaster.

- B. Transportation requirements which cannot be met at the lowest level of authority will be escalated upward for resolution through the Incident Command System in place within Kirkland. Personnel will receive their assignments through the Public Works Branch of Operations in the Emergency Coordination Center. If necessary, State and Federal assistance will be requested.
- C. It is the intention of this plan to be interoperable with neighboring local emergency plans and the State of Washington Plan.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. The City of Kirkland is, at all times, subject to a variety of emergency or disaster events, as outlined in the Hazard Vulnerability Assessment. These events may include a disruption to the streets and roads in Kirkland, causing problems with transportation.
- 2. The City of Kirkland will endeavor to stay well informed about events that are predicted. These may be weather-related incidents, where information from the National Weather Service or other sources is available. This incoming information will help Kirkland workers to prepare their response to the emergency.

B. Planning Assumptions

- 1. The Kirkland area transportation infrastructure will likely sustain damage or blockage in a major event. This damage will determine the effectiveness and efficiency of the response and recovery routes.
- 2. Disaster response and recovery activities that require the use of the transportation system may be difficult to coordinate effectively. Part of this may be due to the large number of agencies involved who may have different priorities for road clearance and repair. These may include hospitals, Washington State Department of Transportation and other agencies outside of Kirkland.
- 3. The immediate use of the transportation system for response and recovery activities may exceed the capabilities of the Kirkland agencies assigned to this function. Thus assistance may be requested from King County, State and Federal government to supplement efforts.

4. City of Kirkland departments with a responsibility for transportation efficiencies will coordinate their movements through the Emergency Coordination Center (ECC).

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Kirkland will make every effort to clear streets following a disaster. Emphasis will be placed on clearing and maintaining major arterials post incident. The City of Kirkland has limited resources and staff to place in this function. Primary emphasis will be put on debris removal to allow for life safety and transport of essential resources coming into the community. The secondary priority will be to clear all streets to ensure the swiftest support for business resumption in the community. Traffic signals will be the third priority.
2. Requests for assistance involving transportation will be coordinated through the (ECC) to ensure prioritized use of resources.
3. Once City resources are exhausted, resources will be requested first from King County. If King County is unable to assist, then a request for State help will go through King County.

B. Organization

1. The Public Works Department is the lead agency for coordinating transportation activities within the City of Kirkland.
2. The Public Works Maintenance and Operations Manger or his/her designee will be the (ECC) representative(s) to coordinate Public Works operations. These positions have been designated in the ECC staffing structure.

C. Procedures

1. The Public Works Department shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals and other transportation facilities. The department shall coordinate with other departments as necessary to conduct the repair and restoration of city owned facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.

2. As the extent of the emergency is identified and the transportation needs are understood, the Public Works Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.
3. Through the Operations Section in the ECC, the Public Works Department will coordinate operational strategies with the Washington State Department of Transportation, Washington State Patrol, King County Public Works Department, and adjacent city public works or transportation departments to ensure an integrated transportation system operating effectively.
4. Through the Operations Section in the ECC the Public Works Department will notify all appropriate agencies and City Departments at the earliest possible time to provide early warning of system changes and roadway conditions.
5. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance will be coordinated through the (ECC).
6. The Department of Public Works Operations and Maintenance Division has published a Snow and Ice Program - Policies and Procedures. This document will be used as a guideline for prioritizing streets for clearing, regardless of the type of event. "The Snow and Ice – Policies and Procedures" is an Appendix to this ESF.

D. Mitigation Activities

1. Primary Agency

City of Kirkland Public Works Department

- a. Ensures deployed personnel are briefed on the known hazards and on mission assignments before leaving for assignment.
- b. Ensures personnel are familiar with area to which they are assigned.

2. Support Agencies

a. Equipment Rental

Ensures that vehicles assigned to Public Works are in good working order and that fuel is available for them.

b. Police Department

Provides personnel assigned to transportation issues with a briefing on known hazards and on mission assignments.

E. Preparedness Activities

1. Primary Agency

City of Kirkland Public Works

- a. Provides training for personnel on their responsibilities as outlined in ESF 1.
- b. Conducts exercises where personnel work through the aspects of ESF 1 that pertain to them.
- c. Maintains a working relationship with other agencies that may be essential to the activities outlined in this ESF.
- d. Maintains a list of contact information, which will be an appendix to ESF 1.
- e. Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route marking, and so forth, in case of an emergency.

2. Support Agencies

a. Kirkland Public Works Department – Equipment Rental

- 1) Ensures that personnel are aware of their responsibilities as outlined in ESF 1.
- 2) Maintains a list of all contact information needed to assist with emergency response. This information will also be included as part of an Appendix to ESF 1.
- 3) Maintains an inventory of parts and tools for use in doing emergency repairs.

b. Kirkland Parks Maintenance Division

- 1) Provides all field personnel with the information contained in ESF 1 that applies to them.
- 2) Ensures that all personnel are aware of their responsibilities as outlined in ESF 1.

c. Kirkland Police

- 1) Provides personnel with their responsibilities for assisting in transportation issues during an emergency.
- 2) Maintains an active list of contact information for use during a disaster. This information will also be included as part of an Appendix to ESF 1.

F. Response Activities

1. Primary Agency

Kirkland Department of Public Works

- a. Provides staff representatives to the (ECC) as previously assigned.
- b. Provides direction of field personnel about priorities and missions in the field.
- c. Coordinates all incoming information sources about usable portions of roadway vs. those that need abatement, or are unusable.
- d. Coordinates with all other appropriate agencies to prioritize damage repair of Kirkland roads. Provides liaison to these agencies as needed.
- e. Notifies King County or State DOT of need for additional assistance.

2. Support Agencies

a. Public Works - Equipment Rental

- 1) Directs field staff to coordinate in response to direction from Public Works field crew coordinators.
- 2) Communicates all field activities through the ECC representative for Public Works Operations, giving notification of when crews are free for their next assignment.

b. Kirkland Parks Maintenance

- 1) Provides staff to coordinate activities with Public Works, as requested through ECC assignments.
- 2) Field staff will take direction through the ECC and may be assigned to other work areas in addition to transportation, depending on priority and need.
- 3) Field staff members are directed to report their availability and status of work assignments to the maintenance center. The Parks Maintenance Secretary will report this information to the ECC, Resource Status Unit of the Plans Section. In his/her absence, the senior member of the Parks Maintenance team will report staff availability.

F. Recovery Activities

1. Primary Agency

Kirkland Public Works Department

- a. Prepares a prioritized list of all damaged Kirkland roadways.
- b. Coordinates with Emergency Preparedness Program Coordinator to work with the Federal Emergency Management Agency and the State of Washington Division of Emergency Management on the recovery of funds for damage to public property in Kirkland.
- c. Supervises the repair of damaged roadways.

- d. Coordinates needed efforts with other agencies such as neighboring cities and the state Department of Transportation.

V. RESPONSIBILITIES

A. Primary Agency

Kirkland Public Works

1. Coordinates all transportation emergency management activities in support of the Kirkland Disaster Plan.
2. Coordinates assessment of damage to street facilities and transportation routes. Takes action to appropriately close or restrict access to those deemed unsafe.
3. Conducts immediate field assessments of the status of the street network in Kirkland. Reports findings to the Emergency Coordination Center and to other agencies as appropriate.
4. Takes immediate action to protect the public from unsafe conditions. Implements detours and/or road closures as appropriate. As soon as possible, notifies the State Department of Transportation on actions taken where applicable.
5. Provides for the safe and effective operation of streets and walkways by the clearing of debris.
6. Immediately notifies METRO Transit, school busing agencies, police, fire, and other appropriate agencies of routes affected by partial or total road closures and detours.
7. Coordinates the assessment of major structural damage to roads and bridges. Oversees the contracting of design and repair if accomplished through outside services.
8. Through close coordination with the (ECC), decides when to reopen roads that have been closed. Coordinates the activities required to accomplish these tasks.
9. Provides coordination of Public Works and Parks field crews.
10. Initiates appropriate coordination of operations with outside agencies.

11. Will record hours of running time on all equipment used in the emergency (logged in hours).

B. Support Agencies

1. Public Works - Equipment Rental

- a. Provides staff to make repairs on Public Works vehicles and other vehicles essential to the emergency response efforts.
- b. Maintains an active list of vendors who may be contacted to contract vehicle/equipment repair in an emergency.
- c. Maintains an inventory of parts and tools needed to do repairs.
- d. Communicates through the (ECC) to inform about staff availability and other appropriate items.

2. Parks Maintenance Division

- a. Coordinates field crews under the direction of assigned Public Works staff member(s).
- b. Reports to assigned work area. Advises ECC of needed equipment.
- c. Will be assigned to debris clearing or removal on essential roadways and access to essential facilities as a primary responsibility in the emergency.
- d. Will report through the Emergency Coordination Center (ECC) any observations, during fieldwork, which are life safety hazards, and may not be directly related to work assigned. (Example: downed power line)
- e. Will record hours of running time on all City equipment during the emergency (logged in hours).

3. Police Department

- a. Notify the appropriate department of street system deficiencies as soon as possible and make recommendations for correction of impacts.

- b. Provide support for traffic control and identification/assessment of systems operation.
- c. Work with Public Works Department on identification and mitigation of high hazard accident locations and safety concerns.

4. ALL DEPARTMENTS

- a. Notify Public Work Department of system deficiencies as soon as possible.
- b. Coordinate communications through the (ECC).
- c. Make recommendations for correction of traffic hazards.

VI. RESOURCE REQUIREMENT

Resources are listed as an Appendix to ESF 1

VII. REFERENCES

None

VIII. TERMS AND DEFINITIONS

IX. APPENDICES

Appendix 1	Emergency Services Contacts and Contracts
Appendix 2	Snow and Ice Program Policies and Procedures

**ESF 1 - Transportation
Appendix 1**

AGENCIES THAT CAN AID IN RESTORING TRANSPORTATION

Vendor Name	Contact	Phone	Business Type
Asplundh Expert Tree Co.	Michael Kavran	425-483-9339	Tree removal, heavy equipment
Max Ford Cranes	Max Ford	425-821-4272	Heavy equipment
Rental Service Corporation	Dick Baer	425-885-4101	Heavy equipment
Sun Belt Rentals	James Ostolaza	425-885-0505	Equipment

**ESF 1 – Transportation
Appendix 2 – Snow and Ice Program**

City of Kirkland

**Department of Public Works
Operations and Maintenance Division**

**Snow and Ice Program
Policies and Procedures**

MISSION STATEMENT:

Provide a passable route for emergency vehicles, school buses, public transportation, commercial vehicles, travelers and commuters during conditions of snow, ice or severe frost on the City's roads and streets.

GEOGRAPHIC AREAS OF RESPONSIBILITY:

During snow or ice events, the City will be divided into two geographic areas for ease of administering and coordinating this snow and ice program. These areas are termed "North" and "South" and are generally described as follows:

North – All of the City of Kirkland located north of Central Way/N.E. 85th Street bounded by 132nd Avenue N.E. to the east, 93rd Avenue N.E. on the west and NE 132nd Street to the North.

South – All of the City of Kirkland located south of Central Way / NE 85th Street bounded by 132nd Avenue NE to the east, 93rd Avenue NE on the west and approximately N.E. 38th Street to the South, not including Bridle Trails State Park.

ORGANIZATION:

Administration and coordination of crews during snow and ice conditions is conducted from the City of Kirkland Maintenance Center, 915 8th Street. From this location, Public Works crews are capable of providing 24 hour, 7 day per week snow and ice control activities. Parks Department and Equipment Rental crews will also operate out of the Maintenance Center to carry out their snow and ice control responsibilities during snow and ice events. In a declared City emergency during which the Emergency Coordination Center (ECC) is activated, the Maintenance Center will still function as the focal point for direct coordination of crew activities, however priorities for snow and ice control efforts or other emergency conditions by all crews will be as directed by the ECC.

Effective management and accomplishment of snow and ice control objectives must be accomplished through an integrated and coordinated effort by Public Works, Parks and Equipment Rental Managers, Supervisors, leadpersons and crews. Generally the areas of responsibility for snow and ice control efforts between Public Works, Parks Equipment Rental and Facilities are as follows:

Public Works: Responsible for snow and ice control activities on public right-of-ways (streets) within those geographic boundaries described above.

Parks: Responsible for snow and ice control activities in and around public buildings and facilities including driveways at Fire Stations and parking facilities and walkways at City Hall, 505 Market, Maintenance Center, Rose Hill Building, Senior Center, N.K.C.C. or other public facilities as necessary.

Equipment Rental: Responsible for setup, maintenance, and repair of vehicles and equipment including the emergency generator at the Maintenance Center during power outages.

Facilities: Responsible for normal building maintenance.

The Public Works Operations and Maintenance Division have 33 full time field crew employees, 3 Division Managers and 3 leadpersons situated at the Maintenance Center. The Rose Hill Building has 1 Division Manager, 1 Supervisor and 8 Full time field crew, some or all of the Rose Hill Building staff may be reassigned to work at the Maintenance Center. Based upon direction from the Division Managers, Director of Public Works, City Manager or from an activated ECC, field crew employees will be assigned to three around the clock 8 hour shifts as follows:

Day Shift:	4:00 a.m. – 12:15 p.m.
Swing Shift	Noon – 8:15 p.m.
Graveyard Shift:	8:00 p.m. – 4:15 a.m.

This shift arrangement allows for complete 24 hour coverage and allows a one-half hour overlap at the end and beginning of each work shift to allow for smooth transition of plowing and sanding activities. This coverage allows maximizing the available equipment with available crews. This shift also allows each employee a one-half hour meal period during their shift. Generally, this shift will be followed for as long as needed to effectively satisfy the mission statement objectives. Under extreme circumstances it may be necessary to modify the 8 hour shifts to longer than 8 hour shifts. If this becomes necessary, available human resources and the requirements of the emergency will dictate considerations of long shifts with varying start/stop times.

On each shift a Public Works Manager, Supervisor or leadperson will be responsible for coordinating, planning, scheduling and dispatching crews during the snow and ice conditions. The Supervisor or leadpersons will operate under the general direction of the Division Manager who will have oversight of the snow and ice control operations.

The Parks Maintenance Division has 14 full time crew employees, 2 Supervisors and a Division Manager situated at the Maintenance Center. The Parks Maintenance Division is responsible for planning, scheduling and coordination of Parks Department snow and ice control activities to meet their mission activities.

The Equipment Rental Division has 4 full time mechanics and 1 Division Manager situated at the Maintenance Center. The Equipment Rental Division is responsible for planning, scheduling and coordination of Equipment Rental snow and ice control activities to meet their mission activities.

EQUIPMENT:

The following City owned equipment is available for snow and ice control. All trucks are radio equipped. Vehicles or equipment not equipped with radios may be dispatched with portable hand held radios.

- 5 cubic yard dump truck with snow plow and slide in sander 2 each
- 5 cubic yard dump truck with snow plow and tailgate sander 1 each
- 1-ton flatbed truck with slide in sander 2 each
- motor grader with rubber edged snow plow blade 1 each
- articulated loader 1 each
- 5 cubic yard dump truck for sand haul 1 each
- 10 cubic yard dump truck for sand haul 2 each
- backhoe / loader 4 each
- snow blower 2 each

EQUIPMENT PRIORITIES:

During snow and ice events, vehicles and equipment will be assigned in a manner which provides the best use and application for the particular event. Generally, the equipment having plowing capability will be assigned to plowing high priority streets. One 5 cubic yard dump truck with snowplow and sander will be assigned to the north area and one to the south area. The motor grader and 5 cubic yard dump truck with a snow plow blade will be assigned one to the north and the other to the south areas. The 1-ton flatbed trucks with sanders will be assigned one in the north area and one to the south area. The articulated loader will remain in the Maintenance Center yard for use in stockpiling and loading sand and doing snow removal in the Maintenance Center yard areas and parking lot. The four backhoe/loaders and snow blowers will be made available to the Parks Department crews for assignment to Fire Stations, City Hall and other designated public facilities for snow and ice removal. Initially, during snow and ice events, Public Works and Parks Department crews may assist the Equipment Rental crews to prepare vehicles and equipment. This may include assisting in chaining of vehicles based upon Equipment Rental priorities (Fire, Police, Public Works and Parks).

RESOURCES:

The Maintenance Center maintains a stockpile of sand up to a maximum storage capacity of 150 tons and a stockpile of rock salt of approximately 25 tons. The Public Works Department has a limited access to sand from the Washington State Department of Transportation (WSDOT) yard facility located at the south end of the City. This stockpile is available on a mutual aid and support basis. In addition, through agreement with the City of Redmond and Cadman Sand and Gravel located in Redmond, Kirkland has access to an articulated loader from the City of Redmond and the sand stockpile at Cadman's yard. This access is normally unattended and on the honor system for payment to Cadman. (Cadman Sand and Gravel is presently the City's contracted sand and gravel supplier).

PRIORITIES:

The number of travel lanes and roadways to keep passable in a general over-all storm event are far greater than the available personnel, equipment and resources can reasonably cover. Therefore a priority system has been developed through coordination with Police, Fire, King County Roads and Transportation (bus service), Lake Washington Schools and Evergreen Hospital.

“HIGH PRIORITY” Streets include major arterials, bus routes, access to and from schools, and access to and from the Police Station, Fire Stations, Evergreen Hospital and freeway interchanges. Streets are normally first plowed in the same directions as AM or PM rush hour traffic. All other streets are plowed based upon overall traffic volumes or public safety. Residential only streets, cul-de-sacs and dead ends have a lesser priority than heavier traveled streets.

Depending on the severity of a snow and ice event, Parks crews may be called to assist Police and Fire to remove snow from driveways and access to these and other City facilities. These include all staffed City buildings, Police Station and all Fire Stations inside and outside of the City limits as follows:

- Station 21 9816 Forbes Creek Dr. / Market Street
- Station 22 6602 108th Avenue NE
- Station 24 (reserve station) 8411 NE 141st Street, Bothell
- Station 25 12033 76th Place NE
- Station 26 9930 124th Avenue NE
- Station 27 11210 NE 132nd Street, Kirkland
- City Hall 123 5th Avenue
- Police Station 123 5th Avenue
- N.K.C.C. 12421 103rd Avenue NE
- Senior Center 406 Kirkland Avenue
- Municipal Court 410 6th Street South
- Maintenance Center 915 8th Street
- Rose Hill Building 13013 NE 65th Street
- HR / Parks Building 505 Market Street

Depending upon the severity of the storm, crews may not be able to reach every Fire Station due to traffic or street blockages. In those instances, Fire Station personnel will be responsible to assist to the extent possible by hand shoveling and clearing of driveways.

PROCEDURES:

When a storm occurs during a peak traffic period it may not be possible to clear streets due to stalled or abandoned vehicles. In these instances after prolonged snow conditions, “snow bottom” (essentially compact snow and ice) may accumulate. These accumulations are often too hard to be removed with a snow plow blade. In these instances sufficient sand will be used only in the acceleration and deceleration lanes and on downslopes in order to allow traffic to start and stop at intersections and hills on high priority streets. Rock salt is used only in sufficient quantities to mix with sand to keep the sand from freezing in the sander units. When sand freezes in the sander units, it can not be broadcast onto the streets. Sand is applied only to icy streets and is not applied to snow covered streets as it provides no benefit to traction on snow.

Due to space limitations at the Maintenance Center to stockpile sand and salt, there is a maximum capacity as stated earlier of approximately 150 tons of sand and 25 tons of rock salt. Sand is stored outside at the Maintenance Center in a specially constructed storage bin. Salt must be stored indoors in a specially constructed salt storage room.

Extended full length sanding and salting of streets is not possible due to two primary reasons: there is not enough sand or salt available to sand more than the areas stated; and salt is environmentally detrimental to the receiving waters in Lake Washington. In addition, it is undesirable to place excess sand on the streets due to the amount of clean up effort required and the safety problem of sand on the roadway causing a loss of traction to motorists for extended time periods after the snow and ice is gone and until complete cleanup can occur.

DISPATCHING:

The initiation of snow and ice control procedures by Public Works is based upon notification by the Police Department. Police dispatch is directed by the Police officer in charge to notify the Public Works Standby. Public Works Standby will then confirm through contacting a Public Works Manager or Director whether full or modified snow and ice program procedures will be initiated. Crews will be activated by the Public Works Standby and Manager in charge.

COMMUNICATIONS:

All vehicles and equipment in use for snow and ice control are to be radio equipped with either a hard wired or hand held portable radio. All dispatching of field crews will be by the Manager in charge in person or by radio. Telephone lines are the primary communication link between the Police Dispatch and the Maintenance Center Manager on duty. These lines may fail or be damaged during heavy snow or ice events. As a backup to the telephone system, Police Dispatch may contact the Manager directly on the Public Works band on the 800 MHz radio. Members of the Public who call the Maintenance Center or come to the Maintenance Center in person will deal directly with the Manager on duty for service requests or other services.

The Public Works Maintenance Division Managers, Supervisors and leadpersons will have access to portable weather alert radios during imminent inclement weather periods. Calls for snow and ice control should be made directly through the Maintenance Center at 425-828-1151 or 425-828-1156. Telephones are manned to the extent possible during snow and ice events.

POSSIBLE STREET CLOSURES:

During significant snow and ice events certain streets may be closed due to steep grades which create a hazard to motorists due to inability to stop at the bottom or at intersections on the steep street. These streets are generally not high priority streets, although it may be necessary to close certain high priority streets as needed due to inability to maintain the street sufficient to protect public safety. Street closures will be coordinated with the Police and Fire Departments for their emergency response planning during snow and ice events. Generally, the following streets will be closed during significant snow and ice events due to steep grade of the streets and the inability to provide sufficient traction for safety:

ESF 1 – Transportation Appendix 3

Emergency Services Contacts and Contracts

Current information is an addendum to the ECC Procedures Manual in the ECC Cabinet located in the Kirkland Police Department Squad Room and is also kept by the Director of Public Works.

Emergency Support Function 2

Communications and Warning

PRIMARY AGENCY:	Kirkland Police Department
SUPPORT AGENCIES:	Kirkland Administration & Finance Department Kirkland Fire and Building Department Kirkland Information Technology Department Department Directors Group Amateur Radio Emergency Services Eastside Emergency Communications-Bellevue King County E911 Verizon U.S. West

I. INTRODUCTION

A. Purpose

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

1. To provide guidance for organizing, establishing and maintaining the communications capabilities necessary to meet the operational requirements of Kirkland for responding to and recovering from a disaster.
2. To provide guidance regarding the dissemination of warning information.
3. To contact necessary staff to maintain and service ECC for all necessary activities.
4. To stay in contact with Sister City to maintain strategic communications.

B. Scope

This ESF describes the coordination of actions which must be taken within the City of Kirkland to maintain communications and warning support in preparation for, response to and recovery from a disaster that affects the population of Kirkland and the operation of local government.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all Kirkland communications and warning activities.
- B. Communication and warning support requirements which cannot be met at the lowest level of authority will be escalated upward for resolution through the Incident Command System in place within Kirkland and as described in the Emergency Manual. If necessary, State and Federal assistance will be requested.
- C. It is the intention of this plan to be interoperable with neighboring jurisdictional local emergency plans and the State of Washington Emergency Plan.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. The City of Kirkland is at all times subject to a variety of emergency or disaster events, as outlined in the Hazard Vulnerability Assessment. These events may require dissemination of warning to Kirkland residents and emergency communications with neighboring jurisdictions, King County ECC and the State of Washington ECC.
- 2. The National Weather Service reports forecasted events. These include all weather-related activities. The Weather Service provides warnings and watches for: floods, seismic area waves (tsunami), avalanches, and severe weather such as snow and wind. The federal government also may report volcanic eruptions and hazardous material releases. The State of Washington Department of Transportation will report known hazardous materials releases.
- 3. Timely and accurate reporting to government agencies will be required for these agencies to make decisions and focus their response. At the time when the need for real-time electronically processed information is greatest, the capability to produce it will be seriously restricted or nonexistent. All surviving telecommunications assets of the City will be needed immediately to assure an optimum response to the needs of the victims of the disaster.

B. Planning Assumptions

- 1. Kirkland will focus initially on coordinating lifesaving activities concurrent with reestablishing control of the effected area(s). Kirkland will be looking

to the telecommunications industry to accomplish as much restoration and reconstruction to equipment as the situation permits.

2. Initial reports of damage may be fragmented, providing an incomplete picture on the extent of damage to telecommunications and cellular facilities.
3. Weather and other environmental factors will restrict the ability to deploy mobile or transportable telecommunications equipment into affected areas.
4. Conditions following the event will necessitate the careful consideration of sites for establishing staging areas, assistance centers, alternate operations centers, and the communications to support them.
5. A Mayor's Declaration of Emergency will be requested and announced, if the situation warrants.

IV. CONCEPT OF OPERATIONS

A. Communications

1. The Kirkland E911 Communications Center, located in the Police Department on the lower level of City Hall, shall be the focal point for coordinating the emergency communications systems of the City during an emergency or disaster situation. It is through the Communications Center that information coordination to the Emergency Coordination Center (ECC) shall be facilitated. This center is a 24 hour facility that normally provides day-to-day 911 telephone answering and communications support for the Kirkland Police and Fire Departments. The Communications Center is the primary answering point for all E911 calls originating in Kirkland. E911 calls requesting fire or emergency medical services are transferred to Eastside Communications in Bellevue. The Bellevue Communications Center is Kirkland's primary back-up site for E911.
2. The Police Department Communications Supervisor is responsible for the overall direction and control of the emergency communications support activities from within the E911 Center during a disaster or emergency situation. The Communications Supervisor shall advise the Duty Patrol Sergeant and the King County E911 program office, and Eastside Communications for relay to Duty Battalion Chief on the status and capability of the emergency communications system and will recommend/authorize added capabilities in response to emergency

situations, and restoration priorities for the supporting emergency telephone and radio systems.

3. Non-public safety city departments may establish secondary communications control centers to coordinate the response of their own resources during an emergency situation. However, coordination with the ECC and the Emergency Communications Center will be critical to the City's ability to effectively coordinate and respond to an event.
4. The City of Kirkland will use the internal ECC frequency on the 800 MHz **KI-CITY** talk group. When conditions warrant, the Communications Supervisor, Incident Commander or other authorized manager will activate the ECC talk group.
5. Due to the likelihood that there will be a partial or total disruption of normal communications during a disaster, the clear definition of primary and alternate modes of communications is vital to any emergency operations activity. The existing telephone system, provided through the Verizon switch network system, along with the City's existing emergency and non-emergency radio systems will provide the basis for maintaining effective communications.
6. The City of Kirkland uses a City-owned PBX (private branch exchange) phone switch as its primary source of communication with state, county, and local agencies; as well as vendors. The PBX phone switch is an additional point of possible mechanical failure.

