CITY OF KIRKLAND WASHINGTON

2010

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Kirkland

Comprehensive Emergency Management Plan

April 2010

City of Kirkland
Comprehensive Emergency Management Plan

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KIRKLAND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

FOREWORD

The City of Kirkland appreciates the cooperation and support from those agencies, departments, Emergency Management Action Committee members, and individuals who contributed to the development and publication of the 2010 City of Kirkland Comprehensive Emergency Management Plan.

The City of Kirkland Comprehensive Emergency Management Plan is one of many efforts to prepare individuals, families, neighborhoods, businesses, and City employees for emergencies and disasters.

The Comprehensive Emergency Management Plan is formatted to be consistent with the King County and Washington State Comprehensive Emergency Management Plans as well as the National Response Framework. This coordination represents a commitment by the City of Kirkland, King County Office of Emergency Management, and the Washington State Emergency Management Division to work together to improve our ability to respond to and recover from major emergencies and disasters.

The Comprehensive Emergency Management Plan is current as of the time written. As emergency management evolves and as we learn from exercises and actual events, we expect that this document will be revised on an on-going basis.

Helen Ahrens-Byington
Emergency Preparedness Manager

Office of Emergency Management, City of Kirkland Fire and Building Department

Date: February 2, 2011

To: Recipients of the City of Kirkland Comprehensive Emergency Management Plan

From: J. Kevin Nalder,
Director of Fire and Building Department and Director of Emergency Services

Subject: Letter of Promulgation for 2010 Comprehensive Emergency Management Plan

Attached is the 2010 City of Kirkland Comprehensive Emergency Management Plan (CEMP). This project was a joint planning effort by all city departments. The Emergency Management Action Team members worked with the Office of Emergency Management to make sure there was input from all departments. The process included updating the policies, procedures, responsibilities, and format. This document and the effort it took to update the CEMP gave city departments a better understanding of the requirements to prevent, prepare, respond, and recover from disasters. The Plan has been reviewed by all departments and is hereby approved by me as Director of Emergency Services (KMC 3.20).

The Plan is an all-hazards emergency management plan, intended for use in any emergency beyond the control or capability of ordinary city departmental response. One of the primary objectives of the Plan is to make the best coordinated use of all city resources before, during and after a disaster. The Plan's provisions are effective immediately, replacing any previous versions of the City of Kirkland Comprehensive Emergency Management Plan.

I encourage all departments and employees to become familiar with this Plan and their role in disaster prevention, preparedness, response and recovery so that we will be able to provide the best possible service to our community when we are most needed.

J. Kevin Nalder, Director of Fire and Building Department
Director of Emergency Services
City of Kirkland, Washington

RESOLUTION R-_____

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

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

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

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

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

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

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

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

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

_____
MAYOR

Attest:

_____
City Clerk

STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 • FAX: (253) 512-7200

November 1, 2010

Ms. Helen Ahrens-Byington, Emergency Management Director
City of Kirkland
123 5th Avenue
Kirkland, WA 98033

Dear Ms. Ahrens-Byington:

Thank you for submitting the May 2010 *City of Kirkland Comprehensive Emergency Management Plan* for our review, as required of all independent local emergency management organizations as defined by RCW 38.52.070.

Based on our review factors, your plan meets or exceeds the key planning criteria. We have included reviewer comments to assist you with the next update in order to strengthen your plan.

Our local jurisdiction plan review criteria measure a plan's consistency with: the *National Response Framework* (NRF); the *National Incident Management System* (NIMS); the *Washington State Comprehensive Emergency Management Plan* (WACEMP); and WAC 118-30-060 defined criteria.

To remain eligible for *Emergency Management Performance Grant* (EMPG) consideration, submit your plan maintenance schedule (in accordance with WAC 118-09-030) as part of your annual EMPG application for funding. Additionally, you should update your plan every four years and submit it to the Emergency Management Division for review.

I congratulate you on completing this significant endeavor. My point of contact for plans review or any emergency management planning assistance you need is Dave Hall, (253) 512-7057.

Sincerely,

James M. Mullen
Director

Enclosures (1)

DISTRIBUTION PAGE

The City of Kirkland's 2010 Comprehensive Emergency Management Plan (CEMP) will be distributed in printed form to individuals with key emergency management duties in the City of Kirkland and to specific staff members within the City. It will also be made available in printed form to City Departments, the King County Office of Emergency Management, Washington State Department of Emergency Management, neighboring cities, and other participating response entities. This document can also be viewed on the City of Kirkland's Office of Emergency Management website:

http://www.ci.kirkland.wa.us

See Appendix 5, Distribution List, for full distribution details.

RECORD OF REVISIONS

Date Entered	File Name	Contents of Change	Initials

Basic Plan

I. INTRODUCTION

A. Mission

The Comprehensive Emergency Management Plan (CEMP) (hereafter the Plan) provides the City of Kirkland guidance in disaster prevention, preparedness, response, and recovery. This plan provides policies and procedures that assist the City's capability to handle a disaster that threaten the lives and property of the citizens of Kirkland. It discusses guidelines on how City departments organize, direct, control, and coordinate their actions to continue to deliver essential functions during emergencies or disasters. The Plan uses the Incident Command System (ICS), a command and control structure implemented during an emergency or disaster. This Plan is based on the Washington State CEMP template for uniformity with local and federal governments.

B. Purpose

This Comprehensive Emergency Management Plan (CEMP) has been designed to emulate the National Response Framework, Washington State and King County CEMP and the Zone 1 Regional Disaster Plan. It also establishes the structure for an organized and effective response to multi-agency emergencies and disasters that occur within the City. The plan defines common assumptions and policies, establishes a shared concept of operations and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

C. Scope and Applicability

City government has the primary responsibility for disaster mitigation, preparedness, response and recovery for the City. The City will plan for disasters, direct operations, mobilize and control resources, and mitigate the impact of disasters within the limits of available resources and capabilities.

This Plan is a guide for the City of Kirkland to effectively respond to an emergency or disaster. It does not state exactly what to do from minute to minute once an emergency occurs, such as specifically detailed tactical information during an emergency or disaster. However, it provides guidelines for a well-devised system to organize resources and guide each person with responsible duties and functions in the incident of an emergency.

The Plan, including its appendices, annexes, and supporting documents, gives guidance for the coordination of operations during emergencies and disasters, and the proper utilization of resources available for use within the City of Kirkland and those that may come available from other jurisdictions, such as the county, state, federal agencies, non-governmental organizations or the private sector.

This Plan, supports and is compatible with, the State of Washington, King County, and surrounding jurisdictional plans.

D. Incident Management Activities

The City has institutionalized the utilization of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and manmade disasters. Under the guidance of NIMS, this plan addresses the full spectrum of activities related to local incident management, including prevention, preparedness, response, and recovery actions.

E. Authorities

The City of Kirkland's Comprehensive Emergency Management Plan is developed under the authority of the following local, State, and Federal statutes and regulations:

1. Kirkland Municipal Code
    - a. Chapter 3.20: Emergency Management
    - b. Section 3.85.090: Emergency Procurement
2. State
    - a. Revised Code of Washington
        - i. RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
        - ii. RCW 35A.38.010, Emergency Services - Local Organizations (Code Cities);
        - iii. Chapter 38.52 RCW, Emergency Management
    - b. Washington Administrative Code
        - i. Chapter 118-04 WAC, Emergency Worker Program

ii. Chapter 118-30 WAC, Local Emergency Management/ Services Organizations, Plans and Programs

iii. Chapter 296-62 WAC, General Occupational Health Standards

3. Federal (Public Law)

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

b. 96-342, Improved Civil Defense Act of 1980, as amended

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

F. Key Concepts

Survivability and sustainability are the goals for the City during any abnormal incident, emergency or disaster. It is expected that each department will become familiar with the Plan and the Incident Command System upon which it is based.

Key concepts include Continuity of Government, Department Emergency Operating procedures, Emergency Operations Center (EOC) responsibilities, resource availability, mutual aid agreements, memorandums of agreement or understanding with local businesses and medical facilities for use of their people and/or equipment, and nongovernmental organizations (NGOs) during emergencies or disasters.

The CEMP, including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters and the proper utilization of all resources available to the City.

II. PLANNING ASSUMPTIONS & CONSIDERATIONS

A. Assumptions

Disasters and emergencies have occurred in Kirkland and will likely occur again. Through the development of Kirkland's Hazard Identification and Vulnerability Analysis, it has been determined that the City is vulnerable to numerous natural and manmade hazards. These hazards include: wind, rain, snow storms, earthquakes, floods, volcanoes, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbances, terrorist activities, conventional and nuclear war, explosions, structural collapses, hazardous material incidents, major fires, and major energy and/or utility system failures.

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, panic, and disruption of essential services in Kirkland. These situations may also create significant financial, psychological, and sociological impacts on citizens of the community and the local government organization.

In certain incidents such as storms, floods, and acts of war, time may allow for warnings to be issued to enable some preparation prior to the event. Other disasters, such as earthquakes, will occur with no advance warning.

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;
- 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's emergency organization to concentrate first on helping those citizens directly affected by the disaster or emergency.

In the event of a widespread disaster, it is unlikely that the City will receive any significant assistance from nearby communities, county, state, or federal agencies for 72 hours or longer. In this situation, the initial response activities will rely on available City resources and those of private organizations, businesses, and residents.

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.

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.

Businesses are expected to develop internal disaster plans that will integrate and be compatible with City resources and this plan.

Kirkland may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting Kirkland.

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible.

B. Considerations

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.

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."

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.

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 within the City.

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

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: WAC 118-04).

Because of the nature of emergencies and disasters it is the policy of the City of Kirkland that citizens are encouraged to be self sufficient for a minimum of three days.

It is the policy of the City of Kirkland that no services will be denied on the basis of race, creed, color, national origin, religion, sex, marital status, sexual orientation, age or the presence of any sensory mental, physical disability or the use of a trained dog guide or service animal by a disabled person. 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.

III. ROLES AND RESPONSIBILITIES

The City government has the responsibility for disaster mitigation, preparedness, response, and recovery activities within the jurisdiction. The City will plan, direct, mobilize and coordinate resources before during and after a disaster within the limits of available resources and capabilities.

It is the responsibility of residents, businesses and non-government organizations to be prepared and have a plan to ensure that they have the supplies and resources to sustain themselves for a minimum of three days, highly recommend a week.

A. City Council

1. Mayor
   a. Declare Proclamation of Local Emergency
   b. Provide visible leadership to the community
   c. Provide policy direction through the City Manager and the Director of Emergency Services
   d. Recognized by the governor as the head of the City for purposes of military law
   e. Makes statements to the media, representing the City of Kirkland in coordination with the Emergency Operations Center (EOC)

2. Kirkland City Council
   a. Provide overall policy direction of all emergency functions undertaken by the City as identified in this document.
   b. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.
   c. Maintain continuity of government.
   d. Adopt emergency ordinances and/or resolutions.
   e. Provide assistance, overall guidance, and advice to the Policy Group, for change, revision, or assessment of existing policies

and consideration of new policy issues.

f. Extend or curtail emergency declarations (i.e., states of emergency) in consultation with the City Manager and other Policy Group members.
g. Provide for the coordination of visiting officials from other jurisdictions and levels of government.
h. Appropriate funds to meet emergency needs.
i. Support regional response and recovery efforts.
j. Participate in Washington State Emergency Coordination Center policy and direction coordination when possible.
k. Participate in King County Emergency Management Advisory Council (EMAC) with the King County Emergency Coordination Center when possible.

B. City Departments

Common Responsibilities

The following common responsibilities are for all city departments. This is not all inclusive list but includes critical responsibilities that are necessary for mitigation, preparedness, response, and recovery from an emergency or disaster.

1. Create an emergency response plan within the department and develop procedures, instructions and policies in accordance with the provisions of this Plan. Preparation activities should include:
   a. Establish departmental and individual responsibilities as indicated in this plan, identifying emergency tasks.
   b. Work with other city departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
   c. Responsible for the development and testing of the Department Business Continuity Plan in coordination with the Office of Emergency Management.
   d. Establish education and training programs so that each division, section, and employee will know exactly where, when and how to respond.
   e. Develop site specific plans for department facilities as necessary.
   f. Train staff to perform emergency tasks.
   g. Identify, categorize and inventory all available departmental resources.
   h. Develop procedures for mobilizing and employing additional resources.
   i. Prepare damage assessment information in a timely manner and submit to Finance as requested.
   j. Develop and implement policies, procedures, and instructions as appropriate to an emergency incident, to include:
      - Provide for 24-hour contact.
      - Provide up-to-date emergency contact information

- Communicate situational report to the Emergency Operations Center (EOC).