During an emergency the use of non-PBX lines is encouraged as a back-up measure.

In the event of partial or total loss of local services provided by Verizon, the Information Technology Director or designee will coordinate repair and restoration. A number of City telephone lines are backed up by Verizon business lines in the event that the City's PBX fails. Those phone numbers and emergency backup numbers are listed in the phone number section of the Comprehensive Emergency Management Plan.

7. Additional volunteer radio nets may be activated as necessary to supplement the City's radio system capabilities. These volunteer nets will be opened by the Amateur Radio Emergency Services (ARES) group in Kirkland. The ARES group may be activated by contacting the Dispatch Duty Supervisor (or the senior dispatcher on duty) at 425-828-1183 or by calling the current Assistant Emergency Coordinator (AEC) for ARES. The ARES communications include VHF radios at City Hall and all fire stations,

and CEMNET (for direct contact with the State ECC) at City Hall. The ARES communications plan, telephone tree and frequency plan are all appendices to this section. The ARES group will coordinate drills and exercises to test these capabilities.

Given adequate staffing levels of ARES personnel at the ECC and Fire Station locations, additional ARES members may be dispatched to work at such locations as: shelter sites, Evergreen Hospital, and other appropriate field sites.

Whenever possible ARES members are expected to wear the photo identification tags issued to them.

The CEMNET radio will be tested weekly. Other ARES radios at City locations will be tested quarterly.

8. The Kirkland Communications Center is located at 123 5th Avenue, in the lower level of City Hall, within the Police Department. The entire City Hall, including the Communications Center and ECC, is equipped with a generator that provides emergency power. The E911 Communications Center and the ECC are also served by an uninterrupted power supply (UPS). The generator is capable of supplying power for a period of 28 hours (more with a reduction in some power use) before needing fuel. The UPS service will run for an estimated 1 1/2 hours without needing back-up generation.
9. The Communications Supervisor may make recommendations to the Emergency Preparedness Coordinator or Incident Commander for the relocation or redistribution of radio or cellular telephone resources used by City Departments as necessary to address the communications capability requirements of an emergency situation. A cellular telephone directory of City employees is located in both the Communications Center and the ECC.
10. Additional means of communication pre-arranged for City of Kirkland personnel to communicate with the City from home or another location include:
 - a. Employees may call into the emergency voice mail number, 425-828-7946 (**828-SWIM**), to pick up outgoing messages about reporting schedules and locations. They may also use this number to leave messages for their supervisors. Each department is responsible for selecting someone to ensure that the outgoing message is kept up to date and that the incoming

messages are pulled periodically. It is noted that voice mail may be a point of failure in a disaster. Procedures for 828-SWIM are attached to this ESF.

- b. All City of Kirkland employees and their immediate families are able to use the OATS program to further attempt to leave messages for the City and immediate family and gather messages from the same. The number for the OATS program, which goes to Mountain View, California, is **(650) 903-6103**. The OATS Procedures Manual is attached to this ESF.

B. Warning

1. The Emergency Alert System (EAS) provides information to the public via local radio stations by interrupting normal programming. The activation of the EAS shall be done by contacting the King County ECC and placing the alert request. A case for EAS activation would be to provide advance warning of an event in Kirkland, such as a hazardous material release that prompts evacuation. If King County cannot be reached, the Cities of Seattle and Bellevue may be contacted, in that order, to make the activation request. Refer to the EAS Plan that is an appendix to this ESF.
2. In an event where it is necessary to alert or warn special locations, police or other appropriate City staff will be dispatched to make direct contact. This will include locations with high risk and large populations such as: Evergreen Hospital, all schools, nursing homes, major businesses, institutions and places of public assembly.
3. The Alert message will be posted on the City of Kirkland website.
4. No system is in place to warn the hearing impaired, physically challenged and non-English speaking groups.
5. The City of Kirkland is working with its cable T.V. provider to determine if a cable interrupt or a crawl message at the bottom of the viewer's T.V. screen is possible.
6. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings sent over NAWAS are received by the King County Warning Point, which in turn disseminates the message to local warning points. Warnings for Kirkland go into the Eastside Communications Center, which notifies local emergency authorities.

7. The National Oceanographic and Atmospheric Administration (NOAA) weather radio system may be utilized to obtain weather related warnings. There are multiple radios within the City of Kirkland with the capacity of receiving NOAA information.
8. Weather advisories are provided directly via Teletype by the National Weather Service and received at the Kirkland Communications Center within the Police Department. Communications personnel monitor these messages on a 24-hour basis and determine when to notify appropriate public safety personnel.

The duty Police Sergeant, duty Battalion Chief, and on call Public Works representative will be notified by the Communications Center Dispatch Supervisor or their representative any time the nature of the warning would indicate a need to increase staffing levels.

9. The City of Kirkland currently has no centralized emergency warning systems in place to warn the general public of emergency conditions. In this case, notification of citizens with emergency information and instructions may be through the EAS, door to door by uniformed city personnel, mobile loud speakers, or any other means available to the Incident Command at the time.

C. Procedures

Procedure for transfer of E911 to Bellevue:

- Determine if a need for transfer exists (phones, phones and radio or just radio).
- Call via phone or radio to Eastside Communications advising them of situation. Ask them to make the calls.
- Eastside Communications makes the switch in the lines on their end, moving all E911 lines to their Communications Center. If they are taking our radio, they simply start talking.
- Determine if Eastside Communications needs additional staffing to handle the added workload. If yes, needed staff are sent to Eastside if possible.
- Notify Kirkland Communications Supervisor.

D. Mitigation Activities

With the questionable reliability of telephones, cellular phones and the 800 MHz radio, the City looks to the amateur radio network they have established as a back up. Actual mitigation of the problems created by the other communications means is difficult as they are privately or jointly owned.

E. Preparedness Activities

These include periodic testing of 800 MHz and ham radio capabilities. Ham radio personnel exercise at least twice yearly.

F. Response Activities

G. Recovery Activities

V. RESPONSIBILITIES

**A. Primary Agency Kirkland Police
Communications Supervisor or Designee**

1. Direct the emergency communications support activities of the City.
2. Advise duty personnel and ECC (once activated) of status and capability of emergency communications system.
3. Arrange for additional communications capabilities when necessary.
4. Establish restoration priorities for emergency telephone and radio systems in coordination with the Technical Services Division and Incident Command.
5. Activate ARES volunteer radio network when necessary. ARES Calling tree is an attachment to ESF 2.
6. Recommend relocation or redistribution of radio or cellular telephone resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.

B. Support Agencies

**1. Information Technology
Department Director or Designee**

- a. Direct the repair and restoration of telephone and/or computer systems, with input from the Communication Center Supervisor.
- b. Coordinate use and distribution of loaned cellular phones during a disaster.

- c. Direct the repair and restoration of Internet and e-mail systems as a communication system back up.
- d. Maintain current contact information on key contacts with Verizon, US West, and other essential vendors.

2. Kirkland Administrative Police Services Coordinator or designee

Maintain citywide cellular telephone directory in ECC and Police Dispatch Communications Center.

3. Fleet Department

Maintain operation of all radio and microwave-link communications equipment owned or used by the City.

D. All Departments

- 1. Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to Command Center communications.
- 2. Report deficiencies in communications through the chain of command.

E. Support Agencies

- 1. Verizon
- 2. Qwest
- 3. King County E911

VI. RESOURCE REQUIREMENTS

Resource requirements will be determined by the Incident Commander dependant upon the nature of the emergency/disaster.

VII. REFERENCES

- A. Interlocal Agreement Establishing the Eastside Public Safety Communications Agency

- B. ESPSCA Radio Station Licenses
- C. Fire/Medical Radio Procedures

VII. TERMS AND DEFINITIONS

None

IX. APPENDICES

Appendix 1 Communication Systems

X. TABS

- A. ECC Staff Phone Spreadsheet
- B. Emergency Voicemail Procedures
- C. OATS Procedures
- D. Emergency Alert System (EAS) Plan
- E. ARES Ham Radio Phone Tree
- F. ARES Radio Plan
- G. King County Communications Information Sheet
- H. Current 800 MHz Radio Templates
- I. Warning Fanout

ESF 2 - Communications and Warning Appendix 1

COMMUNICATION SYSTEMS

Preface

A coordinated, effective response to emergencies/disasters require communications between emergency responders, incident sites and the Emergency Coordination Center (ECC) and also linkages to the general public and other levels of government. Local government's day-to-day communication systems are seldom sufficient to meet the increased communications demands caused by emergency conditions. The communications function aims to provide a structure whereby all public, private, volunteer communications capabilities are linked to and coordinated through the ECC and its communications systems.

I. PURPOSE

To provide for and maintain a communications capability for emergency operations in the City of Kirkland.

Likely sub-functions and tasks that may be performed include:

- *Clean, repair, and perform maintenance on equipment.
- *Maintain inventories of equipment.
- *Ensure a system of backup power and emergency power generation.
- *Identify and establish repeater locations.
- *Maintain phone lists.
- *Maintain a list of radio frequencies.
- *Schedules of tests, and exercises.
- *Develop frequency use procedures and protocols.
- *Maintain logs, reports, records of expenditures.
- *Replace defective equipment.

II. POLICY

It is the policy of the City of Kirkland:

A. That each department represented in the Emergency Coordination Center (ECC) that has operational field personnel will maintain a capability to communicate between the Emergency Coordination Center (ECC) representative, the department operations center (if activated), or with operational units in the field.

B. To utilize normal communications systems as much as possible during disaster. Some needs will be met by re-prioritizing day-to-day frequency use to special emergency use.

C. To strive for telephone and radio capabilities, as well as electronic networks, throughout the boundaries of the City where technically feasible, and to maintain redundant communication systems in the interest of insuring needed disaster communications depending on availability of appropriated funds.

D. To give priority to restoration of communication systems in the event of disaster.

NOTE: This function may be utilized singularly, or in conjunction with a Crisis Action Team (CAT) or full Emergency Coordination Center (ECC) activation.

III. ORGANIZATIONS INVOLVED

Primary:

A. Kirkland Police Department

Other:

- B. Administrative Services Department
 - C. Amateur Radio Emergency Services (ARES)
 - D. Kirkland Fire and Building Services Department
 - E. Kirkland Information Technology Department
 - F. Dispatch Centers
 - G. Emergency Alert System (KIRO 710 AM)
 - H. Hospital Emergency Radio Network
 - I. City of Kirkland Departments / All
 - J. Division of Emergency Management
- *Crisis Action Team (CAT) and/or Emergency Coordination Center (ECC)

State and/or Federal:

Washington State Division of Emergency Management maintains the Emergency Alert System (EAS) and provides additional communications support upon request during emergency / disasters. If requested by the City of Kirkland, emergency communication systems can be augmented by federal resources following a Presidential declared emergency.

NOTE: Washington State Division of Emergency Management maintains and repairs the National Warning System (NAWAS) and Emergency Alert System (EAS). Requests for maintenance and repair / replacement will be made directly to that state office.

IV. RESPONSIBILITIES

In the fullest context, these responsibilities assume a full Emergency Coordination Center (ECC) activation. In the interest of time and efficiency, the departments involved with this function may or may not be utilized in smaller Crisis Action Team (CAT) situations. Note: During a CAT situation, the Division of Emergency Management and / or other CAT members in the interest of saving lives and property, will liaison direct to the agencies with resources and capabilities. As the situation grows larger and more complex, departments may be called upon to perform some or all its stated responsibilities.

City Departments / All

A. Public Works Department:

1. Staffs the Emergency Coordination Center (ECC) "Communications Officer" position as requested.
2. Provides damage assessment, restoration of services, and maintenance actions on the municipal radio communication devices and systems.
3. Controls all municipal radio communications maintenance (including Enterprise Activity agencies) when operating as Emergency Coordination Center (ECC) Communications Officer.

B. Information Technology Department:

1. Coordinates with local Telephone utility providers for the restoration Kirkland telephone capabilities, with area agencies and contractors.
2. Responsible for certain City of Kirkland telephone, telecommunications, and computer networks.
3. Coordinates the telecommunications for City of Kirkland City Hall and other sites.
4. Provides computer support during and after an emergency / disaster.
5. Assures priority restoration of communication functions and systems.

C. Amateur Radio Emergency Services (ARES):

1. Assists with Emergency Coordination Center (ECC) communications.
2. Assists with damage assessment through amateur radio capabilities.

3. Provides backup / augmentation communications linkages between the Emergency Coordination Center (ECC) and emergency incident sites, shelters, hospitals, and other critical locations as necessary.

D. Kirkland Fire and Building Department:

1. Fire Dispatch serves as the 24-hour municipal local warning point for the National Warning System.
2. Assists with 911 emergency telephone service.

E. Kirkland Police Department :

Provides for the overall communications coordination capability for the entire City.

F. Communications Section, Kirkland Public Works:

Assists, coordinates with Public Works Communications for service restoration of City of Kirkland radio systems.

G. Hospital Emergency Radio Network

H. Dispatch Centers:

1. Dispatch centers utilize existing radio and telephone capabilities.

I. Emergency Alert System (KIRO Radio 710 AM, KOMO AM 1000, KGOV cable channel 21)

1. Maintains coordination between commercial radio and Television stations.
2. Tests and reports malfunctions of the Emergency Alert System.
3. Maintains liaison with Division of Emergency Management / Emergency Coordination Center (ECC) in periodic tests of communication linkages with the ECC, and tests of the EAS.

L. City of Kirkland : All Department / Agencies:

1. Ensures that communication systems are in place between their Emergency Coordination Center (ECC) representatives and their department / agency operations centers, or their operational units.

2. Coordinates with Division of Emergency Management (OEM) to ensure periodic tests of equipment are accomplished.

NOTE: Additional responsibilities are listed with the respective City Departments.

M. Division of Emergency Management (Fire and Building Services Dept.):

1. Ensures phone lists, radio frequencies, and communication protocols are available for Crisis Action Team or Emergency Coordination Center (ECC) use.
2. Conducts periodic tests of the ECC communications.
3. Coordinates / develops Emergency Alert System (EAS) procedures, and National Warning System (NAWAS) implementing procedures.
4. Ensures operation checks of EAS.
5. Ensures appropriate radio, telephone and electronic network links are available with other affected area ECCs.
6. Notifies departments / agencies when their communication links with the ECC are inadequate or malfunctioning.

Crisis Action Team (CAT) / Emergency Coordination Center (ECC):

1. Coordinates with the support requests from field agencies.
2. Utilizes existing communication capabilities.

V. PROCEDURES: OPERATIONAL CONCEPTS

A. 911 Emergency Telephone:

1. Emergency 911 telephone service for the entire City rings directly into Kirkland Police Department.
2. Description of where 911 calls go, who answers both in normal duty times and disasters.
3. It can be anticipated that the 911 service will become overloaded for a period of time in the event of a widespread disaster.

B. Emergency Coordination Center (ECC) Communications:

1. Specifics as to radio frequencies, radio call signs, telephone numbers, addresses of dispatch, and command centers are found in the Emergency Coordination Center (ECC) Procedures Manual (published separately) and Kirkland Fire Department Dispatch Procedures (published separately).
2. Besides radio, the Emergency Coordination Center (ECC) is dependent on telephone lines and the City's electronic network.
3. Much of the Emergency Coordination Center (ECC) communications capability depends upon electrical power. The Emergency Coordination Center (ECC) does have backup emergency power. However, **the ECC does not have an uninterrupted power source.** Therefore, power interruptions will be experienced whenever emergency power is started or stopped.
4. If the situation warrants, the Emergency Coordination Center (ECC) Manager may appoint a "Communications Officer" as part of his staff.
 - a. This individual would be responsible for monitoring, and where appropriate, allocating communication resources.
 - b. When activated, the Communications Officer will monitor, and where necessary take control of the allocation of all communication assets in the emergency organization.
 - c. This will include the prioritization of maintenance and the distribution of additional equipment. This position will work in the Emergency Coordination Center (ECC) and report directly to the ECC Manager.
5. Information Technology will provide damage assessment, restoration of services, and maintenance actions on the City communication devices.
 - a. Staff will be assigned to the dispatch center (Emergency Coordination Center (ECC), Kirkland Fire Department, Police Department) for immediate problem response.
 - b. Communication coordination will be provided between all services under direction of the Emergency Coordination Center (ECC).
 - c. They may be augmented by utility, contractor, or emergency hire personnel.
6. Information Technology is responsible for coordinating the restoration of City of Kirkland telephone capabilities, with area telephone companies and contract telephone services.
 - a. Information Technology will conduct damage assessment to telephone and computer systems.

- b. Provide Emergency Coordination Center (ECC) representatives to coordinate telecommunications responsibilities and provide computer support.
7. Contact between the Emergency Coordination Center (ECC) staff and their agencies will be maintained through telephone and radio networks.
- a. All departments / agencies are responsible to ensure that communication systems are in place between Emergency Coordination Center (ECC) representatives and their department.
 - b. Department / Agencies that do not have radios installed in the Emergency Coordination Center (ECC) will bring these portable radios with them when they report to ECC.

C. Department Communications:

- 1. Unless informed otherwise, all agencies will deal with their communications organizationally as they would in normal operations.
- 2. Managers should also make use of cellular telephone capabilities.
- 3. There should also be at least one cellular telephone available in each Dispatch / Operating Center.
- 4. If radio, telephone contact is not possible, municipal employees should listen to KIRO 710 AM or KOMO AM 1000, or tune to KGOV cable channel 21 for advisories and instructions.
- 5. Department / Agency Operations / Dispatch Centers:
 - a. Most tasked agencies involved in disaster operations will maintain operations or dispatch centers that will control the operations of the emergency forces under their control.
 - b. Wherever possible, these centers will utilize existing facilities and will be in contact with Emergency Coordination Center (ECC) through direct redundant communication, such as telephone and radio.

D. The Emergency Alert System (EAS):

- 1. Describe communications link to KIRO (AM Radio). (Refer to the Emergency Alert System (EAS) plan for more detail). (Published separately)
 - a. Washington State Division Emergency Management maintains the Emergency Alert System (EAS) system.
- 2. Commercial Radio and Television:

- a. The commercial stations in Seattle are generally equipped with standby generators and will likely return to service soon after an emergency / disaster.
- b. The first means of contacting them will be by the Emergency Alert System (EAS). This is the most reliable and widespread coverage for information to the public.
- c. As soon as possible, the information to be provided to the public on EAS will be compiled and sent by the Public Information Officer (PIO).

E. Amateur Radio Operators:

1. This volunteer organization has an extensive and very capable communications system. Additionally they provide an excellent source of information about the extent of damage and transportation problems caused by the emergency / disaster.
2. As soon as they are notified or as soon as they determine there has been a significant event that will require the opening of the Emergency Coordination Center (ECC), the local Amateur Radio Club will send a representative to the Emergency Coordination Center (ECC) with the appropriate communication equipment to operate from this facility.
3. In addition to this response, within their existing capabilities, they will also provide radio augmentation to incident commanders and staff any Shelter or Holding Center with someone who can establish communications with the Emergency Coordination Center (ECC).
 - a. This person will coordinate with the American Red Cross Shelter Manager and relay information to the Emergency Coordination Center (ECC) and the American Red Cross Operating Center concerning the status of the Shelter / Holding Centers.
 - b. If additional capability becomes available, Amateur Radio Emergency Services (ARES) will coordinate with the Communications Officer / Emergency Coordination Center (ECC) Manager for deployment and utilization.
 - c. Amateur Radio Emergency Services (ARES) will also provide backup communications for mass casualty situations, if available.

F. Computer Communications Capabilities:

1. Information Technology Department is responsible for certain City of Kirkland telephone, telecommunications, and computer networks.
2. They will provide computer support during and after an emergency / disaster and will assure priority restoration of communication functions and systems.

3. Depending on location, and the scope of the event, City computer networks may be used to disseminate information to, and communicate, between departments.

VI. APPENDICES and / or REFERENCES

Appendices:

None

References:

Emergency Coordination Center (ECC) Procedures Manual for the City of Kirkland. (Published separately)

Dispatcher Procedures. (Published separately)

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ECC STAFF PHONE SPREADSHEET

Updated lists of ECC staff and their contact information are in the following locations:

- ECC cabinet located in the Peter Kirk Room
- Director's office, Kirkland Fire and Building Department
- Deputy Fire Chief's office, Kirkland Fire & Building Department
- Kirkland Police Department Communication Center

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**PROCEDURES FOR RECORDING OUTGOING ONLY MESSAGES FOR THE EMPLOYEE
EMERGENCY INFORMATION LINE**

The City has established an Employee Emergency Information Line that allows each department to leave informational outgoing only messages; i.e. these numbers do not give callers the ability to leave messages.

The main number, **425-828-SWIM (7946)** has a voice menu system that consists of a master greeting (see procedures for recording master greeting below) and message numbers for each department (see procedures for recording department message below). Departments will appear in alphabetical order in the master greeting and are numbered accordingly:

Administration & Finance	1
City Attorney's Office	2
City Manager's Office	3
Information Technology	4
Fire & Building	5
Parks	6
Planning	7
Police	8
Public Works	9

Fire & Building's Emergency Services group should be responsible for updating the master greeting to let callers know that they have reached the City of Kirkland's Employee Emergency Information Line, etc. and to press 1 for Administrative Services, 2 for City Attorney's Office and so forth.

Recording the Master Greeting:

1. From a City phone, dial 2242. From an outside phone dial 425-828-2242. PLEASE KEEP THIS NUMBER CONFIDENTIAL.
2. When the system asks for a voice service ID, enter 7946 followed by the # sign.
3. When the system asks for a password, enter 6497. PLEASE KEEP THIS PASSWORD ABSOLUTELY CONFIDENTIAL.
4. To record the master greeting, press '1' and follow the prompts. When you are finished speaking, press '#'
5. To review what you have recorded, press '2'
6. Hang up when you are finished.
7. Be sure to dial the number to test it.

Recording a Department Message:

Each department has their own message number that needs to be recorded. These message numbers are as follows (**note:** the first digits are identical and the last digit matches the numbered list in the master greeting):

Administrative Services	79461
City Attorney's Office	79462
City Manager's Office	79463
Finance	79464
Fire & Building	79465
Information Technology	
Parks	79466
Planning	79467
Police	79468
Public Works	79469

Each department's message number will need to be individually updated with their respective employee information as follows:

I. LOGGING INTO DEPARTMENTAL MESSAGE BOX:

From a City Hall phone:

- Press the 'Message' key or dial '2240'
- Enter your department's message box number followed by '#'. (E.g. Finance would be 79464.)
- Enter your password followed by '#'. Initially, until a department's representative changes it, the password is the same as the message box #.

From an outside phone:

- Dial 425-828-2240. PLEASE KEEP THIS NUMBER CONFIDENTIAL.
- Enter your department's message box number followed by '#'. (E.g. Finance would be 79464.)
- Enter your password followed by '#'.

II. THINGS TO DO TO SET UP YOUR DEPARTMENT'S MESSAGE BOX:

1. To record the master greeting, press '5'. When you are finished speaking, press '#'.
2. To review what you have recorded, press '2'.
3. If you'd like to re-record the greeting, just redo step 4.
4. Hang up when you're finished.

5. Be sure to dial into 425-828-7946 and select your department's number to test it (e.g. Finance would be 4).

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**OUT OF AREA TELEPHONE SUPPORT (OATS)
EMERGENCY PROCEDURE**

SUBJECT: Procedure for out of area telephone support (OATS)

OBJECTIVE: To provide guidelines for the effective and uniform implementation of OATS

OVERVIEW: The City of Kirkland and the City of Mountain View, California have agreed to provide personnel and resources for both alerting and supporting the sister agency during times of disaster response in either area when interrupted telephone service is anticipated.

During a disaster in either city, city employees will call a prearranged telephone number in the sister city to leave or obtain welfare information about themselves or their families. This telephone number also provides employees a means to report their status to management with a method of communicating information and instructions to employees after the disaster

The Emergency Management person, Fire Chief, or City Manager in the affected city may terminate OATS when normal telephone service is restored to the area. OATS termination is accomplished by notifying the Emergency Management person or Fire Chief in the unaffected city that there is no further need of OATS.

PROCEDURE: Disaster in Kirkland

Kirkland Communications will notify the **City of Mountain View Communications Center at (650) 903-6395**, requesting that they activate OATS for incoming calls from Kirkland employees. If the disaster affecting the City of Kirkland has interrupted telephone service and such notification to the City of Mountain View is not possible, Kirkland Communications will use any means necessary, including public safety or amateur radio equipment to request the sister agency to implement the OATS program.

The Fire Chief, Emergency Manager and the on-duty Battalion Chief shall be notified whenever OATS is requested or activated.

Disaster in Mountain View

Kirkland Communications will receive notification of a disaster from the City of Mountain View on the telephone line: (425) 828-1183. Once notified, **Kirkland Communications** will call Bellevue Fire Control and request that Engine and Aid

21 (all personnel at Station 21) be dispatched, non-emergency status, to the City Hall ECC to activate OATS. When the request for OATS activation is received, the Emergency Manager, Fire Chief and City Manager shall be advised that OATS has been requested.

Fire Personnel Responsibility

The duty crew at Station 21 will serve as the immediate staff for the activation of OATS in support of a request from Mountain View. When dispatched, Station 21 personnel will respond to the ECC in the Police Squad Room and staff the three phone lines designated to take incoming calls from Mountain View employees until such time as they are relieved by support staff or telephone service is restored in the affected area.

To access the Police Squad Room it is recommended that fire personnel go to the Knox box entrance and enter. Come straight down the hall to the third door on the left (a hallway will break in after the first two- do not take it). This is the dispatch center. Knock and they will open up and show the Squad Room location.

Two incoming OATS line telephone jacks are located on the west wall and one on the east wall of the ECC (Police Squad Room). Personnel will set up three OATS phone positions at the tables in this room. These three positions serve as the three incoming lines from the City of Mountain View. The incoming number is (425) 803-2852 and rolls to 803-2854 and 803-1915.

The small cabinet on the south wall (below the TV monitor) contains the telephones, phone cords, a copy of these procedures, message forms and the most recent copy of the City of Mountain View employee roster. Supplies such as pens, pencils and paper clips will also be located in this cabinet.

All OATS staff Responsibility

All personnel staffing OATS will keep accurate records including times of calls and information for relay to facilitate communication between sister agency staff and their families, supervisors and staffs.

When, as support staff, you are notified that OATS has been activated in response to disaster in Mountain View, you are expected to notify your supervisor that you will be staffing the OATS phones until you are replaced. Each shift is anticipated to last 8 hours.