2. Each city department will support the City's Office of Emergency Management
   a. Directors and City Manager/Assistant City Manager will serve as the Policy group when needed by the Emergency Operation Center (EOC).
   b. Fill positions in the Emergency Operation Center (EOC) as identified in the EOC procedural manual.
   c. In coordination with the Office of Emergency Management, ensure that Department staff is trained to fulfill the identified EOC responsibilities.
   d. In coordination with the Human Resources Department, ensure that each staff position's job description reflects the incumbent's responsibilities to the emergency organization.
   e. Assign staff to the Emergency Management Action Team (EMAT) Committee.
   f. Participate in emergency plans development and review.

Specific Responsibilities:

1. City Attorney

a. Draft and/or reviews emergency proclamations, agreements, contracts, and disaster related documents.

b. Provide direct legal advice to City Departments

c. Coordinate with the American Bar Association and the Washington Bar Association to provide "pro bono" attorneys to assist individuals during major emergencies and disasters.

d. Provide a generic contract that can be utilized during emergency operations for emergency work and procurement of supplies.

e. Provide documentation and coordinate insurance claims information with the Finance Department.

2. City Manager's Office

a. Provide overall direction and control for the City during disaster and major emergency situations.
b. Provide planning and coordination to ensure continuity of government and clear lines of succession in all aspects of City responsibilities and functions
c. Provide direction for the implementation and maintenance of an emergency management organization within the City which is ready to fulfill disaster missions under this Plan.
d. Provide support to the Director of Emergency Services for preparedness, mitigation, response and recovery activities to be carried out within the City.
e. Ensure that the City of Kirkland continues to function administratively.

f. The City Manager serves as Chief-of-Staff and advisor for the Mayor and City Council during disasters and major emergencies.
g. Proclaim / administer, in consultation with the Mayor and City Council, a "State of Emergency" when necessary.
h. Issue emergency rules and proclamations, in consultation with the Mayor and City Council, which have the force of law during proclaimed emergency periods.
i. Disseminate public policy statements to the media in coordination with the Incident Commander (IC) and the Public Information Officer (PIO).
j. Disseminate emergency information and instructions to the general public in coordination with the Incident Commander (IC) and the Public Information Officer (PIO).
k. The volunteer coordinator shall work with the Human Resources Department to provide for the registration, recruitment, mobilization, and demobilization of volunteers during a disaster.

3. Finance and Administration Department

a. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
b. Provide support and staffing assistance to Planning and Community Development for the City's effort to minimize the effects of disaster within the jurisdiction.
c. Record Emergency/Disaster declarations.
d. Secure vital records.
e. Provide for the identification and preservation of essential department and citywide records.
f. Coordinate with the City's Safety and Risk Analyst (HR) to ensure that insurance carriers are notified of damages.
g. Set up projects, and establish and maintain a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements.
h. Coordinate with banks to establish and maintain a system to meet payroll and other payment obligations during emergencies and disasters.
i. During the recovery phase of a disaster or major emergency, provide a central point of coordination and assistance in the compilation of damage assessment information, and preparation of documents being submitted to state and federal agencies and establish Disaster Assistance Centers.

4. Fire and Building Department

Fire suppression, EMS and Rescue

a. The Fire and Building Department Director (Fire Chief) is designated as the Director of Emergency Services per the Kirkland Municipal Code Chapter 3.20: Emergency Management
b. The 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.

c. Provide suppression and control of fires.
d. Provide command and control for fire operations through established command posts as appropriate.

e. Provide "windshield survey" damage inspection and needs assessment surveys in specified areas of the City.
f. Provide initial damage assessment for Fire Department facilities.
g. Assist Human Resources Department (HR) with emergency and building evacuation plans for City facilities in coordination with the Public Works Facilities Division.
h. Provide support to other departments in citywide structural damage assessment, traffic control, emergency warnings, road closures and protection of property.
i. Provide emergency medical services and pre-hospital care to injured persons.
j. Conduct light and heavy search and rescue operations commensurate with staff training and experience.
k. Provide support to the Police Department for search and rescue.
l. Provide initial response to, and assessment of, hazardous materials incidents, and coordinate with proper outside authorities for assistance if necessary.
k. Normally assume the role of Incident Commander for 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.
l. Provide support for other City department's command posts and field operations as appropriate.
m. Coordinate with the Public Works Department and Fire Department in determining satisfactory evacuation routes.
n. Coordinate with Police Department to provide direction and control for evacuation efforts as appropriate.
o. Provide support in the dissemination of emergency warning information to the public.
p. Provide public information and press relations support to the City's Emergency Operations Center (EOC).
q. Provide Critical Incident Stress Debriefing Teams through Chaplaincy Program.
r. Provide liaison to King County Seattle Public Health (KCSPH) to assist in disease control measures, food and water testing for general sanitation including inspections, hazardous waste disposal, air quality readings, and establish criteria for reentering evacuated areas or structures and issuance of health advisories, all in coordination with KCSPH.
s. Establish morgue area when needed.

Building services

Prevention Activities

a. Coordinate with the Planning and Community Development Department for hazard mitigation activities as they relate to land use, resource management, and enforcement of codes, the inspection process and the issuing of permits.
b. Develop and maintain permitting plans in coordination with the Planning and Community Development Department.
c. Determine building safety and recommend evacuation as appropriate, including high-risk buildings. Identify high priority buildings and bridges that would require immediate inspection at time of disaster.

Response Activities

d. The Building Manager serves as the Planning section Chief in the EOC.
e. Provide staff assistance and support in collecting, posting, evaluating and prioritizing disaster information gathered in the field from damage assessment teams.
f. Assume lead responsibility for damage assessment (inspections) of buildings, structures, and facilities for structural safety and integrity.
g. Provide windshield survey and initial citywide damage assessment, as appropriate.
h. Provide staff support for damage assessments, e.g. determining the location and monetary extent of damage to public and private property.
i. Provide support to the Fire Department in the assessment of structures during rescue operations.
j. Provide support to other departments in the damage assessment of city infrastructure.
k. Provide more severe damage assessment for both residential and business structures within the community.
l. Notify the EOC if life safety issues arise that relate to structures or buildings within the City.

Recovery Activities

m. Coordinate issues pertaining to permits and temporary building code variances as per City policy during recovery and restoration phases of a disaster or major emergency.
n. Provide staff assistance for coordination of temporary repairs and upgrading or demolition of unsafe structures.
o. Provide expertise and recommendations for reconstruction, demolition, and structural mitigation during the recovery period.

Office of Emergency Management

a. Provide overall direction and coordination for the City's effort to minimize the effects of disaster within the jurisdiction (i.e. mitigation).
b. Serve as the coordination point and management oversight for the City to provide for effective utilization, prioritization, and conservation of available local resources.
c. During the recovery phase of a disaster or major emergency, provide support to 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.
d. Recommend emergency planning related policies to the City Council.

e. Lead and direct the Emergency Management Action Team (EMAT)
f. Assist in the evaluation, revision and implementation of this plan (CEMP) for the City.
g. Manage the Emergency Operations Center (EOC) during activation and interact with outside agencies to coordinate emergency support activities.
h. Implement and maintain the City's Emergency Operations Center procedure manual.
i. Manage all disaster preparedness activities for the City.
j. Coordinate with other City Departments in the development of recommended policies, guidelines and procedures for the City.
k. Assist with the implementation of City policies and procedures with organizations that assist the City during emergencies or disasters.
l. Responsible for coordinating the development and testing a Disaster Recovery and Business Continuity Plan in coordination with each department's plan.
m. Implement educational activities for City employees and citizens.
n. Work with the Director of Emergency Services and the Emergency Manger to conduct drills and exercises to determine the readiness and effectiveness of all City resources in a coordinated emergency response. Participate in debrief meetings to evaluate the City's level of readiness. Coordinate updates from lessons learned.
o. Develop and present emergency management training programs to City staff and citizens.
p. Participate in community events such as safety fairs and home shows to increase awareness of emergency preparedness.
q. Provide coordination with outside agencies and organizations involved in emergency planning.
r. Develop and maintain relationships with local and regional Departments of Emergency Management.
s. Serve as a liaison for the City to other public and private agencies and organizations in the area of emergency management; develop relationships to encourage emergency preparedness and disaster recovery planning.
t. Serve as the liaison with community volunteer groups, such as, Amateur Radio Emergency Service (ARES), Community Emergency Response Team (CERT), and Citizen Corps.
u. Provide coordination among local, state, federal, private and volunteer organizations.
v. Apply for and administer grants related to emergency management.

5. Human Resources Department

a. Develop and maintain procedures for notifying family members regarding the status of employees.

b. Provide support and staffing assistance for the recruitment, recall, mobilization and demobilization of people during disaster and major emergencies (e.g. off-duty employees, temporary hires, volunteers and other government agency/department support).
c. Provide for the registration, recruitment, mobilization, and demobilization of volunteers during a disaster.
d. Maintain procedures for the registration of temporary emergency workers as outlined in the WAC 118-04.
e. Administer insurance and self-insurance programs and claims.
f. Notify insurance carriers of damages.
g. Develop and maintain emergency and building evacuation plans for City facilities in coordination with the Public Works Facilities Division and the Fire Marshal.
h. Coordinate with the Parks and Community Services Department to develop plans for emergency feeding and shelter for City staff during disaster activities.

6. Information Technology Department

a. Responsible for all telephone and computer networks within City facilities.
b. Provide preservation of current and historical computer records and electronic data.
c. Provide computer support during and after an emergency or disaster.
d. Assure priority restoration of communication functions and systems.
e. Responsible for coordination with the Office of Emergency Management to create, maintaining and testing a Disaster Recovery and Business Continuity Plan.
f. Ensures ability to disseminate appropriate information via the Internet/Intranet.
g. Assist Public Information Officer (PIO) in putting data and information on the City of Kirkland websites.
h. Provide City departments with guidance and direction for the protection of computer hardware, software, and data.

7. Parks and Community Services Department

a. Provide coordination and direct planning with support from the Planning and Community Development Department 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.)
b. Provide 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 (e.g. tables, chairs, tents, trash containers, trailers, sump pumps, etc...)

c. Provide staff assistance and support to coordinate hazard mitigation activities throughout the jurisdiction that will prevent or minimize the effects of a disaster or hazardous situation.
d. Provide staffing assistance and equipment resources for emergency assignment and field allocation of needed Parks Department resources.
e. Assume 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 with support from the Planning and Community Development Department.
f. Develop plans for, and coordinate the utilization of, City property for temporary emergency shelters.
g. Coordinate with the Human Resources Department to develop plans for emergency feeding and shelter for City staff during disaster activities.
h. Coordinate the use of City parks for staging areas for disaster operations, mass casualty care, and temporary housing (mass care).
i. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts (coordinate with Planning and Community Development).
j. Provide support in debris removal, traffic control, road closures, and protection of property, upon request.
k. Develop plans and coordinate volunteer groups to assist "special needs" individuals in their homes and/or provide limited temporary shelter for "special needs" individuals, as appropriate.
l. Develop a mass care shelter plan and ensure that staff is trained in the management of shelters and that the Pet Shelter Plan Coordinates with the Mass Care Plan.

8. Planning and Community Development

a. Work 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).
b. Provide 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.
c. Coordinate issues pertaining to planning and zoning code issues, as per City policy, during recovery and restoration phases of a disaster or major emergency.
d. During the recovery phase, provide land use and policy planning services.
e. Act as the lead, in conjunction with other departments, for the coordination of 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.
f. Assume 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.

g. Provide support to the Parks and Community Services Department for Mass Care and Individual Assistance to include management and distribution of food and water 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.)
h. Assist Public Works Department in the development and maintenance of the Hazard Mitigation plan and other plans relating to land use, environmental impact, and related mitigation issues following a disaster.

9. Police Department

a. Coordinate 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.
b. Advise Mayor/City Council and Policy Group on the need for curfews, area closures, and other considerations.
c. Provide command and control for field operations through established command posts as appropriate.
d. Provide emergency traffic control.
e. Provide direction and control for search and rescue activities.
f. Plan, order and conduct evacuations when necessary to save lives and property.
g. Coordinate with the Public Works Department and Fire Department in determining satisfactory evacuation routes.
h. Provide "windshield survey" damage inspection and needs assessment surveys in specified areas of the City.
i. Provide security at the EOC and other key City facilities.
j. Provide initial damage assessment for Police Department facilities.
k. Provide support to the EOC in the dissemination of emergency warning information to the public.
l. Provide support to the King County Medical Examiner in the identification of the deceased.
m. Assist the Fire Department in locating and setting up possible temporary morgue sites.