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EMERGENCY ALERT SYSTEM PLAN

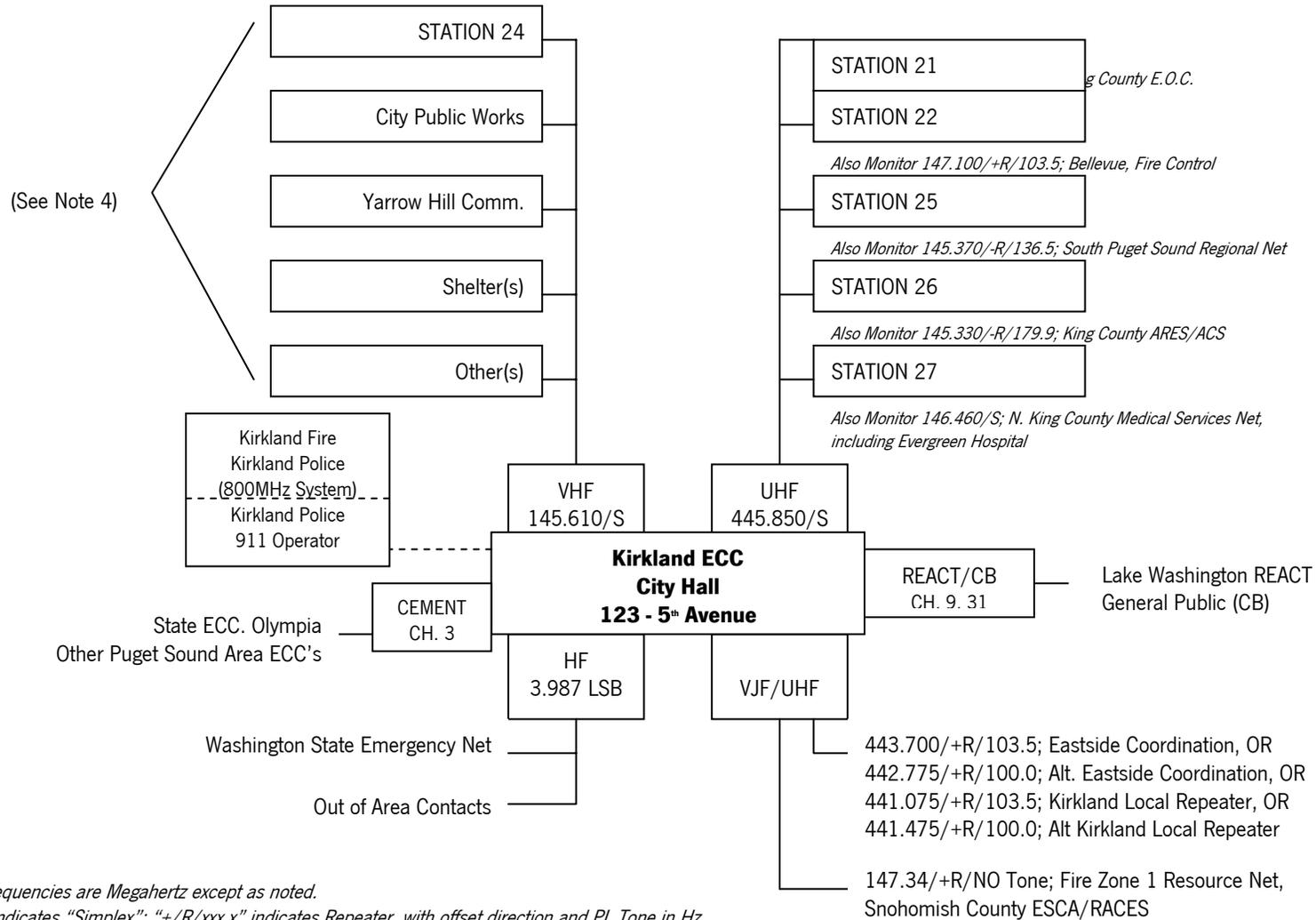
Refer to Central Puget Sound Area Emergency Alert System Plan published under separate cover.

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ARES HAM RADIO PHONE TREE

Current ARES Ham Radio Phone Tree information is an addendum to the ECC Procedures Manual. Copies of the Manual are located in the ECC lockers in the Peter Kirk Room (1st floor of City Hall), on the City of Kirkland Intranet, in the Director of Fire and Building Services office as well as the Deputy Fire Chief's office.

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Communications Plan
City of Kirkland Amateur Radio Emergency Service**



NOTES:

1. All frequencies are Megahertz except as noted.
2. "S" indicates "Simplex"; "±/R/xxx.x" indicates Repeater, with offset direction and PL Tone in Hz.
3. Fire Stations 21, 22, 25, 26, and 27 to maintain UHF link to ECC as noted and monitor noted VHF channels for Kirkland traffic.

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**COMMUNICATIONS WITH KING COUNTY OFFICE OF EMERGENCY MANAGEMENT
AND THE EMERGENCY COORDINATION CENTER (ECC)**

There are several ways to contact the King County Emergency Coordination Center (ECC) when it is activated. ***Please post this information in your Emergency Coordination Center*** for future use.

DUTY OFFICER

There is a person on-call 24 hours a day for emergency contact with the King County Office of Emergency Management. To contact the current duty officer call:

Primary **206-296-3830** - if you end up in voice mail, follow paging directions

Alternate **206-296-3311** – King County Sheriff Comm. Center, ask for supervisor

Website Address: www.metrokc.gov/prepare

There is also a link to the King County Office of Emergency Management on the City of Kirkland Website: www.ci.kirkland.wa.us

ECC ACTIVATED

The King County ECC will activate for events that require coordination between multiple agencies that don't regularly work together. It is anticipated that it could take 1 to 1½ hours for personnel to arrive at the ECC following a major unannounced event. When the ECC is activated, the primary method of communication is the telephone. Alternate methods are also used including radios, faxes, and cell phones. Use the following methods to contact the King County ECC during activations.

Method	#, talk group, frequency	Comments
Phone	206-296-3830 1-800-523-5044	Primary # into ECC and OEM 24 hrs. Do no use individual staff #s. It could be days before they're checked
FAX	206-296-3838	Incoming fax machine to ECC and OEM
Website	www.metrokc.gov/prepare	Updated during events
800 MHz Radio	KC ECC COM	Hailing to ECC, always monitored when ECC is open
800 MHz Radio	KC OEC OPS	Tactical Emer. Mgmt. Talk group
800 MHz Radio	KC EM 1 (3,4,5)	Tactical Emer. Mgmt. Talk groups for regional coordination
Amateur Radio	145.11	Always monitored when ECC is open
Amateur Radio, packet	145.69	Staffed when possible when ECC is open
Low Band	CEMNET 45.48	State talk group, always monitored when ECC open

Method	#, talk group, frequency	Comments
Media voice mail box	206-205-6700	Latest press releases when ECC open
Satellite Phone	1-800-230-0611	When others are out and ECC open

ESF 2 Communication and Warning
Appendix 1 Communication Systems
Tab H

CURRENT 800 MHz RADIO TEMPLATES

Current 800 MHz Radio Templates are an addendum to the ECC procedures Manual in the ECC cabinet located in the Kirkland Police Department Squad Room and is also kept by the Public Works Fleet Manager.

ESF 2 – Communications and Warning
Appendix 1 – Communications Systems
Tab I

WARNING FANOUT

Current Warning Fanout information is an addendum to the ECC Procedures Manual in the ECC Cabinet located in the Peter Kirk Room (1st floor of City Hall) and is also kept by the Director of Fire and Building Services and Deputy Fire Chief.

EMERGENCY SUPPORT FUNCTION 3

Public Works and Engineering

PRIMARY AGENCY: Kirkland Department of Public Works

SUPPORT AGENCIES: Kirkland Fire and Building Department – Building and Prevention Services
Kirkland Public Works Department – Equipment Rental
Kirkland Parks and Community Services Department – Maintenance Division
METRO
Puget Sound Air Quality
Washington State Department of Transportation
Washington State Conservation Commission
Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Federal Emergency Management Agency
U. S. Army Corps of Engineers

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 City of Kirkland in meeting needs related to response and recovery following a major emergency or disaster.
2. To provide for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and inspection of facilities for structural condition and safety.

B. Scope

Activities include technical advice and evaluations, engineering services, construction management and inspection, emergency repair of water and waste water facilities. Assistance will also be provided with provision of potable water, provision of emergency power and emergency contracting.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all Kirkland engineering activities during a disaster.
- B. Engineering requirements which cannot be met at the lowest level of authority will be escalated upward for resolution through the Incident Command System in place within Kirkland. If necessary, State and Federal assistance will be requested.
- C. It is the intention of this plan to be interoperable with neighboring local emergency plans and the State of Washington Plan.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. An emergency or disaster may cause unprecedented property damage. 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 roadways impassable. Public Utilities may be damaged and be partially or totally inoperable. Equipment in the immediate event area may be damaged or inaccessible. Sufficient resources may not be available. State and Federal assistance may be required to ensure a timely, efficient, and effective response and recovery from the event.

B. Planning Assumptions

- 1. Access to the event area will be dependent upon the establishment of ground and water routes.
- 2. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.
- 3. Rapid assessment of the event area will be made to determine critical response time and potential workload.
- 4. Kirkland may need to obtain emergency environmental waivers and legal authority to dispose of materials from debris clearance and demolition activities.
- 5. Personnel with engineering and construction skills and construction equipment will be available from outside the event area.

6. Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.

IV. CONCEPT OF OPERATIONS

A. General

The Public Works Department and the Fire and Building Department will provide personnel to do building damage assessment that will be coordinated out of the Plans Section – Situation Status Unit of ECC operations. Public Works personnel will also be responsible for the abatement of structural hazards that are life safety concerns.

B. Organization

Working within the framework of the Incident Command structure, the Public Works department will have primary responsibility for all engineering concerns post disaster.

C. Procedures

1. Public Works engineering personnel will initiate damage assessment of roadways, bridges and essential facilities as soon after the event as is safe and practical. Fire and Building Department – Building and Prevention Services personnel will initiate damage assessment of essential buildings as soon after the event as is safe and practical.
2. Public Works personnel will coordinate the removal/clearing of debris from public roads (see ESF 1 Transportation for more detail).
3. Public Works staff will coordinate the restoration of critical public facilities including temporary restoration of the water supply and waste water systems.
4. Public Works staff will coordinate emergency demolition or stabilization of damaged structures and facilities. These damaged structures will first be designated as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
5. Public Works staff is to coordinate with members of the Fire and Building Department to make effective saving of essential possessions from private buildings prior to demolition, if this can be done with limited risk to personnel. Temporary supports for the structure or other measures will be taken as a precaution.

6. Any personnel involved in the recovery of personal items for citizens will be following proper search and rescue procedures, including wearing protective clothing.
7. Public works will work with ECC staff in the Logistics Section to provide information for the contracting of agents to assist with public health and safety.
8. Public Works - Engineering and Fire and Building – Building and Prevention staff members trained in ATC 20 will provide technical assistance including the structural inspections of public buildings, private commercial buildings, institutional buildings (schools, nursing homes for example) and private residences; as resources permit.
9. Public Works and Fire and Building staff involved in damage assessment of buildings and transportation infrastructure will be assisting in damage dollar value estimates, which will, in turn, be provided to the State for potential Presidential Declaration requests.
10. Public Works - Engineering and Fire and Building – Building and Prevention services staffs will triage those buildings which have been designated for demolition, prioritizing them for actual demolition abatement.

D. Mitigation Activities

Kirkland has made a commitment to the structural mitigation of all of its older fire stations. Effective 1998, all stations had undergone a seismic retrofit.

E. Preparedness Activities

1. The City of Kirkland will continue to offer employees designated to do damage surveys of buildings and other structures with training and review training (ATC20).
2. Personnel receive regular training that covers the importance of Disaster Planning for them at home and at work.
3. Kirkland personnel receive regular training in search and rescue.

F. Response Activities

1. Primary Agency – Kirkland Public Works Engineering

- a. Working through the Plans Section of the Incident Command System in the ECC, provides trained personnel to conduct post earthquake, or post building trauma, safety analysis of buildings and roadways.
- b. Provides needed information on contractors to Logistics Section in ECC (should be done in advance of event) for contact of contractors.
- c. Contracts with architects, engineers, contractors, heavy equipment operators, and equipment suppliers to provide requested services and equipment.
- d. Participates in damage surveys that include dollar amount of damage to both public and private structures.
- e. Provide supervisor with any information about equipment breakdowns.

2. Support Agencies

a. Kirkland Fire & Building – Building and Prevention Services

- Provides trained personnel to conduct post earthquake or post building trauma safety analysis of buildings. These activities will be coordinated through the Plans Section of the Incident Command Structure in the ECC.
- In conjunction with building surveys, collect dollar damage estimates for inclusion in situation reports given to the state for possible Presidential Declaration.
- Report to your supervisor if vehicle needs repair.

b. Kirkland Public Works Department – Equipment Rental

Provide employees with well maintained, running vehicles and heavy equipment.

c. Kirkland Parks and Community Services Department – Maintenance Division

- Report (need not be in person) to the Plans Section, Resource Status of the Emergency Coordination Center (ECC) for assignments related to this section.
- Provide your supervisor with information about any equipment breakdowns.

d. METRO

- Provide information on areas or specific buildings that have sustained damage within Kirkland.

e. Puget Sound Air Quality

- Provide assistance with dust abatement and related problems.

f. Washington State Department of Transportation

- Provide information on the status of the I-405 corridor.

g. Washington State Conservation Commission

- Serve in an advisory capacity, providing guidelines and comments on preliminary projects.

h. Washington State Department of Ecology

- Serve in an advisory capacity, providing guidelines and comments on preliminary projects.
- Provide assistance with water quality and erosion problems. Provide assistance with spill containment on land or into a lake.

i. Washington State Department of Fish and Wildlife

- Serve in an advisory capacity, providing guidelines and comments on preliminary projects.

j. Department of Homeland Security

- Provides liaison to coordinate with appropriate representatives from the City of Kirkland in conducting initial damage investigations.
- Liaison coordinates with Kirkland to ensure that use of regional resources are maximized and identifies resources required from outside the region.
- Provide guidance about processes for interaction with FEMA.

k. U.S. Army Corps of Engineers

- Provide assistance and advice on structural matters.

V. RESPONSIBILITIES

A. Primary Agency

Kirkland Department of Public Works

Coordinates the public works and engineering support for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities and the inspection of facilities during or following an emergency or disaster.

B. Support Agencies

1. Kirkland Fire and Building – Building and Prevention Services

Provides trained staff to conduct building damage assessments, assign a status to the buildings, and present reports.

2. Kirkland Public Works – Equipment Rental

Maintains all heavy equipment and vehicles needed to provide city personnel with transportation and the ability to conduct their role in debris clearance and other engineering functions.

3. Kirkland Parks and Community Services – Maintenance Division

Provides staff to assist with debris clearance, coordinating through the Operations Section of the ECC.

4. METRO

Provides any on scene damage information to the City of Kirkland. This would include damage to roads, overpasses, retaining walls, and buildings.

5. a. Washington State Department of Transportation

b. Washington State Conservation Commission

c. Washington State Department of Ecology

d. Washington State Department of Fish and Wildlife

Serving in an advisory capacity, provide guidelines and support for agency related questions/issues.

6. Department of Homeland Security, FEMA

Coordinating with Kirkland representatives, provide support to conduct damage investigations for development of Damage Survey Reports.

7. Army Corps of Engineers

VI. RESOURCE REQUIREMENTS

- A. See attached list of equipment resources used by Kirkland primary and secondary agencies.

VII. REFERENCES

- A. ATC 20 Curriculum for damage assessment of buildings.

VIII. APPENDICES

- Appendix 1 Equipment Resources

**ESF 3 – Public Works and Engineering
Appendix 1**

EQUIPMENT RESOURCES

Current Equipment Resources information is an addendum to the ECC Procedures Manual in the ECC Cabinet located in the Peter Kirk Room and is also kept by the Deputy Fire Chief and Director of Public Works.

FIRE & BUILDING 2002 FLEET RATES		
Veh. No.	Model Year	Vehicle Description
ADMINISTRATION		
F102	1999	Ford Taurus LX
F209	1998	Jeep Cherokee
OPERATIONS		
F201	1998	Chevrolet Suburban
F206	1995	Chevrolet Astro Van
F303	1993	Ford Road Rescue Aid Vehicle (Res) (Res)
F304	1994	Ford Cayel-Craft Aid Vehicle (A-25)
F308	1997	Ford Amtech Aid Vehicle (A-26)
F309	1997	Ford Road Rescue Aid Vehicle (A-21)
F310	1999	Ford Road Rescue Aid Vehicle (A-22)
F311	2000	Ford Road Rescue Aid Vehicle (A-27)
F312	2001	Ford Road Rescue Aid Vehicle (A-24)
F401	1984	Chevrolet 4x4 Mini-Pumper (E-20)
F402	1982	Ford Anderson Air Unit Vehicle (AU-21)
F506	1997	Simon-LTI Tillered Aerial Ladder (T-26)
F601	1988	Volvo-White Marion Pumper (Res)
F602	1985	Ford Anderson Pumper (Res)
F607	1926	American LaFrance Pumper (E-22H)
F608	1992	Seagrave Pumper (E-25)
F609	1995	Seagrave Pumper (E-22)
F610	1999	Spartan-H&W Pumper (E-27)
FIRE PREVENTION		
F103	1999	Ford Taurus LX
F203	1993	Ford Aerostar Van
F208	1995	Chevrolet Astro Van
P-22X	1990	Chevrolet Astro Van
TRAINING		
F101	2001	Ford Crown Victoria
F207	1995	Chevrolet Astro Van
BUILDING		
PU-80	1998	Dodge Van
PU-81	1998	Dodge Van
PU-82	1998	Dodge Van
PU-83	2000	GMC Sonoma Ext. Cab
PU-84	2000	Chevrolet Astro Cargo Van
PU-85	2001	GMC Sonoma Ext. Cab (PU-40)
PREPAREDNESS		
-	-	-

32 Total Vehicles/Equipment

EMERGENCY SUPPORT FUNCTION 4

Fire Protection

- PRIMARY AGENCY:** Kirkland Fire and Building Department
- SUPPORT AGENCIES:** Fire Departments in King County Fire Zone One
King County ECC
Fire Departments in Washington through State Fire Mobilization
Evergreen Hospital Medic One
Kirkland Police Department
Kirkland Department of Public Works
Washington State Department of Natural Resources
Washington State Patrol

I. INTRODUCTION

A. Purpose

To provide for the command, control and coordination of fire prevention and suppression services within the City of Kirkland. To provide for the coordinated use of emergency rescue, basic emergency medical services, and advanced life support services.

To provide for the coordinated use of fire department and support agency resources in the decontamination of personnel, equipment and facilities contaminated by hazardous materials.

B. Scope

Fire suppression involves managing and coordinating firefighting activities, including the detection and suppression of fires within Kirkland and King County Fire District 41. It means providing personnel, equipment and supplies to support these efforts.

Emergency rescue, such as vehicle extrication, and emergency medical services (basic life support) will be provided in collaboration with the established advanced life support providers.

Search & rescue is covered in detail under Emergency Support Function 9.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all fire protection activities.
- B. The City of Kirkland will first exhaust its own capabilities, and those of its neighbors within the scope of its automatic aid agreement.
- C. The next alternative for fire and emergency medical assistance will be through a zone request for strike team or task force assistance from within King County.
- D. If the event is a regional one; it will be necessary to request that the State of Washington activate the Washington State Fire Services Resources Mobilization Plan (RCW 38.54.030). The process and procedures established in State and Federal mobilization guides will be followed in requesting assistance.
- E. All Kirkland Fire Department personnel will operate using the Incident Command System in field operations.
- F. All Kirkland Fire Department personnel will follow the directives related to disaster given in the Kirkland Fire and Building Directives Manual. (See Appendix 1)

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Under the best circumstances, the management of a large firefighting operation is complex. It may involve hundreds of personnel and several different local jurisdictions and other agencies. Fires resulting as cascading events from a catastrophic event such as an earthquake, or other disaster, will place extraordinary demands on available resources and logistics support teams.

The City of Kirkland has areas that are potential for wildland urban interface fire. Ignition sources, such as broken gas lines, could cause hundreds of fires immediately following an earthquake. Normal available firefighting resources may be difficult to obtain because of disruption to communications, transportation routes, utilities and water systems. Fire personnel will be designated to life saving assignments first, with property conservation following.

B. Planning Assumptions

- 1. The City of Kirkland staffs its fire department based on the level of call volume that occurs on a day-today basis.

2. Even during large fire operations confined to a single structure, personnel and equipment from neighboring fire departments may be on hand to work with Kirkland personnel in the fire fighting assignment.
3. Urban and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires could occur.
4. Landline communications may be interrupted. Radio communications will be relied upon heavily.
5. Wheeled vehicle access will be hampered by debris in the roadway, bridge and overpass failures and landslides, making conventional travel to the fire location extremely difficult or impossible. Aerial fire attack by airtankers, helicopters, and smokejumpers may be essential in these situations. Helicopters will be scarce resources and useable airports congested.
6. Kirkland will need to make requests for additional firefighting support through the State of Washington, requesting activation of the State's fire mobilization plan. If the state receives requests that exceed the capability of resources from within its boundaries, it will make requests from neighboring states through a national plan.
7. Efficient and effective mutual aid among local, State and Federal fire agencies will require the use of the Incident Command System, along with compatible firefighting equipment and communications.

IV. Concept of Operations

A. General

1. When the ECC is activated, using the Incident Command System, the Fire Department will operate under the direction and control of the ECC Operations Section, Fire Operations Branch Coordinator. Department personnel shall operate according to specific department directives and will exercise reasonable personal judgement when unusual or unanticipated situations arise and command guidance is not available.
2. Field personnel will be dispatched to known reported emergency medical (EMS) emergencies as their primary function. Kirkland personnel will work with King County Advanced Life Support personnel available. Once all resources are drawn upon, the ECC will request additional support for EMS through the King County ECC.

3. Kirkland Fire Department personnel have limited training and resources in Urban Search and Rescue. The City of Kirkland will be reliant on other agencies for assistance.

B. Organization

1. The Kirkland Fire Department is organized on a three-platoon schedule, with 24 hour shifts, and serves the community out of six fire stations. As part of the three-platoon schedule, there is a duty battalion chief on shift 24 hours daily. The battalion chief is aware of the number of personnel/responding units available on any given day. If the ECC is activated and personnel are needed for an extended period, including a number of days, the command officer has the option of shifting them to an alternating schedule which will be less fatiguing to them.
2. King County is divided into five (5) fire zones for the purposes of coordinating countywide fire resources during localized emergencies. Kirkland is located within Zone 1.

C. Procedures

1. All Kirkland Fire Department personnel will operate using the Incident Command System in field operations. Command posts may be established for the coordination of these operations. The Incident Commander at each location shall provide regular status reports to the ECC Fire Operations Branch. The coordination of resources and requests for assistance will normally be through the ECC. Co-location of command posts, or Unified Command, will be the preferred method of field operations when multiple departments/agencies have command posts established or when multiple agencies are involved in the response.
2. In the event of an ECC activation the Fire Department may take the option of retrieving all 911 fire calls for dispatching from the Fire Operations Branch of the ECC.
3. Kirkland Fire Department is responsible for the notification methods and procedures used in alerting or mobilizing off duty personnel.
4. During localized emergencies expanding beyond the city limits of Kirkland, but within Fire Zone 1, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.

5. Requests for assistance from King County shall be through the ECC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources for major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities shall be through the King County Zone 1 Coordinator and the King County ECC. Communications for this coordination will normally be between the Kirkland ECC and the King County ECC.

D. Mitigation Activities

Mitigation efforts for fire as a secondary effect of a disaster are difficult to address. The City of Kirkland has also been diligent in its enforcement of the most current building standards. These include building in such features as compartmentalization, keeping the fire within the area of origin, building setbacks, to prevent fire spread to other buildings, and built in fire detection and suppression systems.

The Kirkland Fire and Building Department also works to ensure that building Fire protection systems are maintained annually by licensed contractors.

E. Preparedness Activities

1. The City of Kirkland has long engaged in public education efforts toward safe practices, even in a disaster. For example: advocating the use of flashlights instead of candles. Training has been provided to businesses and neighborhood groups.
2. Preparedness activities for immediate response are listed in other sections of this ESF.
3. Training personnel in all responsibilities and procedures is part of Kirkland's preparedness role.

F. Response Activities

Primary Agency - Kirkland Fire and Building Department

1. Following a major event, such as an earthquake or high velocity windstorm personnel at all fire stations will report their personal status, equipment status, building status and their ability to respond to calls. This information will be reported to the duty Battalion Chief, or to Kirkland Dispatch, for passing along to the ECC as it becomes activated. (See Department Directive 6.001, in Appendix 1.)

2. When initiated by the Battalion Chief, Kirkland Fire Department personnel will conduct a windshield survey from each fire station, as prescribed in Department Directive 6.001.
3. Using the radio network, or other communications network, as established, fire personnel will respond to emergency medical, search and rescue, and fire suppression calls as prioritized by ECC Fire Operations.

Support Agency – Kirkland Police Department

Provides assistance with scene security, traffic control and evacuation as required.

Support Agency – Kirkland Public Works

Provides light and heavy equipment operation, traffic control, and control of utilities during emergencies as required.

Support Agency – Evergreen Hospital Medic One

Provides Advanced Life Support (ALS) in coordination with Kirkland Fire Department Firefighter Emergency Medical Technicians (EMT).

G. Recovery Activities

Primary Agency - Kirkland Fire and Building Department

1. Provides information to Emergency Preparedness Coordinator on staff time and resources spent for use as part of damage survey reporting with FEMA.
2. Contributes to after action report.
3. Reorder supplies and puts all equipment generally back into service.

Support Agencies – Kirkland Police and Public Works

1. Provide information to Emergency Preparedness Coordinator on staff time and resources spent for use as part of Damage Survey Report done in cooperation with FEMA.
2. Contribute to after action report.
3. Reorder supplies and generally put equipment back in service.

V. RESPONSIBILITIES

A. Primary Agency – Kirkland Fire and Building Department

1. Provides fire suppression and control, and immediate life safety services within Kirkland and King County Fire District 41.
2. Coordinates urban search and rescue services (see ESF 9).
3. Develops lists of resources that include apparatus, equipment, personnel and supply (vendor) sources.
4. Implements the King County Fire Resources Plan when appropriate.
5. Develops directives for use during major emergencies or disasters.
6. Provides ECC representation to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with King County, when appropriate.
7. Provide regular status reports and information regarding operational and resource needs to the ECC.

Primary Agency – Kirkland Fire – Emergency Preparedness Coordinator

1. Provides coordination with and notification of outside agencies giving operational support if the Eastside Communications Center is unable to do so, or if Kirkland is isolated from normal communications.
2. Supports operations through the request for and coordination of resources not available through mutual aid.
3. Assists in the coordination with King County ECC State ECC and the King County Fire Service Coordinator.
4. Activates the ECC when requested from field commander(s).

Support Agency - King County ECC - Fire Service Coordinator

Coordinates countywide allocation of fire resources coming in from out of the area through the King County ECC.

Support Agency – King County ECC – Zone 1 Coordinator

Coordinates the zone wide allocation of fire resources during regional emergencies. Coordination will normally occur through the Eastside Communications Center, and will be monitored by the Kirkland ECC, once activated.

Support Agency – Kirkland Police

Supports Fire Department requests for scene safety, traffic control and evacuation as required.

Support Agency – Public Works

Supports Fire Department with light and heavy equipment, manpower, traffic control and control of utilities during emergencies as required.

VI. RESOURCE REQUIREMENTS

- A. Kirkland Fire Department and supporting agencies will provide the required personnel to support initial activities.
- B. Beyond local jurisdiction, King County Fire Resource Plan activation, regional and national fire resources may be required. Support organizations exist at each level of government to provide these assets.

VII. REFERENCES

- A. Kirkland Fire and Building Department Directives Manual
- B. King County Fire Resource Plan
- C. Washington State Fire Services Resource Mobilization Plan

VIII. TERMS AND DEFINITIONS

See Glossary of Terms and Acronyms.

IX. APPENDICES

- Appendix 1. Resources
- Appendix 2. Directives

**ESF 4 – Fire Protection
Appendix 1**

RESOURCES

Current information on apparatus, personnel, equipment and vendor resources is an addendum to the ECC Procedures Manual in the ECC Cabinet located in the Peter Kirk Room and is also kept by the Director of Fire and Building Services.

**ESF 4 – Fire Protection
Appendix 2**

DIRECTIVES

1. 6.001 Disaster Response Plan
2. 6.002 Civil Disturbance Operations
3. 6.101 Amateur Radio Emergency Service Representatives at Fire Stations
4. 6.102 Emergency Fuel Procedures

**ESF 4 - Fire Protection
Appendix 3**

RELATED AGENCIES

Organization Name	Last Name	First Name	Work Phone	Fax Number	Email Address
Auburn Fire Department	Cunningham	Kimberly	(253) 288-7421	(253) 931-3055	kcunningham@ci.auburn.wa.us
Bellevue Fire Department	Barker	Kathy	(425) 452-7881	(425) 452-5287	kbarker@ci.bellevue.wa.us
Boeing Fire Department	Mathis	Robert	(425)237-4151	(425) 237-8294	robert.c.mathis@boeing.com
Bothell Fire & EMS	Allen	Lisa Marie	(425)486-1678	(425) 486-4556	Lisa.Allen@fd.ci.bothell.wa.us
Burien Fire Department	Metz	Doug	(206) 242-2040	(206) 433-6042	dmetz@burienfire.org
Camano Island fire & Rescue	Guy	Patti	(360) 387-4555	(360) 447-3590	
Central Kitsap Fire & Rescue	Ingram	Lindsay	(360) 447-3603	(360) 447-3590	lingram@ckfr.org
Eastside Fire and Rescue	Williams	Josie	(425) 837-3124	(425) 837-1337	jwilliams@esf-r.org
Enumclaw Fire Department	Brassard	Don	(360) 825-5544	(360) 825-9442	donbrassard@hotmail.com
Federal Way Fire Department	Goetz	Debbie	(253) 946-7246	(253) 529-7206	debbieg@federalwayfire.org
Gig Harbor Fire Department	Tatom	Nanette	(253) 851-3111		ntatom@piercefir.org
Kent Fire Department	Stewart	Karen	(253) 856-4482	(253) 856-6400	kstewart@ci.kent.wa.us
Kent Fire Department	Pawlak	Pat	(253) 256-4481	(253) 856-6400	ppawlak@ci.kent.wa.us
King County Fire District #11	Lavielle	Scott	(206) 243-0330	(206) 244-8418	fmlavielle@northhighlinefd.org
King County Fire District #13	Coggan	Randy	(206) 463-2405	(206) 463-6494	
King County Fire District #17	Fahey	Lori	(253) 631-2608	(253) 631-1899	
King County Fire District #20	Fowler	Marty	(206) 772-1430	(206) 772-6095	
King County Fire District #25	Krusic	Gail	(206) 255-5151		
King County Fire District #26	Polhamus	Jim	(206) 878-2110	(206) 878-2113	
King County Fire District #27	Conner	Chris	(425) 222-5841		
King County Fire District #37	Faulkner	Amanda	(253) 856-4484	(253) 856-6400	afaulkner@ci.kent.wa.us
King County Fire District #40	Lapsansky	Lisa	(425) 255-0931	(206) 296-7742	159@kcf40.co.king.wa.us
King County Fire District #45	Rowe	Stewart	(425) 788-1625	(425) 788-0199	srowe@duvallfire45.com
King County Medic One	Overland	Hoke	(206) 296-8550		hoke.overland@metrokc.gov
Kitsap Fire District #7	Kirkemo	Lisa	(360) 876-3801		lkirkemo@kitsapfire7.org
Maple Valley Fire Department	Boysen	Melanie	(425) 432-0200		melanieb@maplevallyfire.org
Mercer Island Fire Department	Mair	Stephen	(206) 236-3600	(206) 236-3622	stephen.mait@mercerc-island.wa.us

Organization Name	Last Name	First Name	Work Phone	Fax Number	Email Address
Northshore Fire Department	Jones	Terri	(425) 486-2784	(425) 483-6598	terrij@northshorefire.com
Pacific Fire Department	Fairbanks	Juli	(253) 833-7928	(253) 833-3325	juli.fairbanks@weyerhaeuser.com
Port of Seattle	Gagness	Jeff	(206) 433-5327	(206) 431-4908	
Portland Fire Bureau	Diment	Earl	(503) 823-3741	(503) 823-3843	ediment@fire.ci.portland.or.us
Redmond Fire Department	Smith	JD	(425) 556-2225	(425) 556-2227	jsmith@ci.redmond.wa.us
Renton Fire Department	Hickey	Ted	(425) 430-7080	(425) 430-7044	thickey@ci.renton.wa.us
SeaTac City Fire Department	Meyer	Bob	(206) 824-2726		
Seattle Fire Department	Burns	Charity	(206) 386-1337	(206) 386-1348	charity.burns@ci.seattle.wa.us
Seattle Fire Department	Fry	Jamie	(206) 386-1338	(206) 386-1348	jamiefry@ci.seattle.wa.us
Shoreline Fire Department	Granfors	Melanie	(206) 533-6500	(206) 546-5719	granfors@shorelinefire.com
Tacoma Fire Department	McVicker	Ellen	(253) 594-7982	(253) 594-7943	emcvicke@cityoftacoma.org
Tukwila Fire Department	Metzler	Alan	(206) 575-4404	(206) 575-4439	ametzler@ci.tukwila.wa.us
WA State DNR	Wilson	Tammie	(360) 802-7045		tammie.wilson@wadnr.gov
Woodinville Fire and Life Safety	Leggett	Dave	(425) 483-2131	(425) 486-0361	davel@wflsd.org

EMERGENCY SUPPORT FUNCTION 5

Information Analysis and Planning

Primary Agency: Emergency Preparedness Services

Support Agencies: All Kirkland Departments
Kirkland Public Information Officers
King County Division of Emergency Management
Washington State Emergency Management Division

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 5 is to collect information and data, analyze information, estimate damages, prepare and disseminate reports, and request regional or State assistance throughout an emergency or disaster to enhance response and recovery activities.

B. Scope

ESF 5 is applicable to **all City of Kirkland Departments** and support jurisdictions involved in emergency/disaster response and recovery within the City of Kirkland.

II. POLICIES

- A.** The Comprehensive Emergency Management Plan, as described by this ESF, will govern all information analysis and planning activities during a disaster.
- B.** All City Departments are required to keep the Emergency Coordination Center (ECC) informed as to their status of readiness, needs and situation. All departments will make situation reports to the ECC when required.
- C.** Knowing that the local responders will be overextended during a major emergency or disaster, the Kirkland ECC will only request information from them that is necessary to support response and recovery activities.
- D.** Damage assessment reports are the most critical in terms of recovering costs in the event of a disaster which receives a Presidential Declaration of Emergency, or for an event of such magnitude that other Federal or State agencies may be available for monetary assistance. Reports on damage in the categories of public,

private, and agriculture will be made to State and Federal agencies and other political subdivisions in support of operational needs and recovery issues.

- E.** Reports generated during an event will be collected and organized through the Documentation Unit of the Plans Section in the ECC. The Emergency Preparedness Coordinator will work closely with this group to obtain and report critical information to King County ECC and Washington State Division of Emergency Management. After an event, these reports will be used to analyze the response and the City's performance. The final analysis will include financial assessments and impacts as required.

III. SITUATION

A. Emergency/Disaster Situations and Hazards

All emergencies or disasters experienced by the City of Kirkland will require the collection, analysis and dissemination of information.

B. Planning Assumptions

1. The receipt, analysis and dissemination of accurate information is necessary to provide King County, the State and Federal government with a basis for determining priorities, needs and the availability of required resources.
2. Early in the course of the event, little information will be available and the information received may be vague or inaccurate.
3. Communications breakdowns may hamper the collection and dissemination of information explaining the effects of the disaster.
4. The collection of information following an emergency will primarily be obtained through:
 - Damage reports that indicate the location, severity and type of incident. They include the time and date of the event and actions taken. They also report financial impacts.
 - Operational situation reports will briefly outline the operational situations, status, critical shortages, problems and anticipated needs.
5. Operational reports will provide a basis for:
 - Briefing Emergency Coordination Center staff
 - Briefing government officials
 - Requests for assistance
 - Allocation of essential resources

- Damage assessment

IV. CONCEPT OF OPERATIONS

A. General

Initial reporting of the effects of disaster will be made by field personnel to the Emergency Coordination Center (ECC). After the Mayor, City Council or City Manager has made a disaster proclamation, operations readiness reports and situation reports will be made to the Plans Section of the ECC. All reports will be evaluated by the Incident Commander to assist in evaluating initial situations and allocation of resources. The Emergency Preparedness Coordinator will review all reports before transfer to King County ECC and Washington State Emergency Management Division

Departments and ECC representatives will develop their own reporting procedures with their field representatives. Information will be shared by:

- Updating situation status boards
- Updating resource status boards
- Updating ECC maps
- Routing messages
- Making announcements
- Circulating periodic situation reports
- Incident Commander briefings periodically

See additional detailed notes under *C. Procedures* below.

B. Organization

1. The City of Kirkland ECC will be organized under the basic concepts of the incident Command System (ICS).
2. Under ICS the Plans Section is responsible for the management of information received within the ECC. This section is responsible to collect, analyze, report, and display the current information. From this information, the Plans Section will provide information to the Operations Section and other groups as needed, assisting in the development of action plans.

C. Procedures

1. All incoming information will first go to the ECC message Unit and will then be handed to the appropriate ECC Section for procession by a Message Unit staff member.
2. Other methods of keeping ECC staff well informed will include:
 - Plans Section – Situation Status Board
 - Briefings by Incident Commander or other members
 - Bulletins
 - Reports
3. Situation Reports gathered by the Kirkland ECC will be shared with other Zone One cities, the King County ECC, Evergreen Hospital; and other appropriate agencies.
4. The collection and dissemination of written reports provided for in this ESF will be accomplished from the Kirkland ECC and approved by the Incident Commander or their designee.
5. Information and reports collected by the City of Kirkland as part of an emergency or disaster may be released as public information only with the approval of the City Manager or their designee. All individuals gathering information and generating reports will refer all requests for information and copies of reports to the lead Public Information Officer (PIO) on duty at the time.
6. Briefings will be held at regular intervals (and will be determined by the nature of the event) in order of update City (ECC) staff, affiliated response agencies, and government officials. The lead PIO will determine when and how often to brief the media. Briefings provided for in this ESF will be made at a pre-announced location.

D. Mitigation Activities

Activities in which the City of Kirkland may engage include development of pre-arranged forms for press releases and up dated lists of media contacts.

E. Preparedness Activities

The City of Kirkland engages in regularly scheduled exercises that include the functions covered by ESF 5. This will allow for any modifications of ESF 5 that may be necessary.

F. Response Activities

None noted.

G. Recovery Activities

Public education information may be part of the recovery process. Having pre-established policies on such things as price gouging, curfew, and related issues will be helpful.

V. RESPONSIBILITIES

During an emergency or disaster several different job functions will be responsible for information handling and dissemination.

A. Primary Agency

Emergency Preparedness Services

Emergency Preparedness Services will have the responsibility to:

1. Provide accurate information to be given to citizens in the community.
2. Confirm that accurate information is being given out.
3. Communicate all status on City of Kirkland needs and resources to King County and Washington State ECCs.
4. Provide support of other City departments or ICS Sections relating to the incident.
5. Offer suggestions to elected officials prior to press briefings.
6. File situation Reports with King County and State of Washington ECCs.
7. Ensure that proclamations of disaster are filed to the State Emergency Management Division as required. Copies of these reports will also be filed with King County Office of Emergency Management. These reports will be sent via fax, if possible.
8. Provide information guidance forms and instructions to all City Departments for the retention of information and supporting data.

B. Support Agencies

All City Departments

All City Departments will report observation of damage and other vital data to the Plans Situation Status Unit of the ECC. Such items as roads blocked, water mains failed or smell of gas are appropriate information.

It will be essential that all field personnel collect accurate information about the location of problems, including the nearest cross streets and address of structure affected.

Kirkland Public Information Officers

1. Will work closely with the Policy Group to provide them with briefings.
2. Coordinate press briefings where the Mayor or other City official takes the lead in presenting information.
3. Prepare to conduct press briefings themselves.
4. Provide helpful, consistent messages to the community. These may include:
 - information on road closures
 - information on obtaining potable water
 - locations of shelter sites
 - announcements of community meetings
 - information on special emergency ordinances passed by City Council
5. Gather accurate information from within the ECC, from the Incident Commander, Plans Section – Situation Status and other appropriate sources.
6. Gather suggestions on information to give citizens from the Emergency Preparedness Coordinator or other Emergency Preparedness services representative.

King County Division of Emergency Management

King County Division of Emergency Management will function to:

1. Act as a conduit with the Washington State Division of Emergency Management, forwarding reports from Kirkland to the State ECC, forwarding requests for resources that cannot be met from within King County to the State ECC.

2. Responding to requests for assistance by coordinating resources from within King County.
3. Providing Kirkland with a picture of what the regional affects of the disaster may be.
4. Assisting in providing information coming from Kirkland to regional news sources.

Washington State Office of Emergency Management

1. Will open their ECC in support of any major event in Kirkland.
2. Will provide King County and Kirkland with support on necessary paperwork to be completed following the disaster, including requests for FEMA support.
3. Assist in coordinating any reports to national news sources and to Federal agencies.

VI. RESOURCE REQUIREMENTS

The resources needed to full fill this ESF are support items such as the computers and other materials found in the ECC and ECC lockers.

VII. REFERENCES

None noted.

VIII. TERMS AND DEFINITIONS

None noted.

EMERGENCY SUPPORT FUNCTION 6

Mass Care

PRIMARY AGENCY: Kirkland Parks and Community Services Department

SUPPORT AGENCIES: American Red Cross
Kirkland Fire and Building Department – Emergency Services, Building/Prevention and Preparedness Divisions
Kirkland ARES – Ham Radio
Kirkland Public Works Department - Facilities Information Technology
Salvation Army
Public Information Officers – Various City Departments
Kirkland Chaplaincy Program Members
Kirkland Police Department
Kirkland Public Works Department
Kirkland Finance Department
Kirkland Hopelink

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 6 is to coordinate the efforts of providing sheltering, feeding and emergency first aid to Kirkland citizens during and immediately following an emergency or disaster.

B. Scope

1. To provide for a process that efficiently operates local emergency shelters within the City of Kirkland. To provide coordination between City of Kirkland department representatives and private or non-profit agencies who may assist in providing support and facilities for sheltering or feeding citizens in need.

2. Mass Care Includes:

a. Shelter

The provision of emergency shelter for victims, including the use of designated shelter sites in existing structures, creation of temporary facilities such as tents, or the temporary construction

of shelters. Sheltering may include use of similar facilities outside the affected area, should evacuation be necessary.

b. Feeding

The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards, if available food supplies can provide them. They will also, wherever possible, include provisions for meeting dietary requirements of victims with special dietary needs.

c. Emergency First Aid

Emergency First Aid services will be provided to victims and workers at mass care facilities at designated sites within the City. This emergency first aid service will be supplemental to emergency health and medical services established for the needs of victims.

d. Bulk Distribution of Emergency Relief Items

Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items. Examples include:

- Water
- Food
- Blankets

e. Mental Health Services

Mental health services will be provided at designated sites as the personnel resources become available to deliver the service.

f. Disaster Welfare Information

The City of Kirkland will make every effort to provide Disaster Welfare Information regarding individuals residing within the effected area to immediate family members outside the area. The City will also make efforts to assist in the reunification of family members within the area who were separated at the time of the event.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all mass care activities during a disaster.
- B. Emergency Support Function 6, Mass Care, will be implemented when the disaster or emergency is severe enough that shelter or other provisions of this ESF are needed by victims of the event. This could range from sheltering residents of one apartment house that has suffered a major fire to sheltering members of several communities within the City after an earthquake.
- C. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- D. The City of Kirkland will provide training for shelter activation to City employees and to volunteers from established shelter sites.
- E. The City of Kirkland will make every effort to provide adequate security at established shelter sites.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. The nature of the damage to structures and lifelines from some types of disasters can be such that citizens of Kirkland will be forced to leave their homes or places of business and seek alternative shelter. Because City of Kirkland resources and employees may also be affected by the same event, it is expected that it may take time to assess building damage and authorize specific buildings within the City for shelter and feeding purposes.
- 2. The American Red Cross suggests that cities, such as Kirkland, plan for sheltering one-tenth of their total population. The history of disasters in other communities shows that, if possible, citizens will choose to stay with friends or relatives if they are able. Those who are unable to travel, or have no local resources, will need to seek refuge in public shelters.

B. Planning Assumptions

- 1. Planning for Emergency Support Function 6 is based on a worst-case scenario in which an event occurs without warning at a time of day that will produce maximum numbers of victims who will need to be relocated.

2. The extent of this worst-case event will require a planned and rapid response from supporting agencies, such as the American Red Cross.
3. The City of Kirkland will begin to evaluate and open shelters in the most appropriate areas, with anticipation that support will be forthcoming from the American Red Cross. If the Local Chapter of the American Red Cross is overwhelmed by the event, national American Red Cross resources will be requested.
4. Sheltering and feeding activities may be required to accommodate up to 8,000 victims (10%+) for at least 30 days after the onset of the event. The magnitude of the event may require the operation of large long-term shelters.
5. Some victims will go to shelters, others will find shelter with friends and relatives, and many victims will remain with or near their damaged homes.
6. Mass care shelter facilities will receive priority consideration for structural inspections to ensure safety of occupants and to expedite the opening of the shelters.
7. Surviving telephone service into and within the event area will be either inadequate or prioritized to emergency uses to the extent that it will be unable to handle disaster welfare inquiries.
8. Record keeping for knowledge of victim location will be difficult and may contain errors.
9. Large numbers of spontaneous volunteers in the affected area and from other areas around the country will require a planned recruitment strategy and operational training effort before the incident.
10. Mass care operations and logistical support requirements will be given high priority by state and federal support agencies.
11. In the event of a Presidential Disaster Declaration, additional emergency welfare services may become available to eligible disaster victims. These may include low-interest loans, food stamps, disaster counseling, and unemployment benefits. These are normally coordinated through a state or federal Disaster Assistance Center (DAC) established immediately following a Presidential Disaster Declaration.

IV. CONCEPT OF OPERATIONS

A. General

1. Sheltering and feeding programs will be coordinated from the City of Kirkland Emergency Coordination Center (ECC). All emergency operations that may lead to the use of sheltering or mass feeding, congregate care or other mass population activities will be coordinated by the Logistics Section – Food and Shelter Unit.
2. In collaboration with the American Red Cross, the City of Kirkland will pre-establish shelter sites within the City. It will be these pre-established sites that will first be considered as shelter locations.

B. Organization

1. It is the responsibility of the Logistics Section – Food and Shelter Unit to provide initial notification to disaster assistance organizations, requesting assistance with provision of mass care.
 - a. The Seattle King County Chapter of the American Red Cross may be located by calling 206-323-2345. This is a 24 hour number. An emergency phone list of Seattle Chapter personnel is attached as an appendix to this section.
 - b. The N.W. Divisional Headquarters of the Salvation Army may be called at 206-281-4600. An after hours number is with Denny Strand, Disaster Service Coordinator, at 360-337-1596.

A local contact for the Salvation Army site in Kirkland is Cpt. Ken Perine at 425-827-1930.
 - c. Note: Both of the above agencies will have staff sent to the King County ECC, contacts may be best made by notification of King County Emergency Management at 206-296-3830.
 - d. Hopelink in Kirkland is next to City Hall and may be able to assist with food for emergency workers or people at shelter sites or with food distribution. Contact at 425-869-6000 or 425-889-7880. Doreen Marchione is the Executive Director.
2. If additional resources are needed and are not forthcoming from local volunteer agencies such as American Red Cross, the Food and Shelter Unit will contact the King County ECC and make a request for this type of

assistance. The King County ECC may also be helpful in providing contacts to local volunteer agencies represented in the County ECC.

3. The City of Kirkland Parks and Community Service Department is the lead agency for staffing City facilities as shelter sites. They are also responsible for collaborating with other agencies (churches and schools for example) to see that their buildings are opened and staffed as shelters when needed.
4. City of Kirkland staff not otherwise assigned to ECC response duties may be requested to act as emergency workers in shelters. The Logistics Section of the ECC will be responsible for the assignment of City workers in cooperation with their City department.
5. The Parks and Community Services Department shall coordinate with representatives from Fire and Building and Public Works Departments to make sure that potential shelter sites are inspected and given damage assessments/clearance which will judge these buildings suitable for use as a shelter site for Kirkland.
6. The Food and Shelter Unit of the Logistics Section will collaborate with other ECC functions and various City departments to:
 - a. Identify safe areas of the City.
 - b. Identify safe routes of travel for staff and supplies.
 - c. Select the number of needed shelters and the duration they will be open.
 - d. Collaborate with neighboring cities, for the possible shelter and feeding sites that serve across city boundaries.
 - e. Coordinate with the Parks and Community Service Department the training for staff in shelters, service centers and mass feeding operations.
7. The Emergency Preparedness Coordinator, in coordination with King County Emergency Management, shall coordinate county, state and federal services in sheltering and recovery services when appropriate.
8. Public Information regarding shelter availability, feeding programs and related measures shall be coordinated through the designated Public Information Officer.

9. The Logistics Section of the ECC shall assist the Emergency Preparedness Coordinator in arranging for appropriate workspace and equipment for the operation of Disaster Assistance Centers in Kirkland. The Facilities Division of the Administrative Services Department will provide support for this activity.
10. The City staff shelter is designated as the Kirkland Congregational Church at 106 – 5th Ave., across from City Hall. The contact number for the church is 822-3811. This location will be limited to city staff when necessary to provide sheltering, feeding and sleeping areas during an event that involves a large contingent of the city staff, or when a number of city staff have not been able to return to their homes due to a disaster.

C. Procedures

1. Logistics Section staff shall refer to the Emergency Coordination Center (ECC) Procedures Manual for general information about their job functions. This includes a checklist for the Food and Shelter Unit staff.
2. It is essential that Parks Department staff, who are staffing shelters in the field, keep the Food and Shelter Unit informed about which shelters are open, how many people are housed in them, and whether there are resource needs for any shelters.
3. The Food and Shelter Unit staff shall keep the Emergency Preparedness Coordinator well informed about which shelters are open, location, and numbers of people housed there. This report will also include agencies with whom they are working, such as school district, churches, Red Cross, etc.

D. Mitigation Activities

The City of Kirkland will work with local businesses and neighborhoods to teach people how to practice non-structural mitigation efforts. This practice will remain on-going. The City of Kirkland also requires all new construction to be built to current constructions standards designed for our earthquake zone.

E. Preparedness Activities

1. Training for personnel staffing shelters will continue on an on-going basis. This will include City staff, volunteers from churches, and school district employees. American Red Cross representatives will be involved in providing this training wherever possible.

F. Response Activities

1. Primary Agency – City of Kirkland and Kirkland Parks and Community Services Department

Assesses response needs to the event as outlined under section V. Responsibilities

2. Support Agencies

Respond to event requirements as outlined in section V. Responsibilities.

G. Recovery Activities

1. Primary Agency – City of Kirkland and Kirkland Parks and Community Services Department

Continually assesses ongoing needs at each shelter site and arranges for staffing in shifts if shelters are open longer than 12 hours. Reviews the need to demobilize any shelter or to consolidate the operations of two or more shelters.

2. Support Agencies – American Red Cross

Supports recovery activities consistent with the mission and capabilities of the American Red Cross.

V. RESPONSIBILITIES

A. Primary Agency

City of Kirkland Parks and Community Services Department

1. Develop plans for and coordinate the utilization of city facilities and other pre-designated agency buildings for use as shelter sites and provide staffing, as available.

2. Alert the local American Red Cross Chapter about the disaster and damage and advise of shelter activation(s). Request American Red Cross support and provide all necessary information needed.
3. Provide coordination of City personnel, other providers such as human response agencies, churches, schools, private business and volunteers to staff shelter sites or assist with feeding programs.
 - a. Register volunteers as emergency workers.
 - b. Be ready to do a site training or briefings of volunteers on what is expected of them.
4. Provide coordination of agencies and activities to ensure adequate shelter needs are met.
5. Be prepared to have staff brief American Red Cross representatives at the time they come to the shelter to take the lead at that site. Remind City staff that they may still be needed there or that they should notify a specified person of their availability to be reassigned. The same will be true for volunteers who are willing to continue working.
6. Develop a list of community resources and commercial establishments who will assist with mass feeding.

B. Support Agencies

American Red Cross

1. Upon notification by the City of Kirkland with a request for assistance, the American Red Cross will advise the City of the extent to which they can help.
2. Assist with shelter activation, if still in process.
3. Provide support to trained shelter staff on responsibilities and procedures. This includes advising of other resource needs at the location.
4. Provide health and welfare inquiry services.
5. In event of lesser emergencies, such as large fires, where the disaster is localized, American Red Cross may provide food, clothing, temporary

housing, mobile canteen service, medical services and other necessities to the victims.