10. Public Works Department

a. Coordinate 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.
b. Provide "windshield survey" damage inspection and needs assessment surveys in specified areas of the City.
c. Provide initial damage assessment for Public Works facilities.
d. Provide engineering support, emergency construction and demolition, lifting capability, staff assistance and technical advice in support of Police and Fire Department operations in light and heavy urban rescue.

e. Provide barricades, signs and staff assistance to establish traffic patterns and control points along with debris clearance and transport capability for equipment and supplies.
f. Supervise and coordinate outside assistance resources, including volunteers that have been requested for repair and restoration of utilities and services within the City.
g. Provide supervision for Parks field employees reassigned to Public Works for the purpose of disaster/emergency response.
h. Implement and enforce water conservation programs to conserve dwindling supplies up to, and including, rationing and curtailment of specific water related activities (e.g. washing of cars, irrigation of yards, etc.) if necessary.
i. Establish 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.
j. Notify the City Office of emergency Management and/or the EOC, and the King County Department of Health and Human Services in the event of extended water, sewer or electrical system failure.
k. Responsible for assisting the EOC with procurement and distribution of drinking water as appropriate.
l. Responsible for providing a liaison to coordinating with water and sewer utility services.
m. Establish priority assessment, repair, and restoration of other utility services throughout the City to include sewer and storm drain service, sanitation facilities and other utility services in coordination with such appropriate agencies as Puget Sound Energy.
n. Establish and maintain mutual aid agreements and/or memorandums or understanding with public and private businesses for public works related activities.
o. Provide damage assessment, debris removal, and emergency protective measures for all hazards.
p. Provide equipment and construction supplies, and coordinate other resources as requested by the EOC.
q. Assist the Fire Department with stabilizing a structure in the event of collapse.
r. Assist with citywide evacuation plans in coordination with effected City departments to include transportation, transportation routes, and coordination with supporting agencies and surrounding jurisdictions.
s. Provide assessment of transportation routes, identify alternate routes, implement evacuation efforts as appropriate, and provide temporary traffic control measures/devices and operational control of traffic signals.
t. Provide planning, maintenance and support for all City fleet before, during and after an emergency incident.
u. Provide engineering services and perform or contract for major recovery work as appropriate for City-owned buildings and Public Works infrastructure.
v. Provide expertise and recommendation for reconstruction, demolition, and mitigation activities during the recovery period, including stability of slopes and sensitive areas during recovery efforts.

C. Nongovernment Organizations

The following organizations provide essential support to the emergency management organization. The list is not all-inclusive and it is recognized that many other agencies and organizations play important roles in prevention, preparedness, response, and recovery activities.

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.

1. Amateur Radio Emergency Services (ARES)

   a. Provide communication linkages between the Emergency Operations Center (EOC) and emergency incident sites, shelters, fire stations and other critical locations as directed.
   b. Provide communication linkages between the Kirkland EOC and regional and state partners; City, County, and State ECCs, hospitals, schools, and other local organizations with HAM radio capacity.

2. American Red Cross (ARC)
   a. Provide emergency shelter management training.
   b. Provide Regional emergency shelter staff support and resources as available.
   c. Provide food, clothing, housing, household furnishings, medical, bedding and linens, occupational and educational supplies and other necessities to disaster victims.
   d. Provide health and welfare inquiry services.
   e. Provide mobile canteen service to victims and emergency service workers.

3. Chamber of Commerce-Kirkland
   a. Encourage member businesses and organizations to prepare for emergency response and to have a business continuity plan.
   b. Utilize Chamber communications to work with Chamber member businesses and organizations during the response to a disaster and during recovery.
   c. Provide a Chamber liaison to work with the EOC if requested and available.

4. Lake Washington School District
   a. Initial emergency response activities include: safety of students, reuniting students and parents/guardians, damage assessment, mitigating damages.

b. Provide certain District resources, if available, to the City, such as buses, nursing services, food services, counseling, maintenance/custodial services, and facilities.
c. Provide situation reports to the Emergency Operations Center (EOC) from field observations of bus drivers and other school personnel.
d. Provide a representative in the EOC if requested and available.

5. Puget Sound Energy

a. When requested for local events or incidents confined to the City of Kirkland's jurisdiction, Puget Sound Energy (PSE) will assign a liaison to the Kirkland Emergency Operations Center (EOC) if available. In multi-jurisdictional incidents or regional events, a PSE liaison will be assigned to the King County Emergency Coordination Center (ECC).
b. Conduct damage assessment for PSE facilities and natural gas and electric infrastructure and provide regular status reports to the Kirkland EOC or King County ECC as appropriate.
c. Support City of Kirkland emergency response efforts as resources permit.
d. Maintain communications with the Kirkland EOC and restore service to critical facilities and priorities as resources permit.

D. Other Government Organizations

1. King County

The following is a partial list of King County agencies that provide support to the City. The list is not all-inclusive. Requests for resources or support from King County will generally be coordinated through the King County Emergency Coordination Center.

A. KING COUNTY EMERGENCY MANAGEMENT

i. Coordinate emergency management activities among jurisdictions in the county.
ii. Receive and provide situation reports to Kirkland EOC.
iii. Receive and act on requests for assistance from the City of Kirkland and forward requests to the State Emergency Operations Center as appropriate.

B. SEATTLE / KING COUNTY PUBLIC HEALTH

i. Coordinate and provide environmental health services.
ii. Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.
iii. Advise on public health matters, if requested.
iv. Provide a representative to the County and/or City EOC, if

requested and as resources allow.

v. Supervise the food and water quality control program in King County.

vi. Activate and operate medical needs shelters as needed, with logistical support provided by the City EOC or King County ECC.

C. KING COUNTY METRO TRANSIT

i. Conduct damage assessment of transit facilities in Kirkland and report status to the Kirkland EOC.

ii. Provide assistance with transportation, if requested and as resources allow.