Kirkland Fire & Building Department – Emergency Services

Provide emergency medical services at shelter locations.

Kirkland Fire & Building Department – Building Services

Provide damage assessment of essential facilities, including pre-determined shelter sites, to expedite shelter activation.

Kirkland Fire & Building Department – Preparedness Services

Emergency Preparedness Coordinator

1. Coordinate shelter information with neighboring jurisdictions, King County and Washington State Emergency Management.
2. Provide coordination with service agencies and city departments as appropriate.

Fire and Building Department - ARES – Ham Radio

Provide emergency communications between shelters and the ECC, if enough personnel are available.

Kirkland Public Works Department - Facilities Division

1. Assist in trouble shooting any facilities needs at potential shelters, and ongoing after shelters are open.
2. Assist on emergency repairs at shelters as appropriate.
3. Assist in crowd control operations with signing and barricades.

Kirkland Information Technology

Assist with computer and/or telephone services in shelters when appropriate.

Salvation Army

1. Provide emergency feeding and shelter in cooperation with Red Cross.

2. Collect donated food, clothing and other supplies for mass care operations.
3. Provide counseling to disaster victims.

Public Information Officers – Various City Departments

Coordinate the dissemination of accurate public information concerning shelter locations and individual assistance from FEMA and related services.

Kirkland Chaplaincy Program Members

Provide assistance by counseling victims.

Kirkland Police Department

1. Will respond to criminal complaint on a priority basis.
2. As able, will make periodic checks of shelters.
3. Assist in identifying safe routes to shelters as part of standard windshield survey information.
4. Security for shelters, especially large operations, will be provided by the Kirkland Police Department.

Work that these security forces may be detailed includes:

- Crowd control
- Traffic Control
- Establish security/crime prevention

Kirkland Public Works Department

1. Assist in identifying safe routes of travel for shelter staff and transport of supplies.
2. Assist in providing emergency radio communication between shelters and the ECC.
3. Coordinate disposal of solid waste from shelters.

4. Assist in doing building damage assessment for essential buildings including potential shelters.

Kirkland Administration & Finance Department

1. Coordinate with Parks and Community Service staff to capture any costs involved and sheltering or feeding operations.
2. Coordinate private donations and community offers of assistance.

ALL CITY DEPARTMENTS

1. Provide staff that is other wise unassigned, to assist with coordination of temporary shelter and shelter services, and provide backup to Parks Department staff in the use of City facilities for staging/reception areas or temporary shelters.
2. Make City vehicles available to transport donated mass care supplies to shelters, feeding or service center sites when required.

VI. RESOURCE REQUIREMENTS

- A. Shelter sites in Kirkland with signed agreements will provide such resources as possible with their buildings, such as cooking utensils, phones, furniture and existing food supplies.
- B. Additional communication links may be necessary at each shelter site.
- C. Shelter sites may be augmented by tents, paradomes, mobile homes and railroad cars from outside the area.
- D. Personnel resources will include: City of Kirkland Parks staff, other City staff members, American Red Cross Staff, persons trained to staff individual shelter sites (example members of the church which is a shelter). Additional staff may come from members of such groups as veterans, scouting organizations, professional organizations, and from spontaneous volunteers.
- E. Resources may have to be mobilized from outside agencies for the transportation of cots, blankets, sleeping bags, portable toilets, water containers, cooking equipment, first aid and shelter medical supplies. Additionally, such items as comfort kits, clean-up kits, lamps, generators, fans, office supplies, and tables and chairs may be needed.

VII. REFERENCES

- A. American Red Cross Board of Governor's Disaster Services Statements.
- B. American Red Cross Disaster Services Regulations and Procedures (ARC 3000 Series).

VIII. TERMS AND DEFINITIONS

None

IX. APPENDICES

Appendix 1 Shelter Information

**ESF 6 – MASS CARE
Appendix 1**

SHELTER INFORMATION

American Red Cross

24 hour number 206-323-2345

Salvation Army N.W. Divisional Headquarters

206-281-4600

After hours call Denny Strand at 360-337-1596

Salvation Army local contact

Cpt. Ken Perine – 425-827-1930

King County Office of Emergency Management

206-296-3830

Kirkland MultiService Center

425-869-6000

Shelter Site for City Staff and families – Kirkland Congregational Church

106 – 5th Ave.

425-822-3811

City Shelter Sites

Senior Center

352 Kirkland Ave.

425-828-1223

North Kirkland Community Center

12421 – 103rd Ave. NE

425-828-1107

Kirkland Library

308 Kirkland Ave.

425-822-2459

American Red Cross Shelters

Lake Washington School District contact

Forest Miller, Facilities Manager
425-882-5100

Lake Washington High School

12033 NE 80th
425-828-3371

Juanita High School

10601 NE 132nd
425-823-7600

Kirkland Junior High School

430 – 18th Ave.
425-822-6224

The City Church

9051 – 132ND Ave NE
425-803-3233
Glenda Renes, Administrator

St. Johns Episcopal Church

105 State Street - Church
127 State Street – Office
425-827-3077

Rose Hill Presbyterian Church

12202 NE 90th
425-827-4649
Pastor Bill Zacharda

Our Redeemer Lutheran Church

11611 NE 140th
425-821-2424
Pastor Moorland

Holy Spirit Lutheran

10021 NE 124th
425-823-2727
Betty Power

Possible Shelters - No Agreement Signed

Juanita Community Church

10007 NE 132
425-821-8444
Pastor Steve Harris

Rose Hill Baptist – First Baptist Church of Rose Hill

13801 NE 80TH Redmond
425-885-1110
Harold Nielson

First Baptist Church of Kirkland

701 First Street
425-822-9201
Pastor Bill Fortner

**ESF 6 - Mass Care
Appendix 2**

**MEMORANDUM OF AGREEMENT TO PROVIDE ASSISTANCE
(Held With the City of Kirkland in the Event of an Emergency)**

Vendor Name	Street	City/State/Zip	Contact Person	Title	Phone No.	Business Type
Asplundh Expert Tree Co.	7524 NE 175th st	Bothell, WA 98011	Michael Kavran	Vice President	425-483-9339	tree removal, heavy equipment
Bellevue Rentals, Inc.	10920 Northup Way	Bellevue, WA 98004			425-822-4001	equipment
Cascade Honey Buckets Branch	15919 Red-Wood Rd.	Woodinville, WA 98072	Tim White	Manager	425-488-9484	porta-potties
Cascade Security Division	838 106th Avenue NE	Bellevue, WA 98004	Cindi Haverfield	General Manager	425-454-6407	guards and security equipment
Crystal Spring Water Co.	7100 42nd Ave.S.	Seattle, WA 98118	Tamara Slater	Sales Manager	206-722-6642	bottled water
DeYoung Plumbing Co.	10417 NE 109th St.	Kirkland, WA 98033	Guy Young	Owner	425-828-3009	plumbing services
Max Ford Cranes	2615 Russell Way	Snohomish, WA 98290	Max Ford	Director	425-821-4272	heavy equipment
Meat Distributors	715 8th St.	Kirkland, WA 98033	John Sparing	General Manager	425-827-0506	temporary mourge
Overlake Oil, Inc.	1021 8th St.	Kirkland, WA 98033	Jim Jessen	Owner	425-822-1776	fuel
Rental Service Corporation	9045 Willows Rd.	Redmond, WA 98052	Dick Baer	Branch Manager	425-885-4101	heavy equipment
QFC Store	211 Park Place Ctr.	Kirkland, WA 98033	Dale Wilson	Store Manager	425-827-2205	grocery
Rose Hill Safeway	12519 NE 85th St.	Kirkland, WA 98033	Jim Karnes	Manager	425-822-8821	grocery
Security Contractor Services, Inc.	9619 Eighth Ave.S.	Seattle, WA 98108	Karen Perry	Rental Manager	206-767-7383	fencing
Stack Plumbing Co.	8101 NE 128th St.	Kirkland, WA 98034	Jim Stack	Owner	425-821-0989	plumbing services
Sun Belt Rentals	17950 Redmond Way	Redmond, WA 98052	James Ostolaza	Rental Manager	452-885-0505	equipment

EMERGENCY SUPPORT FUNCTION 7

Resource Support

Primary Agency:	Kirkland Administration and Finance Department
Support Agencies:	Kirkland Finance Department Kirkland Fire & Building Department – Emergency Preparedness Kirkland Parks and Community Services Department Information Technology Department Personnel from various Kirkland Departments

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 7 is to provide logistical and resource support following an emergency or disaster.

B. Scope

Resource support involves the provision of services, personnel, commodities, and facilities to Kirkland during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space, office equipment, contracting services, transportation services, and personnel required for emergency support activities.

II. POLICIES

A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all resource support activities during a disaster.

B. The City of Kirkland will operate under existing authorities and regulations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster will severely damage and limit access to the resource infrastructure or the incident will outstrip Kirkland's resource availability.

B. Planning Assumptions

1. Kirkland's ability to respond to the disaster event may be severely restricted.
2. Normal forms of communications will be interrupted or unavailable during the early phases of the disaster.
3. Transportation to affected areas will be cut off because of damage to roads, bridges and other transportation means.
4. Following the emergency or disaster, there may be a need to provide resources, goods and services to Kirkland citizens and City staff.
5. The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

IV. CONCEPT OF OPERATIONS

A. General

1. Emergency Support Function 7 will be implemented upon notification of a potential or actual major emergency or disaster by the Incident Commander. The application of ESF 7 will be in conjunction with the activation of the Emergency Coordination Center. The Implementation of this ESF will be the mechanism through which it provides support to all other ESFs.
2. Actions undertaken by this ESF will be coordinated through the ECC. Kirkland will exhaust local resources before requesting assistance from other areas of King County or from the State Emergency Management Division.

B. Organization

1. This ESF will operate under the direction of the Logistic Section Chief with support from other City of Kirkland staff.
2. Kirkland will look to the State of Washington Emergency Management Division for assistance with handling donated goods.

C. Procedures

1. All resource requests will be processed through the Kirkland Emergency Coordination Center (ECC).

2. Resource requests will be prioritized and routed for response through the Kirkland ECC. It will be the responsibility of the Logistics Section of the ECC to track these requests through to completion.
3. Existing Kirkland procedures for purchasing, during an emergency or disaster, will be followed according to those policies established by the Finance Department and the ECC Finance Section.

D. Mitigation Activities

1. Primary Agency – Kirkland Administration and Finance Department

Collaborates with support agencies to develop a coordinated working relationship that will mean a faster response during an event.

2. Support Agencies

Participate in planning process and provide feedback for improved coordination between agencies.

E. Preparedness Activities

1. Primary Agency – Kirkland Administration and Finance

- a. Conducts and attends training with ESF 7 support agencies within Kirkland.
- b. Maintains a back-up plan for staffing ECC positions that support ESF 7.
- c. Participates in emergency management drills and exercises at the local level, and with outside support agencies.
- d. Identifies, develops, creates and prioritizes an inventory list for essential resource requirements in an emergency or disaster.
- e. Maintains lists of vendors and their contact information for all essential support functions.

2. Support Agencies

- a. Participate in training, and exercises to further develop understanding of their own roles and responsibilities, and those of other support agencies.
- b. Identify, develop and create an inventory list of support agency resource requirements during a disaster.

F. Response Activities

1. Primary Agency – Kirkland Administration and Finance

- a. Ensures that department staff respond to the ECC to staff their assigned functions, especially those within the Logistics Section.
- b. Responds to requests for support and resources through the ECC structure.
- c. See other specific response duties under section V. Responsibilities

2. Support Agencies

Provide support to the Logistics function of the Kirkland ECC as appropriate to their specific assignment. See section V. Responsibilities for detailed duties.

G. Recovery Activities

1. Primary Agency – Kirkland Administration & Finance Dept. / Public Works Dept. (Facilities)

- a. Coordinate support response and recovery transaction activities, as required.
- b. Follows appropriate procedures for required documentation to justify emergency services, purchases and expenditures.
- c. Revises procedures based upon lessons learned from the emergency or disaster.

2. Support Agencies

- a. Provide support for response and recovery activities in areas of communications, medical services, food and shelter, supplies, facilities and ground support.
- b. Revise procedures based upon lessons from the emergency or disaster.

V. RESPONSIBILITIES

A. Primary Agency – Kirkland Public Works Equipment Rental & Facilities

1. Provides staff for and direction to the Logistics Section of the Incident Command System structure in the ECC.
2. Puts focus on providing the services and items needed in response to the disaster.
3. Provides for the availability and maintenance of vehicles for use by City of Kirkland emergency responders. (Equipment Rental)
4. Ensures that building systems in City buildings and shelters are running properly, if possible. (Facilities) Examples:
 - HVAC.
 - Electrical power
 - Telephones
 - Computers
 - Collaborates with building assessment teams on soundness of habitable structures (See ESF 23)
5. Coordinates the procurement of needed items such as:
 - Medical supplies
 - Food
 - Water
 - Communications tools – radios, cell phones, batteries
 - Portable toilets
 - Fuel
 - Shelter (See ESF 6)
6. Coordinates with local agencies on the activation of shelter and feeding sites. See ESF 6 for detailed information.
7. Provides for a designated location to house representatives from FEMA who will set up a Disaster Assistance Center (DAC) so that citizens may apply for support.

8. Coordinates with City departments to provide for specialized personnel under contract to support the activities of City of Kirkland employees, for example:
 - Construction repairs
 - Road repairs
 - Debris removal
 - Demolition
 - Medical Services
9. Works with staff in the Finance Section to ensure that billing for services and goods are recorded and handled properly.
10. Plans and provides for a location to receive donated goods from out of the area.
11. Finds housing for those with immediate and business needs.

B. Support Agencies

1. Kirkland Finance Department

- a. Coordinate purchasing or rental of items with the Logistics Section.
- b. Coordinate all private labor contracts with Logistics.
- c. Ensure that City personnel are capturing costs incurred in responding to the disaster.

2. Kirkland Fire & Building – Emergency Preparedness

- a. Coordinate all requests for support from outside agencies with the Logistics Section.

3. Kirkland Parks and Community Services Department

- a. As part of the Logistics section, take responsibility for Mass Care (as outlined in ESF 6) at shelters and feeding locations.
- b. Provide for feeding of city workers.

VI. RESOURCE REQUIREMENTS

- A. Resources required will depend on the nature of the emergency or disaster.
- B. Resources will be taken from current City stocks first, then from commercial vendors.

VII. REFERENCES

City of Kirkland established policies and procedures for purchasing.

**ESF 7 - Resource Support
Appendix 1**

**AGENCIES THAT CAN PROVIDE ASSISTANCE TO THE CITY OF KIRKLAND
IN THE EVENT OF AN EMERGENCY**

Agency	Contact	Title	Phone
American Red Cross	Teri Giles		206-323-2345
City of Bellevue		Business 24-hour Comm.Ctr. ECC- During Activation	425-452-6813 425-885-3131 425-452-4400 425-452-2840 Fax
City of Hunts Point	Erselle Eade	Mayor	425-455-1834
City of Kirkland		Administration and Finance Chaplain- Fire/Building dept. City Council City Manager Emergency Management Office Fire and Building Parks and Recreation Personnel Dept. Planning Dept. Police Dept. Public Works Dept.	425-828-1100 425-828-1143/1144 Emer.-448-6588 425-828-1100 425-828-1111 425-828-1283 Emer.-828-1143 425-828-1143/1144 425-828-1218 425-828-1119 425-828-1257 425-828-1183 Emer.-822-1244 425-828-1243 Emer.-828-1236
City of Medina	Doug Schulze	City Manager	425-454-9222
City of Redmond	Robert Schneider	24 hour Communications Emergency Prep Co-ordinator	425-885-1333 425-556-2130 425-556-2227
City of Seattle	Jim Mullen Steve Brown	24 hour business Emergency Manager Alternate	206-386-1498 206-233-5076 206-399-8521
FEMA Regional Center		Directors Office (Bothell)	425-487-4604
King County	Jeff Berg	Emergency Manager ECC 24-hour ECC Duty Person Human Services Emergency Service Center Health Department Marine Patrol Metro Transit Sheriff's Office Public Works	206-205-8100 206-296-3830 or 800-523-5044 206-296-3838 Fax 206-296-3830 Pgr 206-296-7683 206-464-1570 206-296-4600 206-296-7558 206-684-2506 206-296-3380 206-296-8100
Medical		Children's Hospital Eastside Group Health Evergreen Hospital Group Health Central Harborview Medical Center	206-526-2000 425-883-5151 425-899-1000 206-326-3000 206-223-3000

Agency	Contact	Title	Phone
		Northwest Hospital	206-364-0500
		Overlake Hospital	425-688-5000
		Providence Medical Center	206-320-2111
		Swedish Medical Center	206-386-6000
		University Medical Center	206-548-3300
Miscellaneous		Animal Control	206-296-7387
		Burlington Northern	800-832-5452
		Santa Fe Railway	
		Chem-Trek	800-424-9300
		Coast Guard	206-217-6000
		FAA	425-227-2000
		Lake Washington School Dist.	425-702-3200
		Metro Bus Hotline	206-684-1705
		Olympic Pipeline Co.	888-271-8880
		United Way Volunteer Center	206-461-3655
National Weather Service		24 Hour Public Warning	206-562-6083*
			Unlisted Numbers
		Emergency Management	206-526-6857
Puget Sound Energy	Ted Buehner Mary Robinson	NOAA Emergency Response Manager	206-526-6095x223 425-882-4450
State of Washington ECC		24-hour State Duty Officer (Emergency)	206-977-2881 253-912-4901 253-912-4904
State of Washington ECC-During Activation		Business	800-258-5990 800-562-6108 800-854-5406
State of Washington EPA			253-912-4900 253-512-7203 Fax 206-553-1200
University of Washington Seismology Lab			206-296-7010

**ESF 7 - Resource Support
Appendix 2**

CIVILIAN VENDORS WITH AN AGREEMENT TO PROVIDE ASSISTANCE

Vendor Name	Contact	Title	Phone	Business Type
Asplundh Expert Tree Co.	Michael Kavran	Vice President	425-483-9339	Tree removal, heavy equipment
Cascade Honey Buckets Branch	Tim White	Manager	425-488-9484	Porta potties
Cascade Security Division	Cindi Haverfield	General Manaer	425-454-6407	Guards and security equipment
Crystal Spring Water Co.	Tamara Slater	Sales Manager	206-722-6642	Bottled water
De Young Plumbing Co.	Guy Young	Owner	425-828-3009	Plumbing
Max Ford Cranes	Max Ford	Director	425-821-4272	Heavy equipment
Meat Distributors	John Sparing	General Manager	425-827-0506	Temporary morgue
Overlake Oil, Inc.	Jim Jessen	Owner	425-822-1776	Fuel
Rental Service Corporation	Dick Baer	Branch Manager	425-885-4101	Heavy equipment
QFC Store	Dale Wilson	Store Manager	425-827-2205	Grocery
Rose Hill Safeway	Jim Karnes	Store Manager	425-822-8821	Grocery
Security Contractor Services, Inc.	Karen Perry	Rental Manager	206-767-7383	Fencing
Stack Plumbing Co.	Jim Stack	Owner	425-821-0989	Plumbing services
Sun Belt Rentals	James Ostolaza	Safety Coordinator	425-885-0505	Equipment

EMERGENCY SUPPORT FUNCTION 8

Medical, Health, and Mortuary Services

PRIMARY AGENCY: Kirkland Fire and Building Department

SUPPORT AGENCIES: Evergreen Hospital
Seattle-King County Department of Health
Kirkland Police
King County Medical Examiner
Local Morticians
Puget Sound Blood Bank
Metro Transit
Lake Washington School District
King County Division of Emergency Management
King County Animal Control
Washington State Department of Health
Washington State Emergency Management Division

I. INTRODUCTION

A. Purpose

Emergency Support Function 8 will provide for:

- The organization, mobilization, coordination, and direction of emergency medical, health, mortuary services and responses in a disaster.
- The coordination of emergency hospital services.
- The care of the sick, injured, and dead resulting from a disaster.
- The coordinated use of medical personnel and communications.
- The prevention or control of communicable diseases.
- The mental health support of disaster victims.
- Veterinary Services.

B. Scope

This ESF covers the provision of health, medical and mortuary services for Kirkland citizens and those located in Kirkland at the time of a disaster. During disaster situations, all attempts will be made to adhere to normal means of providing these services, using established protocols. Whenever possible, the City of Kirkland will assist with the coordination of these services.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all medical, health and mortuary services during a disaster.
- B. Kirkland Fire & Building Department will have responsibility for responding to medical needs in the field. They will also be responsible for the organization and mobilization of pre-hospital medical services. Kirkland Fire will coordinate the operation with other service providers.
- C. The Kirkland Fire and Building Department will use the King County Multiple Casualty Incident Plan, which is based upon the Incident Command Model. When activated, Fire Department personnel will work with the Emergency Coordination Center (ECC) to coordinate expansion of hospital care to field operations.
- D. The Incident Command System (ICS) will be used by personnel; both in the field and in the ECC.
- E. The organization of medical services within the medical response community will follow Hospital Control communication procedures, when appropriate. Hospital Control is responsible for assigning patients to hospitals or temporary treatment facilities. Harborview Medical Center is designated as the primary Hospital Control in a multiple casualty incident. Overlake Hospital is designated as the alternate control site.
- F. Kirkland aid units and Evergreen Hospital paramedic units have the capacity to communicate with Hospital Control, from multiple casualty sites, using 800 MHz radios. Alternate communications between hospitals and field personnel may be accomplished using Amateur Radio Emergency Service (ARES).

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

- 1. The City of Kirkland is subject to numerous hazards that could overwhelm the City's health and medical capabilities. The City has limited mortuary capability. See the City of Kirkland Hazard Vulnerability Assessment for a detailed description of these hazards.
- 2. Disasters could cause health facilities to be overtaxed, damaged or inaccessible. Health related supplies may be depleted and unavailable. Infrastructure support for health facilities may be disrupted.

3. The City of Kirkland, Evergreen Hospital, and the King County Health Department do not maintain sufficient medical supplies, pharmaceuticals, or emergency medical staff to supply a temporary treatment center on an ongoing basis. The hospital, nursing homes and other in-patient facilities will rely on existing emergency service contracts with medical supply and pharmaceutical vendors as much as possible.

B. Planning Assumptions

1. In the event of structural failure or inaccessibility of medical clinics, selected city facilities or temporarily established sites may act as remote emergency clinics, temporary hospitals or morgues for the local area, until coordination of more permanent facilities can be coordinated by the ECC.
2. The ECC, using the Incident Command System, will determine the needs of the community and call on support agencies as needed. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transport station, communications center, medical clinic, temporary hospital, temporary morgue or in any other functional capacity appropriate for the situation.
3. Direction and control of emergency activities at Evergreen Hospital or other medical facilities will be the responsibility of facility directors, managers and staff.
4. In the event of a large number of fatalities, temporary morgue facilities will be set up through the use of semi-tractor trailers refrigeration units until such time as other accommodations are available.
5. Kirkland may call upon King County for assist in providing resources through the Regional Disaster Plan for King County.
6. In the event of a disaster exceeding local capabilities, Kirkland may ask that additional help to sought through the State of Washington, who will request through FEMA that the National Disaster Medical System (NDMS) be activated. Requests may also be made for Federal supplemental medical assistance of Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Assistance Teams (DMORT), calling them to this area.

IV. CONCEPT OF OPERATIONS

A. General

Kirkland Fire is responsible for the organization and mobilization of emergency medical services.

The Seattle-King County Department of Health is responsible for the provision of emergency health and mortuary services. The Coordination of services with Kirkland will be done through the King County Emergency Coordination Center (206-296-3830). The Director of the Health Department or their designee will be responsible for the supervision and coordination of emergency health and emergency service in Seattle and King County and for providing assistance in the coordination of emergency mental health services.

B. Organization

1. The Kirkland Fire Department will establish a system to expand emergency medical support, and provide support to Evergreen Hospital and the Emergency Coordination Center in the coordination and establishment of expanded hospital facility needs during an emergency.
2. When the ECC is activated, the Fire Operations Branch Coordinator will provide direction and control over Fire Department resources. Department personnel will operate according to established directives and procedures, including medical protocols. Fire personnel will exercise reasonable personal judgement when unusual or unanticipated situations arise and command guidance is not available.
3. In the event that mental health counseling is necessary for emergency workers, the city will utilize the services of the EAP provider, Employee Assistance Northwest. If they are not available, alternatives should be sought through the Fire Department Chaplaincy Program or Evergreen Hospice.
4. Mental Health assistance for citizens may be activated through the Fire Department Chaplaincy Program, through Evergreen Hospice or through the EAP Provider.
5. For animals that are stray or injured, there is a list (attached to this ESF) of veterinarians and kennels in the area who have agreed to help in a disaster.

6. The responsibilities assigned to the Seattle King County Department of Health are divided into separate divisions. The King County Medical Examiner is responsible for the coordination of mortuary services with the county. King County Health Department East Region is responsible for advising citizens on public health practices. Mental Health division will assist in coordination of mental health support needs.

C. Procedures

1. Requests for medical support from outside of Zone One will be made through the Kirkland ECC to the Zone One lead agency that will pass the request to the King County ECC as an application of the Regional Disaster Plan for King County.
2. Established means of communication will be used, as outlined in ESF 2.

D. Mitigation

While difficult to mitigate in a large disaster, such as an earthquake, medical and health hazards are addressed through ongoing classes taught by the Fire and Police Departments. These include accident prevention, seat belt use and how to respond during an earthquake.

E. Preparedness Activities

Kirkland teaches its citizens to:

- Learn first aid techniques
- Have first aid supplies on hand as part of their disaster kits
- Store water for disaster use

F. Response Activities

See Section V. Responsibilities

G. Recovery Activities

1. Under the coordination of the Fire Department, all agencies assigned to medical and health activities will collaborate on the demobilization of the medical and health services.
2. City of Kirkland employees and volunteers working with pets will make efforts to see that pets and their owners are reunited. This activity may be done in conjunction with King County Animal Control.

V. RESPONSIBILITIES

A. Primary Agency – Kirkland Fire Department – Emergency Services Division, Emergency Medical

1. Takes lead for medical emergency response throughout Kirkland.
2. Coordinates with the ECC requests for additional medical support.
3. If appropriate, implements the King County Fire/Medical Resource Plan that deals specifically with handling multiple casualty incidents.
4. The Fire Department Officer in charge at the scene will establish Incident Command and provide initial incident evaluation to ensure appropriate coordination of resources and management of the incident.
5. The Incident Commander will assure that the implementation of the Simple Triage and Rapid Treatment (START) system is not delayed pending the arrival of the primary medic units. The Incident Commander will assure that all responsibilities of the medical group supervisor position are completed.
6. The Incident Commander's responsibilities include and are not limited to fire suppression, crash rescue, and management of mass casualties.
7. The Incident Commander will coordinate all aspects of medical care and transportation of patients at a specific scene including but not limited to triage, treatment, transportation and set-up of an initial morgue area.
8. The Incident Commander in the field will provide regular incident status and operational needs to the ECC. This includes anticipated medical supply needs.
9. The Incident Commander will contact the appropriate disaster medical control facility (Primary: Harborview Medical Center) and activate the Seattle area hospital disaster plan when appropriate.
10. Provide assistance to health care facilities in an effort to reduce the patient population if evacuation is necessary, and with provisions for continuing medical care for patients who cannot be evacuated.
11. The Incident Commander will evaluate the on-scene situation and determine the need for post-incident critical incident stress debriefing

(CISD). Requests for the CISD Team will normally be coordinated through the ECC.

B. Support Agencies

Emergency Preparedness Coordinator

Provide initial coordination and notification of outside agencies providing operational support based upon requests for assistance from field personnel.

Evergreen Hospital

1. Provide liaison with the ECC via an assigned staff member or by other communication means, when appropriate.
2. Coordinate movement of patients from the field to area hospitals through Disaster Medical Control (DMC). Primary DMC is Harbor view Medical Center, with the back-up being Overlake Hospital.
3. Coordinate the establishment of temporary medical facilities with the ECC and Fire Department personnel.

Seattle/King County Department of Health

1. Organize and mobilize public health services during an emergency.
2. Monitor potential causes of communicable diseases following a disaster.
3. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate. Provide information to the public on safeguarding these resources.
4. The EMS Division will provide support for the coordination of medical supplies available in King County.
5. Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease, water borne, air borne and blood borne illness outbreaks.
6. Identify and assist in the coordination to activate additional mental health professionals when needed.
7. Provide the Kirkland ECC with information on a regular basis that includes health department activities.

8. Coordinate operations for general or mass emergency immunizations or quarantine procedures.
9. Coordinate with Kirkland and American Red Cross ECCs to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers.
10. Coordinate County-wide surveillance to determine: sewage disposal system failures, health risk due to environmental factors, natural gas leaks, extent of food contamination and spoilage, and inspection of food service establishments and provision of public information on food safety.
11. Provide and coordinate laboratory services for identification required for supporting emergency health and emergency medical services.

Kirkland Police

1. Provide assistance with hospital evacuation when needed.
2. Provide security to field morgue operations and facilities when needed and personnel available.
3. Provide perimeter control at incident scenes when requested.
4. Provide assistance to the Medical Examiner in the identification of the deceased.

King County Medical Examiner (part of Health Department)

1. Issue all death certificates associated with the disaster.
2. Coordinate with local morticians to expand mortuary services as appropriate.
3. Assist in establishing temporary morgues, determining the cause of death; coordinate the disposition of corpses, and notification of relatives.
4. Compile data on the official death toll attributed to the emergency/disaster.
5. Provide a liaison to the Kirkland ECC if staff is available, to assist in the coordination of activities.

Local Morticians

Assist the King County Medical Examiner in establishing temporary morgues and transporting and storing corpses until final dispositions are determined.

Puget Sound Blood Bank

1. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.
2. Maintain and check supplies prior to an anticipated disaster or emergency.
3. During a disaster, obtain necessary blood supplies from local and surrounding areas if needed.
4. Establish blood drawing stations as needed, and request media publicity to gain public response.

Metro Transit

1. Provide coach transportation for minor ambulatory injuries and patients being transferred between hospitals.
2. Provide transportation for medical personnel, supplies and equipment to locations as needed.

Lake Washington School District

1. As available, provide bus transportation for minor ambulatory injuries and patients being transferred between hospitals.
2. Provide transportation for medical personnel, supplies and equipment to locations as needed.

King County Division of Emergency Management

Coordinate requests for supplies and services that come through the Regional Disaster Plan.

King County Animal Control

1. Respond personnel to Kirkland, if available, to assist in the handling of stray and injured pets.
2. Work with Kirkland staff and volunteers to place stray or injured pets with local veterinarians or kennels that have offered to help in a disaster.
3. Coordinate reuniting pets with their owners.

Washington State Department of Health

Respond to requests placed through King County Division of Emergency Management to provide needed supplies and services.

Washington State Division of Emergency Management

Respond to requests for assistance that cannot be met by application of local resources. Pass on requests for FEMA resources.

VI. RESOURCE REQUIREMENTS

Required resources will depend upon the nature of the emergency or disaster. Those supplies and services not available through local contacts will be requested from the State.

VII. REFERENCES

Washington State Department of Health, *Natural Disasters in Washington State Public Health Care Advice*, January 1999.

**ESF 8 – Medical, Health, and Mortuary Services
Appendix 1**

**Additional Providers
Medical Services and Facilities**

Evergreen Hospital and Medical Center

1200 NE 128th Street
425-899-2491 – Administration
425-899-2662 – Safety Officer
Fax - 425-8992663

Eastside Women’s Clinic & Evergreen Midwifery

12815 120th Ave NE
425-899-5600

Virginia Mason East

13014 120th Ave NE
425-821-8004
Fax - 425-820-9860

Virginia Mason Specialty Center

11911 NE 132nd Suite 101
425-814-5100

For Physicians and other personnel, call Seattle Area Medical Exchange

206-219-3112

**ESF 8 – Medical, Health, and Mortuary Services
Appendix 2**

**King County Animal Control
Contact Numbers**

(All numbers listed are in the 206 Area Code)

<u>Name</u>	<u>Position</u>	<u>Phone/Fax</u>	<u>Pager/Cell Phone</u>
Jane Wakefield	Lead Supervisor	296-3945 (phone) 205-8043 (fax) 781-9070 (home)	663-3042 (pager)
Vicki Schmitz	Spokesperson	296-4015 (phone) 205-8043 (fax) 938-4400 (home)	663-1819 (pager) 605-6102 (cell phone) 991-3779 (EOC/Pager)
Kris Meyer	Field Supervisor	296-3958 (phone) 296-0171 (fax)	997-9936 (pager) 849-8838 (cell phone)
David Morris	Field Supervisor	296-3958 (phone) 296-0171 (fax)	995-5924 (pager) 849-8838 (cell phone)
Claire Jordan	Shelter Supervisor	296-3938 (phone) 205-8043 (fax)	986-1081 (pager)
David Yoshizumi	Shelter Supervisor	296-3938 (phone)	663-5448 (pager)
Dr. Marilyn Christensen	Shelter Veterinarian	296-3956 (phone) 205-8043 (fax)	986-3014 (pager)
Police Emergency Dispatch (after hours)		296-3311 (ask for animal control)	
Pet Licensing		296-2712	

**ESF 8 – Medical, Health, and Mortuary Services
Appendix 3**

Memorandum of Agreement to Provide Pet Shelter

(Held with the City of Kirkland in the Event of an Emergency)

Vendor Name	Street	City/State/Zip	Contact Person	Phone Number
Juanita Veterinary Hospital	11416 98 th Ave NE	Kirkland, WA 98033	Dr. L. A. Clark	425-823-8411
Kingsgate Animal Clinic	13603 100 th Ave NE	Kirkland, WA 98034	Dr. Freeburg	425-821-1105
Kirkland Animal Hospital	803 7 th Avenue	Kirkland, WA 98033	Dr. Brisbois	425-822-8231
Kirkland Cat Care Center	903 5 th Ave, #101	Kirkland, WA 98033	Dr. W.B. Nelson	425-827-6613
Vets for Less	12803 –A NE 85 th St	Kirkland, WA 98033	Jan Cochran	425-889-0808
Wendy Bernstein	12723 NE 124 th St	Kirkland, WA 98034	Wendy Bernstein	425-823-6762
Academy of Canine Behavior	4705 240 th SE	Bothell, WA 98011	Jack McDaniel	425-486-9567
Barbandale	10850 Slater Ave	Kirkland, WA 98033	Barbara Prengiss	425-822-5604
Bobwhite Boarding Kennels	18631 NE 106 th	Redmond, WA 98052	Donna Klapp	425-883-9220
Cascade Kennels	20004 178 th Ave	Woodinville, WA 98072	Andrea Woods	425-483-9333
Clark's Sunset Kennels Boarding	3915 180 th SE	Bothell, WA 98011	Glen Clark	425-481-0715
Delanda Dog Inn	19419 Bothell Way NE	Bothell, WA 98011	George Delanda	425-486-4141
Koze Kennels	51111 192 nd PI NE	Redmond, WA 98053	Diane Kerns	425-898-8256
Orr's Retriever Haven Kennels	16638 NE 195 th	Woodinville, WA 98072	Jackie Orr	425-483-6800
Paradise Pet Lodge, Inc.	10324 Paradise Lake Rd	Woodinville, WA 98072	Jennie Uphaus	425-483-3647
Redmond Veterinary Hospital	1790 NE Union Hill Rd.	Redmond, WA 98052	Doborah Amiga	425-885-1476
Sno-Wood Veterinary Hospital	17954 Woodinville-Snohomish Rd	Woodinville, WA 98072	Laura Cross	425-483-5834
Tail's-A-Waggin Dog & Cat Inn	19816 Bothell-Everett Hwy SE	Bothell, WA 98012	Tim Pfohl	425-481-3214

**ESF 8 – Medical, Health, and Mortuary Services
Appendix 4**

Mental Health Support

Contact Information

Fire & Building Department Chaplains:

Bill Tate
425-488-6588 - home
425-883-5496 - pager
425-883-5634 – work at Group Health

Harold Nielson
425-688-5127
206-996-1406 - pager

Kirkland Employee Assistance Program – Employee Assistance Northwest
Sue Covey
1-800-624-5357

Evergreen Grief & Bereavement Services
Kay Kukowski
425-899-1077

EMERGENCY SUPPORT FUNCTION 9

Search and Rescue

PRIMARY AGENCY: Kirkland Fire and Building Department

SUPPORT AGENCIES: Kirkland Police Department
Kirkland Public Works Department
Kirkland Administration and Finance Department –
Human Resources
Kirkland Parks and Community Services
Public Information Officers – Various Departments
King County Division of Emergency Management
King County Police
Washington Division of Emergency Management
Washington State Department of Transportation –
Aviation Division
Federal Urban Search and Rescue Teams

I. INTRODUCTION

A. Purpose

It is the purpose of Emergency Support Function 9 to provide for the coordination and effective utilization of all available resources in conducting Search and Rescue (SAR) operations.

B. Scope

1. There are three types of search and rescue that may be applied by the City of Kirkland. One is urban search and rescue, which may include such specialized rescue as confined space, trench or high angle. The second is land search and rescue where rescuers are working in a wooded or more natural area, such as in Bridal Trails Park. The third is water rescue.
2. Unique forms of Search and Rescue such as air rescue and mine rescue are outside of Kirkland's capabilities and resources. This will mean that Kirkland will be asking for help from outside agencies.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all search and rescue activities during a disaster.
- B. The Incident Commander at the scene of a search and rescue operation shall always consider the safety of rescue personnel of top importance.
- C. The rescue of survivors or potential survivors shall be considered primary, recovery of bodies secondary in any search and rescue operation.
- D. It is the policy of the Kirkland Fire and Building Department to comply with Washington Administrative Code Sections 296-62-145(part M and all appendices), 296-62-075, 296-62-07003, 296-305-05003, and 403-12 as they are applicable to confined space rescue.
- E. Kirkland Fire Department personnel shall follow all directives and guidelines that apply to search and rescue and are written in the Department Directive Manual.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

- 1. Kirkland is a community with two large park areas in which people, especially children, may become disoriented and lost.
- 2. Kirkland continues to have a large amount of development and construction work going on in all parts of the city. This work often includes trenching, use of cranes, and other sophisticated and potentially dangerous equipment and behaviors.
- 3. The use of private aircraft within the Kirkland area continues to exist.
- 4. The City of Kirkland has public and private waterfront on Lake Washington. There is the potential for near shore water accidents as well as boating emergencies on the Lake.
- 5. Kirkland is threatened by major events such as earthquake or airplane crash where large numbers of victims may need to be found and identified.

B. Planning Assumptions

1. The type of search and rescue mission involved may vary from one victim trapped to a multi-victim incident. The special conditions dictating the type of rescue may vary also.
2. The City of Kirkland may quickly exhaust their personnel resources and/or capabilities, needing to call for assistance. Kirkland will first turn for assistance from its neighbors in Fire Zone One. If these are unable to assist, King County will be contacted using the Regional Disaster Plan for King County with a request for appropriate resources. King County may also pass the request along to Washington State Division of Emergency Management who may be able to assign specialized resources, including the Puget Sound Urban Search and Rescue Team.
3. When search and rescue activities result in the discovery of a deceased person, or search and rescue workers assist in the recovery of human remains, the scene commander will ensure compliance with Chapter 68.08 RCW.
4. Support such as helicopters, tracking dogs, and outside specialized groups may take hours to assemble and deploy to the needed location.

IV. CONCEPT OF OPERATIONS

A. General

The Incident Commander (IC) for Kirkland at the time of the incident is responsible for the search and rescue operation. This IC may pass command if the incident warrants it. Additional personnel will be requested through the Incident Command structure. If the ECC has been activated, the Commander of the search and rescue operation will use the ECC staff to help procure additional resources, both personnel and technical.

B. Organization

1. The Fire and Building Department is responsible for the coordination of urban search and rescue activities within the City of Kirkland.
2. A resource for wilderness area search and rescue is the trained volunteers of the King County Search and Rescue Council. They may be activated through the King County Division of Emergency Management 206-296-3830 or the King County Police 206-205-8226 (Ron Ryals) or 206-205-8222 (Jim McMean).

3. Specialty rescue teams, including water, confined space, high angle, and heavy rescue are available through mutual aid within Kirkland's area.
4. Rescue personnel from outside the area will be requested by calling the King County Division of Emergency Management or King County Police. If the ECC has been activated, these requests should go through the ECC.
5. Search and rescue operations for missing aircraft are the responsibility of the State Department of Transportation, Division of Aeronautics. The Duty Officer for this agency can be reached at (206) 440-4490. They will, in turn, make all other needed aeronautic contacts such as the FAA and the Coast Guard. The Department of Transportation will be responsible for coordinating ground support of these operations upon request.
6. Heavy search and rescue operations will be coordinated by the Kirkland Fire and Building Department, with support from the Police and Public Works Departments.
7. The Building Division of the Fire and Building Department and the Engineering Section of Public Works will provide technical support in the event of structural damage or collapse.
8. Volunteers, outside agencies and the private sector may also be used during heavy rescue operations. Human Resources personnel will coordinate the registration of emergency service search and rescue workers for employee status under RCW 38.52.060.

C. Procedures

1. Land Based Search and Rescue

- a. Requests for assistance will be made through the King County ECC or the King County Sheriffs Communications Center.

When a report of a search and rescue incident is received by King County, a King County Sheriff's Office patrol unit will be dispatched to the scene to evaluate the need for search and rescue.

The Search and Rescue (SAR) Duty Officer will alert search and rescue agencies, organizations, and volunteers, and initiate search and rescue operations. A mission number will be obtained from the State Emergency Management Division.

- b. The State Emergency Management Division will be notified of the search and rescue mission. State EMD will then issue a mission number. The issuance of this mission number authorizes the employment of volunteers under the provisions and protections of RCW 38.52.
- c. The Incident Commander for the search and rescue mission will establish a base and coordinate support required for operations.
- d. The King County Sheriff's Office Special Operations Unit will be contacted for assistance by the bomb squad if a collapsed building is believed to be the result of a bombing. The bomb squad will investigate for additional explosives prior to the start of any search and rescue operation.

2. Air Search and Rescue

Air SAR for missing or downed civil aircraft is the responsibility of Washington State Department of Transportation Aviation (RCW 47.68).

3. Water Rescue

- a. Water Rescue may be provided by a combination of agencies. Kirkland Parks Department has trained lifeguards at all public beaches during the summer/park open hours. Kirkland Fire has a Near Shore Rescue team trained to do water rescue close to shore. King County Sheriff Marine Patrol can assist with their marine patrol boat. King County Sheriff Dive Team can assist with deep-water rescue and body recovery.
- b. Kirkland Fire Department will have the responsibility of initial coordination of these resources. Kirkland may hand off the scene to another agency as appropriate.

D. Mitigation Activities

The City of Kirkland works to mitigate the need for search and rescue by:

- Requiring that work be done under a permit to ensure safe practices at construction sites.
- Keeping all City park sites well lighted and with well-marked footpaths.
- Providing lifeguards at all open beaches.

E. Preparedness Activities

The City of Kirkland undertakes the following preparedness activities:

- Training for firefighter personnel in urban search and rescue techniques.
- Training of firefighter personnel with neighboring departments involved in confined space rescue.
- Making contacts with such agencies as WSDOT Aviation Division and King County SAR to have a better understanding of their abilities and responsibilities.

F. Response Activities

See section V. Responsibilities

G. Recovery Activities

1. All Search and Rescue responders both Kirkland Fire Department and support agencies will assist in the demobilization of the incident and the return of personnel and resources to available status.
2. Human resources staff will assist the appropriate agencies in notification of next to kin about victim status.
3. The Incident Commander may choose to initiate critical incident stress debriefing for victims, family members, and on scene personnel. If the ECC has been activated, these services will be requested through the ECC.

V. RESPONSIBILITIES

A. Primary Agency – Kirkland Fire Department – Emergency Services Division

1. Takes lead for all search and rescue operations within the City of Kirkland.
2. Ensures that the safety of rescue is of top importance.
3. Anticipates need for additional support using mutual aid.
4. Calls for SAR support from agencies such as King County and State DOT Aviation, when needed.

5. Ensures that requests for support and resources go through the ECC if it has been activated.
6. Obtain a mission number for SAR operations from the State of Washington Emergency Management Division.

B. Support Agencies

Kirkland Fire & Building – Building Division

Provide technical support in event of structural damage or collapse by conducting damage assessment on structures. Report findings to Incident Command.

Kirkland Police Department

Provide support function in the event of structural damage or collapse by providing security of rescue personnel.

Kirkland Public Works Department

1. Provide heavy equipment and personnel if needed for removal of material to access victims.
2. Engineering personnel provide technical support in event of structural damage or collapse by conducting damage assessment on involved structures. Report findings to Incident Command.

Kirkland Administration and Finance Department – Human Resources

1. Coordinate the registration of volunteer emergency search and rescue workers for employee status under RCW 38.52.060.
2. Provide assistance to appropriate agencies in notification of next of kin of victims.

Public Information Officers – Various Departments

1. Provide a selected location for conducting press briefings, which is out of the working SAR area.
2. Provide media with information on the incident and process/resources being used.

3. No victim information will be given until family/next of kin have been notified.

King County Office of Emergency Management

1. May contact King County Sheriff SAR requesting support.
2. May call State DEM, requesting mission number be assigned.
3. May call for and obtain other specialized resources needed.

King County Police/Sheriff

1. Provide organized search and rescue responders and volunteers.
2. Coordinates with Kirkland local authorities to conduct effective SAR operations.
3. Provides access to specialized resources/technicians.

Washington State Division of Emergency Management

1. Provides a mission number for the search and rescue operation.
2. Provides access to other statewide resources.
3. Provides access to out of state resources, such as Federal Urban Search and Rescue Teams.

Washington State Department of Transportation Division of Aviation

1. Directs air SAR operations.
2. Makes contacts to other agencies, such as Coast Guard, if needed.
3. Supports local agencies during land SAR operations by providing aircraft and air operations support if possible.

Federal Search and Rescue Teams

Provide cadre of trained personnel and resources as needed for major incidents.

VI. RESOURCE REQUIREMENTS

Sufficient search and rescue personnel, support staff, qualified volunteers and equipment to provide 24 hour coverage until the emergency search and rescue operation is completed.

VII. REFERENCES

- A. Kirkland Fire & Building Directive 4.111 – Confined Space Rescue
- B. RCW 38.52
- C. RCW 47.68
- D. WAC 118.04
- E. WAC 296.62.145 part M and all appendices, 62.075, 62.07003
- F. WAC 296.305.05003 and 403.12
- G. WAC 468.200.
- H. Federal Response Plan, ESF 9

VIII. TERMS AND DEFINITIONS

None

EMERGENCY SUPPORT FUNCTION 10

Hazardous Materials

Primary Agencies: Kirkland Fire and Building Department
Eastside Hazardous Materials Response Unit

Support Agencies: Kirkland Police Department
King County Sheriff's Office
Public Information Officers – Various Departments
Seattle/King County Health Department
Washington State Division of Emergency Management
Washington State Department of Ecology
Washington State Patrol
United States Environmental Protection Agency

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 10 is to provide information on the ability to detect, measure, report, and reduce risks involving any hazardous material within the City of Kirkland.

B. Scope

This ESF provides information on agency responsibilities for hazardous materials and incidents that involve the release of hazardous materials. The City of Kirkland intends this plan to be interoperable with federal, state, and other local plans should the event require inter-jurisdictional coordination.

II. POLICIES

The Comprehensive Emergency Management Plan, as described by this ESF, will govern all hazardous materials activities during a disaster.

The Federal regulation SARA Title III, states that the Local Emergency Planning Committee (LEPC) is responsible for planning and coordinating hazardous materials information. In this region it is the King County LEPC that plans for all unincorporated areas of the county and for all political jurisdictions within the County that do not have their own LEPC. Kirkland has deferred to the King County LEPC. Only two suburban cities (Auburn and Kent) have separate LEPCs.

The Community Right to Know Act requires that all facilities with hazardous materials report specified types and quantities of hazardous materials to the Local Emergency Planning Committee. These facilities are also required to maintain plans for warning, notification, evacuation and site security under these regulations.

The King County Local Emergency Planning Committee Emergency Resource Plan addresses the exercise of local capabilities, location of facilities reporting inventories of hazardous materials and provides the public with related information on request.

Kirkland Fire Department participates in the Eastside HazMat Consortium. This group has one hazardous materials response unit for the eastside cities and is supported by equipment and trained personnel from the member departments. The hazardous materials unit has breathing apparatus, encapsulating suits, decontamination equipment, detection devices and reference computers.

All Kirkland Fire Department firefighters are trained in basic hazardous materials awareness and have access to the Department of Transportation guidebook that includes identification, containment, evacuation, and descriptive information for all hazardous materials.

Kirkland Fire Department incident command will coordinate with the Kirkland Emergency Coordination Center (ECC) when it is necessary to evacuate, shelter, or care for victims of a hazardous materials event.

Harborview Hospital is the lead agency for the treatment and distribution of patients requiring decontamination and assistance from chemical exposures.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

Hazardous materials may be released during naturally occurring events like earthquakes, or during industrial accidents, terrorism or illegal activities. There are several sites in Kirkland that house reportable amounts of hazardous materials. Interstate 405 runs through the center of Kirkland and hazardous materials travel this roadway daily. Illegal drug labs and terrorist activities are also possible and are considered hazardous materials events. The Olympic pipeline runs close to the Kirkland City boundary. Additional aspects, such as wind direction and speed /could result in a hazardous materials spill outside the City limits impacting the City and its occupants.

B. Planning Assumptions

1. Normal day to day organizational structures and chains of command will be maintained by government and supporting organizations during hazardous materials emergencies.
2. A hazardous materials release may cause the relocation of the Kirkland Emergency Coordination Center.
3. Hazardous materials incidents often require isolation, evacuation or shelter in place to protect nearby citizens and responders from the effects of a release. In some cases, it may be unsafe or impractical to move a large population during a hazardous materials event. When this is the situation, shelter in place may be the only practical solution.

IV. CONCEPT OF OPERATIONS

A. General

1. Kirkland Fire Personnel will follow the operational policies set out in Fire/Building Department Directive 4.201.
2. On state and interstate roadways, the senior Washington State Patrol officer on the scene will assume the incident command role.
3. On inland waterways, such as Lake Washington, the United States Environmental Protection Agency on-scene coordinator or other designated official may assume the incident command role.
4. The Seattle/King County Health Department and the Washington State Department of Ecology are the lead agencies in King County for recovery from hazardous materials incidents. Washington State Department of Health is the state lead for radiological incidents.

B. Organization

Kirkland Fire Department has the primary responsibility for responding to hazardous materials cases, coordinating additional response, carrying out evacuation orders, and other measures in the event of a technological or radiological incident.

C. Procedures

1. Procedures for response will vary based upon the location of the hazardous materials release, the type of material involved, and the population affected. Generally efforts will include warning of the public, requests for local experts, notification of various appropriate agencies, requests for cleanup resources, recovery of the response and clean up costs, and monitoring the site.
2. Neither Kirkland nor King County have warning systems for hazardous materials events. Citizens can expect to be notified of a major release by the Emergency Alert System (EAS), local news reports, or door to door by Kirkland Police and firefighters. Following an earthquake, collapsed roads and bridges may delay door to door warning.

D. Mitigation Activities

The City of Kirkland engages in several mitigation activities:

- Active in regional Household Hazardous Waste education and collection
- Conduct fire inspections at businesses that store reportable quantities
- Coordination with the King County LEPC to insure current information is logged

E. Preparedness Activities

Kirkland Fire Department works to ensure that personnel get regular training on basic hazardous materials. Fire personnel also conduct and establish pre-fire planning on high hazard occupancies.

V. RESPONSIBILITIES

A. Primary Agencies

Kirkland Fire Department

1. Coordinate response to hazardous materials and radiological incidents, as outlined in Directive 4.201.
2. The Duty Battalion Chief will become the Incident Commander at the scene.
3. The Incident Commander will coordinate assistance from the Eastside HazMat Team.

4. Provide initial emergency medical assistance to victims.
5. Carry out evacuation orders, if necessary.
6. Kirkland Fire Department may choose to move small amounts of hazardous materials to interim storage sites, without assuming ownership. Kirkland Fire Department will have no liability for disposal and will coordinate disposal with the Washington State Department of Ecology.

Eastside Hazardous Materials Response Team

1. Operate in accordance with Eastside HazMat Team Operating Guidelines.
2. Respond to incident, and report to Duty Battalion Chief/Incident Commander.
3. Make decisions on need for additional personnel and agency expertise, coordinate request with Kirkland Fire.

Support Agencies

Kirkland Police

1. Assist with evacuation and site security for hazardous materials releases.
2. Provide crowd and traffic control when needed.
3. Assist with warning and emergency information.
4. Participate and possibly take command in hazardous materials incidents where illegal activities are involved (i.e. an illegal drug lab).