D. KING COUNTY MEDICAL EXAMINER

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

2. Washington State Emergency Operations Center

A. Through the Washington State CEMP and the State Emergency Management Division, coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.

B. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

C. Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

3. Federal Emergency Management Agency

A. Provide assistance to save lives and protect property, the economy, and the environment.

B. Facilitate the delivery of all types of Federal response assistance to state and local governments.

C. Assist states in recovering from an emergency or disaster.

IV: CONCEPT OF OPERATIONS

A. General

It is Kirkland's 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.

The City uses the Incident Command System (ICS) which is the model tool for command, control, and coordination when responding to an emergency or disaster. This system provides a means to coordinate the efforts of the City and coordinate departments and other organizations to work toward a common goal of protecting life, stabilizing the emergency or disaster and protecting property and the environment.
Disaster and major emergency response requires the flexibility to improvise in difficult problem solving situations. City of Kirkland departments are expected to use their judgment and common sense to carry out the responsibilities outlined in this plan, and to do so in a coordinated manner with all departmental efforts.

1. It is the policy of the City that each department will take an active role in emergency planning and develop standard operating guidelines (SOGs). It is the responsibility of the Director of each City department to:

   a. Provide a designee and an alternate to be assigned as a member of the Emergency Management Action Team (EMAT) and to actively participate in the preparation and maintenance of the City's Comprehensive Emergency Management Plan (CEMP).
   b. Establish a departmental line of succession to activate and carry out continuity of government and emergency disaster responsibilities.
   c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
   d. Develop departmental SOGs which include the following:
      i. Department chain of command.
      ii. Location for managing departmental emergency operations.
      iii. Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.

iv. Information needed to manage the department during emergency operations and means of communication for obtaining that information.
v. Coordination of the department with the Emergency Operations Center.
vi. Procedures to ensure that all department staff are aware of SOGs and of the concepts of the CEMP.

2. It is the policy of the City that all departments will make staff and resources available at the request of the Director of Emergency Services (Fire Chief) for training activities and emergency operations assignments.

3. Immediately following any natural or manmade event, all City departments will notify the EOC of their status including, level of readiness, availability of resources, resource needs and any other pertinent information. All departments are to provide this information to the EOC immediately following a head count and preliminary building inspection.

4. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:

a. Account for personnel.
b. Report to the pre-determined site to manage department operations.
c. Assess personnel and resources available.
d. Assess damages to facilities.
e. Assess problems and needs.
f. Report situation, damages and capabilities to the Emergency Operations Center (EOC) through approved channels.
g. Send designated representatives to the EOC to participate as members of the staff.
h. Carry out departmental responsibilities and assigned tasks.
i. Continue assessment of department resources, needs, and actions.
j. Continue reports to the EOC regarding actions, problems, needs, damages, etc.
k. Keep detailed and accurate records, document actions, costs, situations, etc.
l. Prepare damage assessment information in a timely manner and submit to Finance as requested.
m. Conduct operations utilizing the National Incident Management System.

5. Activation of the EOC may be authorized by any of the following: City Manager, Director of Emergency Services (Fire Chief), Emergency Manager or any city department head or designee when the level of operations requires it. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC and its staff may

be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

6. It is the City's policy to continue to provide essential services to the community during emergency conditions, while maintaining a primary concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the Emergency Operations Center, the following procedures shall be followed:

   a. During non-work hours: Employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, employees need to make contact with the EOC stating their availability or take action pursuant to the departmental operating procedures.

   b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in the City's Emergency Operations Plan. Then departments will report to the EOC the staff available to assist.

7. EOC staff shall be responsible for evaluating the situation to determine if a Proclamation of Local Emergency is necessary. This request is coordinated through the EOC Incident Commander (IC).

8. City departments are expected to carry out their responsibilities outlined in this Plan, utilizing their best judgment and in a coordinated manner. The EOC Incident Commander (IC) and Policy Group, through the City Manager, will act as advisors to the Mayor and City Council in dealing with the identified problems caused by the disaster and the coordination effort for the situation.

9. When a major emergency or disaster occurs it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damage and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of Local Emergency the deployment of resources will normally be coordinated through the City's EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.

10. In the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid; the EOC may request assistance from the Zone 1 Regional Emergency Coordination Center

(Zone 1 RECC), King County Emergency Coordination Center (KCECC), or the Washington Emergency Management Division (EMD).

11. During a disaster, common communication tools such as cellular phones and 800 MHz radios may fail. This failure would prevent incident command posts throughout the City from communicating with the EOC. To reestablish communication, or alternative communication resources will be used, including but not limited to VHF radio, Ham Radio and employee runners.

12. The registration of permanent emergency workers and other volunteers will be coordinated through the EOC. Temporary emergency workers will be registered through Logistics, Human Resources unit.

B. Overall Coordination of Incident Management Activities

1. Pursuant to Revised Code of Washington Chapter 38.52 RCW, the City has established an emergency management organization for the purpose of performing local emergency management functions. The organization represents the city and performs functions only within the city.

2. The emergency management organization operates under the policy guidance of the Kirkland Comprehensive Emergency Management Plan.

3. The emergency management organization is headed by the Director of Emergency Services. The Director of Fire and Building Department (Fire Chief) or designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operation of the emergency management organization.

4. In the absence of the Director of Fire and Building Department, the Deputy Fire Chief will perform the duties of the Director of Emergency Services. In the absence of both the Director of Fire and Building Department and both Deputy Fire Chiefs, the following is the line of succession for the position of Director of Emergency Services: Police Chief, Public Works Director, Police Captain.

5. Disaster operations will be conducted by City personnel. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. Resources obtained from the County, State and from Federal agencies will be requested and utilized as needed and available.

6. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries.

7. Emergency management activities are conducted so as to follow the Incident Command System (ICS) to the maximum extent possible.

C. Concurrent Implementation of Other Plans

1. The City of Kirkland's Comprehensive Emergency Management Plan (CEMP) supports and is compatible with the emergency plans of King County, Washington State, and the National Response Framework, as well as the Regional Disaster Plan for Public and Private Organizations in King County.

2. Other plans may be implemented simultaneously, but the Kirkland's Emergency Management Plan is the core plan for emergency management in Kirkland. Any conflicts will be handled on a case-by-case basis by the Office of Emergency Management.

3. Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies within the City of Kirkland include the following:

   a. City of Kirkland Emergency Operations Center Manual
   b. City of Kirkland Annex to the King County Regional Hazard Mitigation Plan.
   c. King County Comprehensive Emergency Management Plan
   d. Washington State Comprehensive Emergency Management Plan
   e. National Response Framework

D. Organizational Structure

1. The City of Kirkland operates under a Council/Manager form of government. Members of the City Council make up the legislative branch, and the City Manager is the executive branch of Kirkland's City government. The legislative and executive branches of the City of Kirkland are responsible for overall policy direction within the City.

2. The emergency management organization is headed by the Director of Emergency Services. The Director of the Fire and Building Department or designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operation of the office of emergency management. The Comprehensive Emergency Management Plan and any amendments thereto shall be effective when approved by the director of Emergency Services.

3. Direction and control of emergency management activities occur in a linear progression beginning with the Director of Emergency Services. Policy recommendations flow from the Director of Emergency Services to the City Manager for submission to the City Council for policy actions as appropriate. These policy actions then go through the City Manager to the Director of Emergency Services for implementation.

4. The day-to-day organizational structure of Kirkland City Departments will be maintained as much as feasible for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may under mutual agreement operate in coordination with this plan.

5. The Office of Emergency Management (OEM) provides direction and coordination for Comprehensive Emergency Management Plan development and ongoing maintenance, emergency preparedness programs, and related activities within the City. The OEM provides for coordination with outside agencies and organizations involved in emergency planning. OEM manages the Emergency Operations Center during activation and interacts with outside agencies to coordinate emergency support activities. The OEM acts as the permanent chairperson of the Emergency Management Action Team and recommends emergency planning related policy.

6. The Emergency Management Action Team (EMAT) provides staff support, direction and expertise in development of plans, supporting documents and training. The committee is comprised of key personnel designated by each City department director.

7. Sub-committees as determined necessary by OEM and the Emergency Management Action Team (EMAT) may include individuals from outside organizations. Sub-committees will be chaired by a member of the EMAT. Oversight of sub-committee work will be the responsibility of OEM.

E. Principal Incident Management Organizational Elements

1. Protection of life, public and private property, the economy, and natural resources are the primary concerns of City government. City personnel will take all possible actions, within the limits of available resources, to mitigate the effects of a disaster and to assist response and recovery.

2. All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.

3. In a multi-department, multi-jurisdiction or multi-agency incident/event, Unified Command may be established to develop a common set of incident objectives and strategy, make joint decisions, and maintain unity of command.

4. The EOC may be activated at any level and time element as deemed appropriate for e level of disaster operations. It will be staffed as deemed necessary by the Director of Emergency Services (see ESF #5 Emergency Management).

5. The primary and secondary EOC locations are equipped with alternate power supplies for use during general system failure allowing for resumption of 24 hour operations.

6. Each director (or their designee) is responsible for his/her department's field operations and to coordinate those operations with other departments wither from the Command Posts, Command Centers, or the City's Emergency Operations Center.

7. Public information will be coordinated on behalf of all City departments through the Emergency Operations Center and approved by the EOC Incident Commander.

F. Emergency Response and Support Teams (Field Level)

1. Specialized local teams, such as the Eastside Hazardous Materials Team, a dive team from the King County Sheriff's Office, and trained fire department technical rescue specialists for rope rescue, confined space, trench rescue, and heavy rescue are available to respond to events in the City. Similar teams and specialists may be available from surrounding jurisdictions, through mutual aid agreements, and through the Regional Disaster Plan for Public and Private Organizations in King County.

2. Special response teams designed to assist with incident management, set up of emergency response facilities, or to provide specialized expertise and capabilities outside of the City's normally available mutual aid agreements would be requested through the King County Emergency Coordination Center or directly from the Washington Emergency Management Division.

G. Defense Support of Civil Authorities

1. Requests for defense related support will be made through the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center to access the Washington National Guard or Department of Defense resources.

2. All defense support must be coordinated through the Washington State Emergency Operations Center.

   a. Activation of the Washington Nation Guard requires Governor approval before those resources can be deployed within the state.

   b. Other defense resources can be requested from the Department of Defense (DOD) through the Washington State Emergency Operations Center.

H. Law Enforcement Assistance

1. The Kirkland Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations.

2. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions.

   a. Mutual aid agreements exist with King County Sheriff's Office.

   b. Letters of mutual support exist with various law enforcement agencies throughout the state.

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V. INCIDENT MANAGEMENT ACTIONS

ACTIONS

This section describes incident management actions ranging from initial threat identification to early coordination efforts to assess and disrupt the threat, to use of the Emergency Support Functions (ESF) structure and deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

It is the policy of the City that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources any or all of these resources may be called upon during disaster and emergency situations.

The City will be required by County, State and Federal agencies to submit reports on disaster situations with information concerning nature, magnitude and impact for use in evaluating and providing

appropriate response resources and services. These reports include but are not limited to:

- Situation Reports
- Proclamation of Local Emergency
- Requests for Assistance
- Damage Assessment Reports
- Mitigation and Recovery Costs

A. Notification and Assessment

1. The normal channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Kirkland is through King County Office of Emergency Management (King County ECC duty officer) to the Washington State Emergency Operations Center (Washington State EOC duty officer).

2. If activation of the City's Emergency Operations Center is necessary, attempts to notify appropriate personnel from the required departments will be made using all resources possible.

B. Emergency Operations Center Activation

Once the City becomes aware of a threat or potential threat, the City Manager, Director of Emergency Services, OEM or one of the designated EOC –Incident commanders will determine the need to conduct further assessment of the situation, initiate activation of the EOC, and/or coordinate information with regional and county agencies. Additionally, they will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency.

Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

C. Requests for Assistance

1. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess

damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the Emergency Operations Center. In the event of a Declaration of Emergency, the deployment of resources will normally be coordinated through the Emergency Operations Center. Resources intended to support City operations may be placed in staging areas until specific assignment can be made.

2. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Kirkland and those provided through local mutual aid, the EOC may request assistance from King County through the King County Emergency Coordination Center, or from the State of Washington through the State Emergency Operations Center.