King County Sheriff's Office

1. Assist with evacuation and site security in King County Fire District 41.
2. Provide crowd and traffic control when needed.
3. Assist with warning and emergency information.
4. Participate in hazardous materials incident management, possibly taking command, when the event involves illegal drug activities (i.e. illegal drug lab).

Public Information Officers

Assist in getting evacuation or shelter in place notification out to citizens using:

- the Emergency Alert System (EAS)
- local radio/TV stations
- local cable TV station

Seattle/King County Health Department

1. Determine when a contaminated site is safe to reoccupy.
2. Coordinate and provide environmental health services, including inspections for food and water contamination, inspections temporary housing, and disposal of solid waste.
3. Maintain King County's hazardous waste program.

Washington Division of Emergency Management

Will coordinate with appropriate agencies to ensure response assistance.

Washington State Department of Ecology

1. Provide on-scene coordination, technical information on contamination, cleanup, disposal and recovery, environmental damage assessment, laboratory analysis, and evidence collection for enforcement actions for non-radiological environmental threats.
2. Will assume responsibility for removal of hazardous materials, including those held in interim storage by Kirkland Fire Department.

Washington State Patrol

Acts as the Incident Commander for hazardous materials incidents on all interstate and state highways unless the local jurisdiction assumes that responsibility.

United States Environmental Protection Agency

Provide necessary support to the fire department and respond with advice and technical resources to the environment from all types of hazardous substances.

VI. RESOURCE REQUIREMENTS

Resource requirements will be determined by the nature of the incident and at the direction of the Incident Commander.

VII. REFERENCES

- A. Fire and Building Department Directive 4.201
- B. Eastside HazMat Team Operating Guidelines
- C. Sara III.

VIII. TERMS AND DEFINITIONS

None

IX. APPENDICES

- Appendix 1 Emergency Contact Information for Essential Hazardous Materials Agencies

ESF 10 - Appendix 1

EMERGENCY CONTACT INFORMATION FOR ESSENTIAL HAZARDOUS MATERIALS AGENCIES

Washington State Division of Emergency Management

24 hour number – 1-800-258-5990

Washington State Department of Ecology

24 hour number 425- 649-7000

United States Environmental Protection Agency (EPA) – Emergency Response Unit

24 hour number for on scene coordinator:

206-553-1263 – call goes directly to duty officer after hours

National Response Center – will call our local region X office

1-800-442-8802

Chemtrec –1-800-424-9300

Washington State Department of Transportation

206-440-4000

EMERGENCY SUPPORT FUNCTION 11

Food and Water

PRIMARY AGENCIES: Kirkland Parks and Community Services
Kirkland Public Works

SUPPORT AGENCIES: Kirkland Administration and Finance Department
Public Information Officers from Various Departments
Emergency Preparedness Coordinator
All City of Kirkland Departments
American Red Cross
Northshore Water
King County Emergency Management Division

I. INTRODUCTION

A. Purpose

It is the purpose of Emergency Support Function (ESF) 11 to provide guidelines for the control, coordination, procurement, and distribution of food and water supplies during times of disaster.

B. Scope

ESF 11 is applicable for situations within the City of Kirkland when it is necessary to feed large numbers of people. It will also apply in situations that require the procurement and distribution of potable water due to problems with the City supply. ESF 11 closely supports ESF 6 – Mass Care. Activities within the scope of ESF 11 include:

- Participation in needs assessments and efficient use of food and water resources following and emergency or disaster.
- Restoration and temporary repair of means normally used for food and water distribution.
- Coordination between city, county, state and special purpose districts as needed.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all food and water services during a disaster.

- B. The City of Kirkland recognizes its responsibility to properly manage food and other resources that may be in short supply in a disaster. When required to implement emergency control of food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately addressed.
- C. Normal supply services and channels of City government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be purchased from outside sources.
- D. The purchasing procedures and policies governing the acquisition of supplies and equipment by the City of Kirkland government are established by the Municipal Code. These codes are compatible with state statutes and allow for the acquisition of supplies and equipment in emergencies. All City of Kirkland staff and officials will operate under the Municipal Code and/or appropriate ordinances for authorizing normal and emergency purchase of food, supplies and equipment.
- E. Emergency workers actively participating in the response and recovery efforts will receive appropriate rations of food and water commensurate with the activities involved.
- F. The Kirkland Public Works Department will test the City's water supply after major events that may reduce water quality. The decision to test the water quality will be made by the Water Division Manager.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

1. Contamination of water or food supplies could occur.
2. Water and/or food supply resources could be depleted.
3. Following the disaster, infrastructure damage could restrict the amount of food and water available to City residents.

B. Planning Assumptions

When the level of the disaster is such that the City of Kirkland cannot support emergency operations logistically from local resources, the Incident Command staff in the ECC will implement requests through the King County Emergency Coordination Center.

IV. CONCEPT OF OPERATIONS

A. General

1. The Parks and Community Services Department has the lead for coordinating food and water resources. This will be done in the Service Branch of the Logistics Section in the ECC. It is in this section of the ECC where priorities for food and water resources will be established, with collaboration from the Plans and Operations Sections.

Coordination of procurement of needed supplies will be done by the Services Branch of the Logistics Section in the ECC and will function in collaboration with the Finance Section.

2. The Public Works Department is responsible for determining if the City water supply is potable. If not, the Public Works Department will work with the Public Information Officer to inform the public of acceptable uses or treatment of the City supply. Additionally, the Public Works Department will inform the ECC of the need to procure outside water resources until the City system is restored.

B. Organization

1. The Public Information Officer will inform the public as to the status of food and water supplies and the location and times where distribution will take place.
2. Food and water distribution sites may be set up at such locations as:
 - Kirkland's Food Bank, also known as Hopelink
 - Established Shelter sites
 - Large parking lots
3. The Kirkland ECC will coordinate requests for added supplies of food and water. The Emergency Preparedness Coordinator will make requests to the King County Emergency Management Division.
4. The Seattle/King County Chapter of the American Red Cross will be called upon to help with assembling food and water supplies and their distribution.
5. The Seattle/King County Department of Health is responsible for ensuring that continued media messages reach the public talking about safe sanitary practices and handling of questionable water prior to use.

C. Procedures

1. The Logistics Section staff will refer to the Emergency Coordination Center (ECC) Procedures Manual for general information about their job functions. This includes a checklist for the Food and Shelter Unit staff.
2. Shelter staff are expected to advise the ECC about resource needs, including food and water.
3. Requests for food and water, once local resources are used, will go to the King County office of Emergency Management.

D. Mitigation Activities

The City of Kirkland teaches citizens about preparedness, including the storage of food and water in preparation for a disaster. The City also has agreements with several local vendors for water and food in the event of an emergency or disaster.

E. Preparedness Activities

Training for ECC personnel will continue on an ongoing basis. This will include staff involved in the Food and Shelter Unit of Logistics.

F. Response Activities

Public Works staff will follow their procedures for checking and restoring broken water lines. They will initiate testing of water sources if they think it is necessary.

G. Recovery Activities

The ECC will provide direction for the coordination of recovery activities. Food and water distribution for citizens may be needed until water lines and normal food distribution resources are restored.

V. RESPONSIBILITIES

A. Primary Agency - Kirkland Parks and Community Services

1. Through their role in the ECC Services Branch, will coordinate with the Support Branch Purchasing Unit and the Finance Branch regarding the purchase of food and water.
2. Coordinates with relief agencies regarding the transportation and distribution of food and water to City staff and citizens.

3. Coordinate with food and water distributors for the provision and distribution of supplies to disaster victims or food service organizations. Ensure that distributors know where to bring supplies.

Primary Agency – Kirkland Public Works

1. Determine the safety of the Kirkland water supply following any event that could contaminate the supply.
2. Work with the Public Information Officer to inform the public of possible hazards, if water supply is not potable.
3. Work with the ECC Logistics Services branch to ensure they procure adequate water resources, if the supply is not potable.

B. Support Agencies

Kirkland Administration and Finance Department and Representatives in ECC

1. The Logistics Support Branch, Procurement Unit will assist in the procurement of supplies and equipment, as required by the type of disaster.
2. The Procurement Unit will act as the central point of contact with Services Branch staff to ensure use of correct procedures for obtaining supplies.
3. Establish procedures, as necessary, for the procurement of emergency supplies and equipment not covered in normal City ordinances and procedures.

Public Information Officers

1. Notify the public about the status of food and water supplies.
2. Advise public if water supply is not potable. Collaborate with the Seattle King County Department of Health on messages.
3. Advise public of locations and times for food and water distribution.
4. Advise the public of means they may use to notify the Emergency Organization about shortfalls or needed supplies not listed in public information press releases.

Emergency Preparedness Coordinator

Coordinate requests for outside assistance to King County Emergency Management Division.

American Red Cross

1. Upon notification by the City of Kirkland with a request for assistance, the American Red Cross will advise the City of the extent to which they can help.
2. Provide staff to help coordinate the distribution of food and water at designated feeding stations.
3. Encourage staff to give the benefit of their knowledge to the City of Kirkland representatives with whom they will be working.

Northshore Water

1. Collaborate with Kirkland Public Works representatives to establish the water quality for Kirkland residents.
2. Provide the Kirkland Public Works Department with periodic reports on the status of repairs to water service.

King County Emergency Management Division

Support the City of Kirkland by coordinating their requests for food and water supplies, passing the requests along to the State of Washington Emergency Management Division if necessary.

ALL CITY DEPARTMENTS

City employees may assist in the transportation of food and water to distribution sites as directed through the ECC.

VI. APPENDICES

Appendix 1 Locations of Food Distributors, Water Supplier and Freezer Storage

Appendix 2 Contact Phone Numbers

ESF 11 - Appendix 1

LOCATIONS OF FOOD DISTRIBUTORS, WATER SUPPLIER AND FREEZER STORAGE

See Attached

ESF 11 - Appendix 2

CONTACT PHONE NUMBERS

American Red Cross – Seattle/King County

206-323-2345 ask for Disaster Services - Terri Giles

Northshore Water District

425-398-4400

Mike Brent, Safety Coordinator - x 113

Dan Olson, General Manager - x 137

Hopelink– Food Bank

425-869-6000 or 425-889-7880

Doreen Marchione, Director

EMERGENCY SUPPORT FUNCTION 12

Energy

Primary Agencies: Kirkland Public Works - Facilities

Support Agencies: Puget Sound Energy
Kirkland Emergency Preparedness Coordinator
Kirkland Building Services
Kirkland Public Works

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 12 is to maintain a liaison with the utilities agencies who provide services within the City of Kirkland with the goal of ensuring effective coordination during emergency situations. The outcomes of this coordination are to meet essential needs of the City of Kirkland during an emergency event and to provide for the efficient restoration of services when utility failure occurs.

B. Scope

ESF 12 discusses the coordination, use and maintenance of energy utility systems for emergency response functions in Kirkland during times of disaster. These systems include electrical power and natural gas. Specific operating procedures and protocols are unique to the Utility Agency involved. Information on water is covered in ESF 3, Public Works, and ESF 11, Food and Water.

Activities with the scope include:

- Participation in mitigation and preparedness activities.
- Participation in needs and damage assessments and coordination of resources during the response phase immediately following an emergency or disaster.
- Restoration and/or temporary repair of critical utility systems during the recovery phase of an emergency or disaster.

II. Policies

The Comprehensive Emergency Management Plan, as described by this ESF, will govern all energy services during a disaster.

All utilities, whether publicly or privately owned, will be expected to manage the utility within their own service areas, providing emergency services based upon their requirements and capabilities.

Most all businesses and residences in Kirkland receive their electricity and natural gas from Puget Sound Energy (PSE). As a private company PSE is regulated by the Washington Utilities and Transportation Commission.

It is the policy of PSE personnel to respond to gas leaks or other problems associated with the distribution of natural gas within one hour of notification. Other parties are encouraged to refrain from attempting to disrupt gas service, unless at the individual meter.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

The City of Kirkland will periodically experience emergency and disaster situations that require restoration of essential public services. Transmission lines, substations and pipelines may be damaged or destroyed, necessitating repair, reinforcement, or replacement to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands.

The PSE electric lines in Kirkland are a combination of overhead and underground. The history of power failures in Kirkland due to all causes averages a duration of about 3 to 4 hours. This time frame is expected to be much worse in a major disaster.

B. Planning Assumptions

Either a natural or technological disaster could destroy all or a portion of the utility and energy systems in the City of Kirkland and surrounding areas. Widespread and prolonged electrical power failures could occur in a major disaster.

Most homes in Kirkland are served by natural gas for heat and possibly hot water. Gas service could be interrupted by a severe earthquake, which could sever lines. Broken gas lines to buildings could also cause gas to build up in the structure, creating an explosion hazard.

PSE receives most of its natural gas from Canada via pipeline. Distribution of natural gas is subject by control by the Federal Department of Energy in response to supply and demand. The Federal Government can curtail the amount of gas allocated to Washington State, or can interrupt it completely.

Those electric power lines that are above ground in Kirkland are susceptible to high winds and interference from tall trees and other vegetation.

The Pacific Northwest Electric Utilities, which is a highly organized network of public and private power producers, are interconnected to form the Northwest Power Pool. This Power Pool allows PSE to buy and sell electricity with other electric utilities, enabling them to meet varying levels of demand.

IV. CONCEPT OF OPERATIONS

A. General

Responding to energy disruptions or shortages and their affects is necessary for preservation of public health, safety, and general welfare of Kirkland citizens. The City of Kirkland will coordinate with utility companies who provide service in the Kirkland area in order to assess demand and establish priorities for repair of damaged infrastructure. As an interim response measure, the City of Kirkland will also coordinate temporary or alternate sources of energy fuel and power.

PSE resources will be utilized to meet immediate local needs. If personnel shortages exist, PSE will coordinate requests for assistance through established agreements. Alternative requests may be submitted through King County ECC to the State Division of Emergency Management.

Priorities for restoration of services will be determined by Puget Sound Energy. They must first repair major infrastructure such as transmission lines, sub-stations, and major feeder lines (often located along highways and major thoroughfares). Repairs to individual feeders will be prioritized following these primary repairs. Restoration of services is usually done in two phases. The first phase is a temporary restoration done as quickly as possible. The second phase includes returning to the temporary fixes to solidify the repairs.

PSE maintains records of the high-risk agencies and individuals that require electricity. These include hospitals, nursing homes, retirement centers and residences with medical equipment requiring electricity. Efforts will be made to contact these high-risk consumers if an extended outage is expected.

B. Organization

The basic responsibility for coordination of the emergency energy and utility services for Kirkland City government is assigned to the Facilities section of the Public Works Department (who reside in the Facilities Unit of the Logistics Section in the ECC). The Facilities section manager will be responsible for coordination of utilities with outside agencies.

All utilities will be expected to manage and operate the utility within their own service areas, providing emergency services based upon their requirements and capabilities. The utilities will continue to provide services through their normal means to the maximum extent practicable and within the limitations imposed by Federal and State agencies. If curtailment of services is required to ensure public safety, this will be coordinated between the City of Kirkland's ECC staff representatives, field personnel (such as Fire Battalion Chief), and the utility's ECC. The ECC for Puget Sound Energy is in Redmond. It is at this location that decisions will be made on priorities for restoration.

C. Procedures

In the event of an emergency or disaster authorized representatives from the City of Kirkland who function in either a field command capacity or who serve in the ECC in a related function will coordinate with the utilities to communicate:

- The nature of the problem
- The location(s) of the problem
- The priority for Kirkland
- Any information about life safety or property preservation

D. Mitigation Activities

Mitigation activities include:

- Ongoing contact between key representatives at the City of Kirkland and the utilities.
- Puget Sound Energy has an active, ongoing program to keep tall trees out of overhead power lines.

E. Preparedness Activities

Both Puget Sound Energy and the City of Kirkland offer educational information of citizens and businesses about how to respond when there are broken gas lines or downed power lines.

F. Response Activities

Response activities are discussed in parts B and C of this section.

G. Recovery Activities

Recovery Activities are discussed in parts A and B of this section.

V. Responsibilities

A. Primary Agency

Kirkland Public Works – Facilities Section

The Facilities Section Manager or their representative has the responsibility to:

- Act as the coordinator between the utilities and the City.
- Be familiar with facilities in the community that provide utility services delivery.
- Advise utilities of essential emergency services needed to protect life and property.
- Prepare briefing forms or other means that will enable them to coordinate and provide status reports, specific requirements and useful recommendations to the Logistics Section Chief or the Incident Commander.

B. Support Agencies

Puget Sound Energy

Puget Sound Energy will have the responsibility to:

- Provide services at normal level or repair service delivery issues in a timely manner.
- Provide information to Kirkland ECC staff representatives and/or field crews (including Fire and Public Works) about the status of service and estimated service resumption times.
- Be available to take information from Kirkland ECC representatives about service needs in Kirkland.

Emergency Preparedness Coordinator or Representative

The Emergency Preparedness Coordinator will have the responsibility to:

- Submit all requests for resources and support that cannot be met locally to the King County ECC. These requests may go first through the Zone One Coordination in Bellevue, per the Regional Disaster Plan for King County.

Kirkland Building Services

- Members of the Kirkland Building Services section will be reporting any utility failures they observe while in the field on disaster response related duties. These reports will be sent to the ECC in care of the Plans Section – Situation Status.

Public Works Department

- Members of the Public Works Department who are working in the field in street issues and other related response activities will report any utility failures or concerns. These reports will be sent to the ECC in care of the Plans Section – Situation Status.

VI. Resource Requirements

The resources needed for response to utility resumption are part of the plan housed with Puget Sound Energy.

VII. References

None noted.

VIII. Terms and Definitions

None noted.

EMERGENCY SUPPORT FUNCTION 21

Recovery and Restoration

PRIMARY AGENCIES: Kirkland Emergency Services
Kirkland Administration and Finance Department/Finance Section of ECC

SUPPORT AGENCIES: Mayor
City Council
City Manager
Kirkland Planning and Community Development Department
All City Departments

I. INTRODUCTION

It is the responsibility of local governments to assist the public and private sectors in recovery from a disaster. A widespread disaster might affect the ability of business to function, disrupt employment, interrupt government services and impact tax revenues.

Recovery from a disaster is part of a continuum of emergency management functions established under RCW 38.52. These also include response, mitigation, and preparedness efforts. Response and recovery occur during and after an event, while preparation and mitigation occur prior to the event. Usually there is no clearly defined point when the affected community moves from response to recovery. Short term or initial recovery may sometimes be called response.

Short-term recovery involves the restoration of critical services such as: communications, water supply, sewer services, emergency medical capabilities, power, garbage and debris removal. These functions must recover early after the disaster event in order to support life, health and the safety of the population. Long-term recovery is the community's effort to regain normal functions such as commerce and employment, public transportation and the use of structures such as bridges and roadways. Mitigation can be part of a recovery strategy, when the community rebuilds in such a way that impacts from future events are reduced or eliminated.

In most cases, recovery begins during the response phase of the event when damage is identified and assessed. These damages are classified as being in either the public or private sector. The event of the damages in dollars will determine what, if any federal or state assistance may be forthcoming during recovery. To request this assistance a local proclamation or declaration of emergency must be made and be communicated to the Governor. This information may be passed to the state through King County. Good record keeping of expenses will support receiving funding for recovery efforts. Responsibility for

the temporary repairs of most expected damages will be based upon individual department procedures.

In addition of assistance that may be available from governments, private nonprofit organizations may be available to help with the recovery efforts of Kirkland. Examples are the American Red Cross and various church organizations. Services may range from cash grants and home furnishings to sheltering and location of displaced family members.

Various laws provide for federal assistance under emergency or disaster conditions, with presidential declarations. The Washington State Governor can request direct assistance from federal agencies where available.

A. Purpose

The purpose of ESF 21 is to provide for the emergency fiscal procedures, funds and records required in support of the City emergency operations. In addition, this ESF will identify roles and responsibilities involved in the recovery of Kirkland from a disaster, as well as the roles and responsibilities of governmental and non-governmental entities for those functions. The primary goal is to return government, business and residents in Kirkland back to normal.

B. Scope

The City government is responsible for providing assistance to the population of the City of Kirkland. Disasters that may require assistance include, but are not limited to: damaging floods, earthquakes, weather related events, hazardous materials incidents, and terrorist activities.

II. POLICIES

The Comprehensive Emergency Management Plan, as described by this ESF, will govern all recovery and restoration activities during a disaster.

The City has an established procedure for the purchase of supplies. This will be followed whenever possible.

The recovery effort for the City of Kirkland will be coordinated through the Kirkland ECC or the Fire and Building Department/Preparedness Services.

When the Mayor has been requested to issue a Declaration of Emergency, the City Council shall be notified of the declaration. The City Manager will also be notified.

Under Washington State statute, the Washington Emergency Services Act, RCW 38.52.070 (2), the City has the legal authority to enter into contract and incur obligations needed to

respond to disaster. It may be necessary for the City to expend funds necessary for survival of the people that may exceed legal limitations on the budget.

The Director of Finance or their representative will work with the Policy Group to enact an ordinance establishing emergency fiscal procedures. This document could allow the City Council to adopt an emergency appropriation ordinance which may appropriate contingency funds, revenue received in excess of the revenues estimated in the budget, and funds from any other source available to the City in an emergency.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Recovery efforts in King County are largely dependent on the type of disaster and the degree of damage experienced or population affected. The event may require a small response effort or it may involve all City departments and support organizations.

B. Planning Assumptions

In the event that the ECC structure is compromised, another location will be chosen from available, safe structures.

IV. CONCEPT OF OPERATIONS

A. General

In the initial phases of recovery, disasters in Kirkland are coordinated by city staff in the ECC. The longer-term recovery of the City governmental agencies is coordinated by department heads or their designees, dependant on knowledge and expertise, and will be coordinated with Emergency Preparedness Services. If the City desires to recover costs from responding to the disaster they need to appoint an Applicant Agent to coordinate the recovery efforts between the City, County, State and Federal officials. Historically, this Applicant Agent has been the person who would process all the paperwork and follow up on the recovery of funds process. Recovery of individuals and businesses is directed by the state, federal or non-profit agency with appropriate assistance for the City of Kirkland's needs. Some of these agencies may be located in a FEMA Disaster Assistance Center (DAC), which should be located in or near Kirkland.

If conditions warrant the Mayor will proclaim an Emergency, as will the Governor of the State of Washington. This will allow a request for Federal assistance to be submitted to FEMA Region X. FEMA then briefs the President of the United States on the emergency.

If the President decides that federal assistance is warranted, local Applicant Agents are designated for each affected public sector and non-profit organizations (e.g. water/sewer districts). Applicant Agents are then briefed by state officials on the current FEMA process. The Applicant Agent tasks include scheduling visits by federal and state officials to the affected sites and establishing accounting and appropriate audit trails for receipt of state/federal assistance.

B. Organization

In addition to the City department involved in the recovery efforts, several outside agencies may be active. These include: King County Emergency Management, Washington State Emergency Management, Small Business Administration (SBA), FEMA, U.S. Army Corps of Engineers, Federal Highway Administration, Washington State DOT, American Red Cross, Salvation Army, U.S. Internal Revenue Service, and other State, Federal and non-profit organizations.

C. Procedures

Emergency fiscal records will be kept to provide the City with:

- Documentation for requesting financial assistance.
- Detailed accounting records required for the audit of other than normal expenditures to include, but not limited to, staff time sheets and work contracted out.

For work that is performed by City employees the following records will be kept:

- Appropriate payroll records, including all overtime and time and a half worked.
- Schedules of equipment used during the disaster. This includes hourly use of all large vehicles such as first engines and tractors, and mileage for all smaller vehicles such as sedans, vans and small pick-up trucks.
- Invoices, receipts, warrants issued, and materials/supplies for which the City of Kirkland has paid.

For work that is contracted out, the following records will be kept:

- Copies of requests for bids.
- Copies of contracts that are let.
- Invoices submitted by the contractor.
- Warrants authorizing check issuance and checks issued in payment.

D. Mitigation Activities

The City of Kirkland will make every effort to create ahead of time those basic documents that will be needed in the event of emergency, so that time may be saved and recovery flow more smoothly.

- A mayoral declaration of emergency
- Forms for keeping hours of staff
- Forms of keeping mileage of vehicles
- Ordinances anticipated for enactment

E. Preparedness Activities

The City of Kirkland will conduct regular disaster exercises that include the functions of recovery record keeping and financial documentation.

F. Response Activities

Please see section V. Responsibilities

V. RESPONSIBILITIES

A. Primary Agency

Emergency Services-Emergency Preparedness Services

Emergency Services will:

1. Coordinate the recovery effort between the City of Kirkland and outside agencies named in this ESF.
2. Coordinate with ECC staff sections to ensure that proper documentation is being maintained.
3. Advise Policy Group on need to make Declaration of Emergency.
4. Route Declaration of Emergency documentation to King County with the request that it be forwarded to the State Division of Emergency Management.

Kirkland Administration & Finance Department/Finance Section of ECC

The Administration and Finance Department will:

1. Provide assistance to City officials on emergency budgetary and financial management.

2. Assist City representatives in the preparation of fiscal reports and records by providing budgetary, fiscal, and program development analysis and data relevant to emergency operations and services provided by the City.
3. Remind other City staff of the importance of keeping good records and provide them with forms to aid in record keeping.
4. Recommend long-term economic recovery strategies to the Mayor.
5. Provide accounting information regarding emergency fiscal transactions, and account for funds made available to the City for emergency operations and services.
6. Prepare information and data on tasks necessary to support emergency operations reports.
7. Act as trust officer for unclaimed funds from estates that result from an emergency.
8. Promote and review emergency fiscal accuracy and accounting procedures and records of all City departments and offices involved in providing emergency services and conducting emergency operations.
9. Coordinate the receipt, disbursement and accounting of federal and other funds made available for emergency welfare services.
10. Provide for internal cash and system accounting financial auditing of City departments and offices, as required to maintain the continuous provision of emergency services.
11. Establish a fiscal records management system for emergency fiscal records retention, and provide a consulting service to all City departments on the management of all emergency records.
12. Review emergency fiscal accuracy and accounting procedures and records of all Kirkland Departments.

B. Support Agencies

Mayor

The Mayor has the responsibility to:

1. Request emergency appropriations with the City Council and establish policies on the emergency use of budgeted funds.
2. Establish policy and make major decisions on emergency fiscal expenditures.
3. When deemed necessary, request the City Council pass an appropriation ordinance making temporary interfund borrowing and/or emergency funds available for emergency expenditures by the City government.

City Council

The City Council has the responsibility to:

1. Make fiscal policy, adopt and enact ordinances and motions, appropriate revenues and approve expenditures.
2. Adopt an ordinance stating the facts necessitating appropriation of funds to meet the emergency financial requirements of the City, with or without public hearing as provided by RCW 35.33.081.
3. Establish policies on the obligation and expenditure of budgeted funds on disaster related items: allowing for the most efficient and expedient use of available financial resources.

City Manager

The City Manager has the responsibility to:

1. Advise Kirkland City Council members on emergency fiscal needs, required reports and emergency funding resources.
2. Carry out and/or coordinate emergency fiscal procedures and administrative policies as required.
3. Provide for use of City administrative resources to record and maintain emergency fiscal information and data.
4. Coordinate and manage the use of all available financial resources.
5. Oversee emergency budgetary and financial management with briefings from the Director of Finance or their designee, and request preparation of the City's emergency operating reports.

6. Provide, through the Finance Director, administrative resources to record and maintain fiscal records.
7. Assign an Applicant Agent of the City of Kirkland who will coordinate with FEMA when federal assistance is established.

Kirkland Planning and Community Development Department

Leadership in the Planning Department will:

1. Advise the Mayor and City Council of current ordinances or zoning requirements that may be in effect after the disaster.
2. Draft any appropriate emergency ordinances needed to promote recovery in the City of Kirkland, such as location of temporary structures for limited amounts of time.

All City Departments

Each City department has the responsibility to:

1. Maintain fiscal records in such a manner that disaster related expenditures and obligations of City government can be readily identified from regular or general programs and activities.
2. Follow normal and accustomed accounting and audit programs and activities as closely as possible.
3. Return department to normal operations as soon as possible.

VI. RESOURCE REQUIREMENTS

The resources required for recovery will be largely dependent on the emergency, its location, duration and population affected.

VII. REFERENCES

- A. RCW 38.52
- B. RCW 35.33.081

VIII. TERMS AND DEFINITIONS

None noted.

EMERGENCY SUPPORT FUNCTION 22

Law Enforcement

PRIMARY AGENCY: Kirkland Police Department

SUPPORT AGENCIES: King County Sheriff
Other Police Agencies through Mutual Aid
King County ECC
Washington State Patrol
Washington National Guard

I. INTRODUCTION

A. Purpose

To provide the effective coordination of local law enforcement operations and resources during emergencies and disasters.

B. Scope

The intent of this Emergency Support Function (ESF) is to outline the law enforcement procedures required for responding to an emergency or disaster that significantly affects Kirkland.

II. POLICIES

The Comprehensive Emergency Management Plan, as described by this ESF, will govern all law enforcement activities during a disaster.

Within the limits of their resources and authority the City of Kirkland Police and all supporting law enforcement agencies will coordinate with one another to support essential law enforcement functions.

III. SITUATION

A. Emergency/Disaster Conditions

See Hazard Vulnerability Assessment.

B. Planning Assumptions

1. Kirkland Police will utilize their Washington State Mobilization Plan.

2. Kirkland Police will use the resource opportunity created by the Regional Disaster Plan for King County before going to the state to request resources.
3. State agency personnel will provide resource assistance, as available during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. General

In time of an emergency or disaster, Kirkland Police will be called upon to perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, communications, access control, enforcement of emergency regulations, and enforcement of all laws established within the City of Kirkland.

B. Organization

1. The Kirkland Police Department is the lead agency for the coordination of law enforcement activities within the City of Kirkland.
2. The Police Chief (or his/her successor) will designate an Emergency Coordination Center (ECC) representative to staff the Operations Section; coordinating field operations and resources from the ECC, once it is activated.
3. The Police Chief (or his/her designee) will designate a communications officer to assist with backup communications functions when it is necessary.
4. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute.
5. Kirkland Police Department personnel will follow all departmental policies and procedures relating to chain of command and on-scene management.
6. A command post may be established for the coordination of field operations. The On-Scene Commander shall provide regular status reports and coordinate all requests for additional resources through the

ECC. Co-location of command posts, when there are multiple agencies working an incident, will be the preferred method of field operations.

7. A Unified Command Structure will be established when law enforcement agencies from outside Kirkland are assisting with operational activities within Kirkland City limits.
8. Mutual aid agreements exist with King County Sheriff and other neighboring agencies. Supplemental law enforcement assistance will be requested through the ECC, when it is activated.
9. Communications between the On-Scene Commander and the ECC will be through established channels, such as 800 MHz.
10. The system used to mobilize off-shift Police Department personnel shall be the call out system established by the Department.
11. The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event that military troops are utilized to maintain order in Kirkland.

C. Procedures

Law enforcement response will be in accordance with the operational procedures listed above in section IV. B., and with the other Police Department responsibilities detailed in the Kirkland Comprehensive Emergency Management Plan.

D. Mitigation Activities

None applicable.

E. Preparedness Activities

Primary Agency – Kirkland Police Department

1. Keeps well informed about the activities and behaviors of various groups with questionable motives active in or near the City of Kirkland.
2. Provides on going training to all personnel in response techniques and in department policies.
3. Sends staff assigned to ECC operations to training and exercises with other city personnel.

4. Communicates and occasionally trains with police personnel from agencies with whom there is a mutual aid agreement.

F. Response

1. Primary Agency – Kirkland Police Department

- a. Responds to requests from ECC to staff ECC positions with police personnel.
- b. Coordinates requests of support from other outside organizations through the ECC.
- c. Provides staff in response to law enforcement situations. See Section V. Responsibility.

2. Support Agencies

Provide support for law enforcement operations within Kirkland, as they are able to do so.

G. Recovery Activities

Police personnel will assist with recovery activities as directed to do so by the Chief of Police or his/her designee.

V. RESPONSIBILITIES

A. Primary Agency – Kirkland Police Department

1. Coordinates all law enforcement response in support of emergency or disaster operations.
2. Enforces any special orders issued by the Mayor and/or City Manager.
3. Provides general damage survey information from windshield surveys conducted immediately following a disaster.
4. Provides security and perimeter control at incident scenes.
5. Provides security checks for and is available for response to emergency shelter locations set up in Kirkland.
6. Provides emergency traffic control where requested.

7. Develops and maintains resource lists for equipment, personnel and supply resources for use during major emergencies and disasters.
8. Provides support to the King County Medical Examiner in the identification of the deceased.
9. Provides coordination and response for dissemination of emergency warning to the public.
10. Coordinates evacuations of endangered areas when necessary.
11. Coordinates explosive device identification, handling and disposal.
12. Determines and reports any needs for equipment to conduct field operations.

B. Support Agencies

Augment the Kirkland Police Department in accomplishment of post emergency/disaster law enforcement operations.

VI. RESOURCE REQUIREMENTS

The primary and support agencies will provide their own internal support, such as vehicles, travel and small equipment.

Support agencies will provide enforcement and commissioned officers and unique resources as available, such as air support and K-9.

VII. REFERENCES

Kirkland Police Department Operating Procedures.

VIII. TERMS AND DEFINITIONS

None.

EMERGENCY SUPPORT FUNCTION 23

Damage Assessment

PRIMARY AGENCY: Kirkland Fire and Building Department
Kirkland Department of Public Works

SUPPORT AGENCIES: Kirkland Planning and Community Development
Kirkland Police Department
Emergency Preparedness Coordinator
King County Division of Emergency Management
American Red Cross
Washington State Department of Transportation
Washington State Division of Emergency Management
All City of Kirkland Departments

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 23 is to establish uniform policies and methods for the City of Kirkland to conduct rapid impact assessment and assessment of damages resulting from natural and technological disasters. The immediate goal is to develop disaster information that will allow City response to:

- Save and protect the greatest number of people at risk
- Protect as much business, industrial and residential property as possible
- Protect vital infrastructure
- Minimize environmental damage

B. Scope

Disasters cause injury or death to individuals and damage to property, the environment, business, non-profit entities, and to government owned assets. Damage information is collected in three phases:

1. Initially to drive the response process.
2. To determine eligibility to federal disaster aid (through coordination with King County).
3. To verify damage to individual sites and expedite the process of returning people to their homes and businesses.

To determine a priority of response efforts a rapid impact assessment must be promptly carried out to provide the ECC information on life safety threats, major problems, and the status of lifelines, essential facilities, imminent hazards, and assess routes.

A more qualified damage assessment process is then conducted to determine if buildings are safe to occupy. Eligibility for various forms of disaster aid is also done by conducting a Preliminary Damage Assessment (PDA). This is coordinated through King County and the state.

II. POLICIES

The Comprehensive Emergency Management Plan, as described by this ESF, will govern all damage assessment activities during a disaster.

The initial rapid damage assessment can be activated following any event where disaster information is needed. The rapid damage assessment involves teamwork among field personnel from several departments, including police, fire and public works, as well as transit and others. Additionally the media, volunteer organizations, business and industry, and private citizens can contribute to this process.

Damage assessment must be conducted of critical facilities to ensure they can be used by staff to conduct the response.

When the effect of the disaster is so great that it is readily apparent that the county will qualify for disaster relief, a Preliminary Damage Assessment (PDA) must be conducted. The lead in the PDA effort is the Washington State Emergency Management Division

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Disasters cause injury or death to citizens and damage to property, the environment, businesses, non-profits agencies, and to government owned assets. The Kirkland Hazard Vulnerability Analysis details the nature of events to which Kirkland is susceptible.

B. Planning Assumptions

1. The emergency or disaster will cause damage requiring both an initial rapid assessment, which will be followed by a more thorough damage assessment.

2. As part of the rapid assessment, the Fire and Police Departments will initiate windshield surveys and report findings to their supervisors or directly to the Emergency Coordination Center (ECC).
3. All City departments, as well as County government and other agencies such as American Red Cross, may be called upon to assist in the assessment activities.
4. The implementation of an organized damage assessment program during the early hours following a disaster will give the City critical information on the type of damage in the community and help establish priorities for response and additional inspection.

IV. CONCEPT OF OPERATIONS

A. General

Uniformed personnel will initiate windshield surveys and provide findings as quickly following the event as possible. This will be supplemented by reports from other City personnel in the field at the time of the event. The ECC will provide direction to field employees, prioritizing assessment of specific lifelines or infrastructure functions.

B. Organization

1. The responsibilities for rapid impact assessment and damage assessment are with the Plans Section of the ECC. Staff from the Fire and Building Department, the Public Works Department and the Planning and Community Development Department will report to assist in surveying structures and infrastructure. They will use their training in *Post Earthquake Safety Evaluations of Buildings*, also known as ATC 20.

2. Initial Assessment

The rapid impact assessment (RIA) is launched as quickly as possible to capture the degree to which the event has challenged the community.

The goals of this rapid assessment are to assess:

- Boundaries of the disaster areas
- Social and economic impact
- Status of transportation routes
- Status of communication systems
- Access points to the disaster
- Status of operating facilities and critical facilities
- Hazard specific information

- Weather data
- Status of key personnel
- Resource shortfalls
- Priorities for response
- Status of upcoming activities
- Historical information

Fire, police, other city departments, schools, neighboring cities and citizens will provide impact information to the ECC following the critical event. This information will be utilized to determine the size, scope, and profile of the event and the impacted areas. This will help determine the priorities for response and resource allocation.

The initial information from windshield surveys and other early reports will steer initial response activities. As the event unfolds, the goal of damage assessment will shift toward the careful assessment of key structures.

King County will be requesting damage assessment information in order to make the case for a Presidential Disaster Declaration. If it appears that King County may meet the threshold for federal disaster assistance, the King County Office of Emergency Management will complete a formal Preliminary Damage Assessment.

3. Preliminary Site Assessments

To assist the City of Kirkland in preliminary damage assessment tasks, King County retains a resource pool of qualified and trained, volunteer engineers, architects, and building inspectors. These volunteers use procedures listed in *Post Earthquake Safety Evaluations of Buildings*, also known as ATC 20, to evaluate building safety.

C. Procedures

1. Early Assessment Activity

Initial damage assessment will be conducted by police and fire personnel as part of their immediate response to the event. Fire Department personnel will follow their Department Directive 6.001, which includes Windshield Survey directions and reporting procedures. Once the ECC is activated, Police, Fire and Public Works field personnel are expected to report their field observations.

2. ATC 20 trained personnel will be assigned to conduct assessments of prioritized structures and areas.

3. Damage reports will be filed with King County.

D. Mitigation Activities

The City of Kirkland continues to conduct mitigation efforts through:

- Ensuring compliance with the Uniform Building Code and its companion codes.
- Providing information on non-structural mitigation to residents, businesses and non-profits agencies within Kirkland.

E. Preparedness Activities

The City of Kirkland prepares for damage assessment by:

- Providing employees with ATC 20 training and refresher courses.
- Conducting periodic drills and exercises where ATC 20 knowledge is used.
- Sending City of Kirkland representatives to training designed to promote understanding of the federal process for reporting damage, and further collaborating with King County, Washington State and FEMA representatives.

F. Response Activities

Refer to Section V. Responsibilities.

G. Recovery Activities

As part of its recovery activities the City of Kirkland will continue to conduct damage assessments of buildings and infrastructures. Staff will continue to collaborate with State and Federal representatives in providing the appropriate reports and providing assistance on field inspections.

V. RESPONSIBILITIES

A. Primary Agencies

Kirkland Fire and Building Department

1. Quickly assess the event's impacts on the department's personnel and capabilities.
2. Conduct windshield surveys as indicated in department directive 6.001.

3. Through the Plans Section of the ECC, coordinate conducting rapid impact and damage assessment tasks by building inspectors, deputy fire marshals, public works engineers and planners who are trained or assist in the application of ATC 20.
4. Compile cost estimates of damages determined through the initial assessment for inclusion in a situation report to King County.
5. Determine the safety of building structures within the City limits. Prioritize evaluations based on life safety; access to critical buildings which include the City of Kirkland ECC, fire stations, potential shelters and other essential facilities; and finally privately owned structures.
6. Coordinate the collection, evaluation and dissemination of damage assessment information relating to structures within the City limits.
7. Coordinate the use of any ATC volunteer resources.
8. Maintain a file of updated City building plans at the City ECC and alternate ECC (Maintenance Center).

Kirkland Public Works Department

1. Quickly assess the event's impacts on the department's personnel and capabilities.
2. Coordinate with the Senior Engineer to perform rapid damage assessment of City infrastructure, including transportation. Determine the safety of utilizing these systems.
3. Once the ECC is activated, coordinate assessment reports through the Plans Section, which will be collecting damage assessment data.
4. Compile cost estimates of damages determined through initial assessment for inclusion in situation report to King County ECC.
5. Develop procedures to use field personnel to evaluate event impacts and communicate situation reports from the field.

Support Agencies

Kirkland Planning and Community Development

1. Quickly assess the event's impacts on the department's personnel, and capabilities.
2. Coordinate with the Plans Section in the ECC to provide (unassigned to the ECC) personnel who will accompany ATC 20 trained staff in doing damage assessment in the field.

Kirkland Police Department

1. Quickly assess the event's impacts on the department's personnel and capabilities.
2. Conduct rapid impact assessment and damage assessment as detailed in Police Department procedures.
3. Assist in providing damage cost estimates to the Plans Section in the ECC.

Emergency Preparedness Coordinator

1. Ensure that rapid assessment is conducted by all response agencies and City Departments.
2. Make contact with the King County ECC and inform them of damages to Kirkland.
3. Obtain information on what resources may be available to assist with damage assessment.

King County Division of Emergency Management

1. Accept incoming damage information from the City of Kirkland.
2. Tabulate the damage information, adding it to other area information if needed, and forward to the proper authorities with possible disaster declaration obtained.

American Red Cross

Provide resources as available and report to Kirkland ECC information on damage assessment and dollar estimates so they may be tabulated and added to other Kirkland efforts before being reported to King County ECC.

Washington State Department of Transportation

1. Conduct preliminary damage assessment of state roadways through Kirkland.
2. Provide information to King County ECC for dissemination to King County cities, such as Kirkland.
3. Collaborate with Washington State Patrol on collecting damage information.

Washington State Division of Emergency Management

1. Coordinates the collection, dissemination and evaluation of all damage information
2. Works with local government to conduct Preliminary Damage Assessments (PDA).

ALL CITY DEPARTMENTS

1. Quickly assess the event's impacts on the department's personnel, facilities, and capabilities.
2. Certain departments, especially those with field personnel and radio communication capabilities, have an obligation to use these field resources to collect more general information about the impacts on the community.
3. Department field reports are to be forwarded to the ECC once it is activated.

VI. RESOURCE REQUIREMENTS

The City of Kirkland will require transportation, communications equipment, staff, information tracking systems, and other resources as necessary to conduct damage assessment activities.

VII. REFERENCES

Applied Technology Council 20 – *Post Earthquake Safety Evaluation of Buildings*.

VII. TERMS AND DEFINITIONS

None.

EMERGENCY SUPPORT FUNCTION 24

Evacuation and Movement of People

PRIMARY AGENCY:	Kirkland Police Department
SUPPORT AGENCIES:	Office of the Mayor of Kirkland Kirkland City Manager Emergency Preparedness Coordinator Public Information Officer – various departments Kirkland Fire Department Kirkland Public Works Lake Washington School District METRO King County Emergency Management

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function 24 is to provide for and assist in the coordinated evacuation or temporary relocation of all or part of the population of the City of Kirkland from any area when that population is threatened or stricken by a natural or technological disaster.

B. Scope

Emergency Support Function 24 includes the planning, coordination, and mobilization of citizens and City personnel when an evacuation order has been issued by the Mayor, the City Manager, the Director Fire and Building, the Police Chief or the Director of Public Works. Activities within the scope of evacuation and movement of people include:

- Participation in mitigation and preparedness activities.
- Provision of damage assessment of potential evacuation routes prior to mobilization.
- Provision of equipment and personnel to assist in the movement of people.
- Coordination between City of Kirkland, King County, state and special purpose districts as needed.

II. POLICIES

- A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all evacuation and movement of people during a disaster.
- B. In the event of an incident requiring the evacuation of all or part of the City of Kirkland, the evacuation order may be issued by the Mayor, the City Manager, the Director of Fire and Building, the Police Chief or the Director of Public Works.
- C. The on-scene Incident Commander may issue evacuation orders to mitigate dangerous or life threatening situations.
- D. Except where situations exist presenting an immediate life-threatening environment, evacuation efforts will be coordinated through the Emergency Coordination Center (ECC).
- E. The Incident Commander ordering an evacuation will request the notification of ECC command staff and the activation of the ECC any time there is need to evacuate individuals to public shelter or across jurisdictional boundaries.
- F. It is likely that a major evacuation will affect neighboring jurisdictions. To aid in the coordination of evacuation activities in or near the risk area the ECC will coordinate with local jurisdictions, King County, and the State.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

- 1. The City of Kirkland is vulnerable to a variety of hazards that may require the evacuation of part or all of its population. These hazards include, the release of hazardous materials (see Emergency Support Function 10), and wildland/urban interface fires. See the Kirkland Hazard Vulnerability Assessment for a more complete list of hazards.
- 2. The movement of people out of the City of Kirkland is complicated by physical barriers that limit the number of traffic routes available out of the City. This includes Lake Washington, which borders the City on the west.

B. Planning Assumptions

- 1. The relocation of people from their homes, schools, and places of business is a jurisdictional problem. The Mayor of the City, or the highest ranking official at the time of the emergency, has the authority to proclaim an evacuation from the City.

2. Evacuation of people from Kirkland will involve the emergency responses of more than one governmental jurisdiction. The movement of people will possibly cross-jurisdictional boundaries, roadways and highways under the supervision and control of other cities, King County, and State government.
3. Evacuations will only be ordered when an emergency of such proportion has occurred that people and property must be evacuated to avoid loss of life and injury.
4. The primary movement of people, equipment and supplies will be by privately owned vehicles, common carrier trucks, and mass transit buses. Rail, air and water transportation systems are not immediately available to residents of Kirkland in the event of an evacuation.
5. An unknown number of people without private transportation live in Kirkland and will depend on public assistance in an evacuation.
6. Transportation system providers (public and private) will operate their own systems and facilities to provide the maximum essential services and support possible.
7. Part of Kirkland's population may not follow instructions to evacuate, but rather choose to stay in their homes or places of business. Others may move to locations considered undesirable or unsafe. Some of the population can be expected to evacuate prior to receiving instruction.
8. The City of Kirkland may use all of its available resources in the evacuation and may need to call for assistance from neighbors in Zone One. Following this request, if more help is needed, Kirkland will contact the King County Emergency Management Division and request assistance through the Regional Disaster Plan for King County.

IV. CONCEPT OF OPERATIONS

A. General

The Incident Commander for the emergency is responsible for initiating the evacuation, requesting the activation of the ECC and notification of ECC leadership. The Incident Commander may call upon someone in command leadership to head-up the evacuation process. An evacuation order will be requested by the Incident Commander.

B. Organization

1. The City of Kirkland will provide direction and control for the movement of people within the City. The ECC will be activated any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
2. An exception to an ECC coordinated evacuation is during circumstances when first responders, police and/or fire, will require immediate evacuation of an area of Kirkland due to its proximity to a dangerous situation, such as a hazardous materials spill.
3. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims will be through the ECC.
4. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel whenever possible.
5. During localized events requiring evacuation, assistance in traffic control and road closures may be requested from the Washington State Patrol and the Washington State Department of Transportation.
6. For coordination of shelters used by evacuees, see Emergency Support Function 6, Food and Shelter. The primary department for this service is the Parks and Community Services Department.

C. Procedures

Any provision for the evacuation of individuals with special needs, as well as the use of mass transit for the relocation of affected people, will be handled on a case by case basis reflecting the specific needs of the situation.

D. Mitigation Activities

The City of Kirkland works to mitigate the need for citizen evacuation by:

- Teaching members of the public safe practices for fire prevention.
- Banning all private fireworks use in Kirkland.
- Requiring permits for and inspecting occupancies that house hazardous materials.
- Construction of City infrastructures to prevent flooding of previously hazardous areas.

E. Preparedness Activities

The City of Kirkland undertakes the following preparedness activities:

- Making contacts with such agencies as METRO and Lake Washington School District to know process for procuring buses.
- Familiarizing uniform personnel with evacuation policies and procedures.
- Exercising the evacuation process in practice formats and scenarios.

F. Response Activities

See section V. Responsibilities

G. Recovery Activities

1. The ECC Incident Commander will initiate the recovery process.
2. Citizens will be permitted to return to their homes as soon as, and if, it becomes practicable.
3. The Incident Commander may choose to initiate critical incident stress debriefing for both victims and on scene personnel. These services will be requested through the ECC.

V. RESPONSIBILITIES

A. Primary Agency – Kirkland Police Department

1. Provide direction and control for evacuation efforts.
2. Provide internal and perimeter security of evacuation zone.
3. Provide emergency traffic control in and around the evacuation zone.
4. Coordinate evacuation activities with police from adjacent jurisdictions and the Washington State Patrol as appropriate.
5. Provide dissemination of evacuation information to the public as appropriate.

B. Support Agencies

The Mayor of Kirkland/City Manager

Issues a local Emergency Proclamation and evacuation order when appropriate.

Emergency Preparedness Coordinator

1. Activates the ECC as appropriate.
2. Communicates and coordinates with nearby jurisdictions, including King County, METRO, and the State regarding emergency activities.
3. Assist the Public Information Officer in insuring that emergency evacuation is disseminated through the Emergency Alert System.
4. Issues evacuation orders in absence of a higher authority.
5. Ensure that appropriate staff is assigned to develop procedures for record collection and re-entry priorities and procedures.

Public Information Officer

1. Provide information to citizens on emergency evacuation including routes, staging areas and public shelter locations.
2. Prepare media releases and address the media on scene with information helpful to Kirkland citizens.
3. Ensure that an Emergency Alert System (EAS) message gets written and sent to King County ECC for release.

Fire Department

1. Provide support in evacuation efforts.
2. Provides support to the ECC in dissemination of evacuation information to the public, as needed.

Public Works Department

1. Provides an assessment of transportation routes and identifies alternate routes.
2. Provides temporary traffic control measures/devices and operational control of traffic signals when appropriate.
3. Provides for removal of debris or other transportation obstacles from evacuation routes when requested.

4. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to collection areas (base), when requested.
5. Requests the rental of needed equipment through the ECC.
6. Engineer to ensure the structural integrity of evacuation sites, if needed

Lake Washington School District

1. Provide for the evacuation of School District students when school is in session.
2. May be called upon to provide school buses for emergency evacuation of Kirkland residents.
3. May be called upon to open a school as a shelter site.

METRO

May be called upon to provide buses and drivers for emergency evacuation.

King County Emergency Management

1. Assist Kirkland ECC with locating hosting areas and congregate care facilities.
2. Provide information on evacuation routes, assist in information exchange between jurisdictions, and assist in public notification through coordination of Emergency Alert System (EAS) messages.

VI. RESOURCE REQUIREMENTS

Sufficient personnel and vehicles to successfully coordinate the evacuation of people from the danger zone to a safe shelter.

VII. REFERENCES

None noted.

VIII. TERMS AND DEFINITIONS

- A. *Wildland Urban Interface*: Referring to the potential for fire where residential occupancies are built close to forest or woodland areas. Fire may start in the dry timber and spread to people's homes.

- B. *Base*: The location(s) designated for collecting incoming resources until they are called to be used in an emergency or disaster.

IX. APPENDICES

- Appendix 1 Emergency Contact Information for essential Agencies to Assist in Evacuation

ESF 24 - Appendix 1

Emergency Contact Information for Essential Agencies to Assist in Evacuation

King County Emergency Management Division

Phone - 206-296-3830

Fax – 206-296-3838

Washington State Division of Emergency Management

24 hour number – 1-800-258-5900

METRO

Michael List, Operations Supervisor Eastside Base– 206-684-2515

Jeff Berg , Chief Eastside Base – Phone 206-684-2506 Fax 206-684-2567

Ann Callahan, Chief Eastside Base – 206-684-2505

Doug Johnson, Chief Eastside Base – 206-684-2504

Linda Rostad, Chief Eastside Base – 206-684-2503

24 hour number for after hours or if others are busy (downtown Control Center)
206-684-1705

Lake Washington School District

Bus Dispatcher – 425-882-5120 from 5:30 AM to 5 PM

After hours – service calls on call person 425-827-5170

Bob Collard, Manager - Phone 425-882-5102 Pager 206-978-6335

Washington State Patrol

206-455-7700 when answered push 0 to go to dispatcher and make request.

Washington State Department of Transportation

Days:

206-764-4250

206-764-4100

Nights:

206-440-4490

Argosy Cruises

Scott Blackman, CEO – 206-623-1445