3. As a signatory agency to the Regional Disaster Plan for Public and Private Organizations in King County, the City of Bellevue is the primary host of the Zone 1 Coordination Center according to the Plan's concept of operations. Zone 1 is comprised of the cities in north and east King County. The resources available through the Plan can be requested by the chief elected official or their designee of any participating City (or the County) once the following conditions have been met: local governmental, mutual aid, and commercially available resources have been or are about to be exhausted and the City has declared a local emergency. The OEM will designate an individual to represent the City of Kirkland in the Zone 1 Coordination Center where information and resources can be coordinated on behalf of the Zone.

D. Pre-Incident Actions (Prevention)

These are actions taken to avoid an incident or to intervene to stop an incident from occurring or to lessen the severity. Prevention involves actions taken to protect lives and property.

1. **Public Health and Safety:** Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Public Health, Seattle – King County, or State or Federal health officials.

2. **Emergency Responder Health and Safety:** The safety and health of emergency responders is a high priority for the City. Actions essential to limit their risks include: use of personal protective equipment; adherence to safety procedures; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

3. **Property and the Environment:** Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

4. **Specific prevention activities include**:

   a. Develop and maintain the City of Kirkland's Comprehensive Emergency Management Plan.

   b. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.

   c. Develop appropriate contingency plans and standard operating procedures in support of the Comprehensive Emergency Management Plan.

   d. Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.

   e. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.

   f. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.

   g. Conduct training activities to enhance response capabilities.

h. Conduct public education to enhance citizen and business preparedness and self-sufficiency.

E. Response Actions

1. Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the city. In the context of a terrorist threat, simultaneous activities may be initiated by State and Federal government to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

2. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Plain Management Law.

3. When a major emergency or disaster occurs, personnel shall use the following general checklist as a basis for managing disaster operations:

   a. Establish Incident Command.

   b. Report to the pre-determined site to manage department operations.

   c. Account for personnel.

   d. Assess damages to facilities and resources.

   e. Assess personnel and resources available.

   f. Assess problems and needs.

   g. Report situation, damages, and capabilities to the Emergency Operations Center.

   h. Send designated representatives to the Emergency Operations Center.

   i. Be prepared to send Department Directors to participate as members of the Policy group.

j. Carry out department responsibilities and assigned tasks.

k. Continue assessment of and reports to the EOC regarding department resources, needs, damages, actions, etc.

l. Keep detailed and accurate records, document actions, costs, situations, etc.

4. Response actions may include immediate law enforcement, fire, ambulance, and emergency medical service actions, urban search and rescue, emergency flood fighting, and protection of emergency responder's health and safety. It could also include evacuations and transportation system detours. It will include emergency public information as it is available. Actions will also be taken to assist with the establishment of facilities for mass care including the provision of public health and medical services, food, ice, water, and other emergency essentials as available. Steps will also be taken to minimize additional damage with emergency restoration of critical infrastructure, debris clearance, and control, containment, and removal of environmental contamination.

F. Recovery Actions

1. Recovery involves actions needed to help individuals and communities return to normal when feasible. When established for major incidents, the City will coordinate with the Joint Field Office (JFO) which is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.

2. Response and recovery activities are detailed appropriate State and Federal recovery guidelines. Following the event, the Director of each department shall carry out recovery activities as assigned by the EOC.

a. Continue to carry out damage assessment functions, report any observed damage, and assess community needs.

b. Prioritize recovery projects and assign functions accordingly.

c. Coordinate recovery efforts and logistical needs with

supporting agencies and organizations.

d. Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.

e. Facilitate the establishment of disaster assistance offices to assist private businesses and citizens with individual recovery.

f. Assess special community needs and provide information and assistance, as deemed appropriate.

g. Incorporate emergency plans from other entities into recovery and reconstruction activities as appropriate.

3. Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Plain Management Law.

4. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.

G. Mitigation Actions

1. Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects.

2. Mitigation strategies are based on the hazards listed in the Kirkland Hazard Identification and Vulnerability Analysis and data gathered following disaster declarations, as well as input from various county agencies, the private sector and the public. The Kirkland Annex to the King County Regional Hazard Mitigation Plan (published separately) discusses the strategies in more detail.

H. Demobilization

1. As response and recovery efforts for an event requiring activation of the EOC are completed, the City functions will transition back into normal day-to-day operations. This process will likely occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups.

2. When the Office of Emergency Management or Emergency Operations Center Incident Commander determines that activation of the EOC is no longer required, they will disseminate instructions for demobilization from the emergency activities.

3. As a component of demobilization, incident debriefing will occur as soon as possible and if deemed necessary or required, an After Action Report will be developed to detail operational successes, problems, and key issues affecting incident management.

I. Operations under Homeland Security Advisory System (HSAS) Threat Conditions

The threat condition provides a guide to assist government and private-sector entities in initiating a set of standardized actions as a result of increased terrorist threat levels within the United States, and to inform the public on updated homeland security requirements.

The raising of the threat condition generally is reserved for threats that are credible, corroborated, and imminent. An elevated threat condition can be applied nationally or by region, by industry sector, or to a specific target.

1. **Green (low), Blue (guarded), Yellow (elevated)** - Under Threat Conditions Green through Yellow, the Kirkland Police Department and OEM monitors intelligence disseminated through normal channels of communication regarding the terrorist threat and maintains situational awareness through the continued monitoring of reported incidents. All Homeland Security teletypes are monitored by the Communications Center staff and are forwarded as deemed appropriate.

2. **Orange (high)** – Kirkland Police Department will review intelligence disseminated through normal channels of communication regarding the terrorist threat and will notify the City Manager, Assistant City Manager, Police Chief, Fire Chief, and Emergency Preparedness Manager. If the threat is specific to this geographic region, a specific function, or to specific targets, the Director of Emergency Services (Fire Chief) will convene a core group comprised of available individuals listed above and any Department Director whose specific discipline might be impacted by the event.

3. **Red (severe)** - Kirkland Police Department will review intelligence disseminated through normal channels of

communication regarding the terrorist threat and will notify the City Manager, Deputy City Manager, Police Chief, Fire Chief, and Emergency Preparedness Manager. The Director of Emergency Services (Fire Chief) will convene a core group comprised of available individuals listed above and any Department Director whose specific discipline might be impacted by the event. This group will review the information or situation and decide if it is necessary to take immediate action.

VI. ONGOING PLAN MANAGEMENT AND MAINTENANCE

A. Coordination

1. The Office of Emergency Management coordinates the development and maintenance of the City's Comprehensive Emergency Management Plan working with the Emergency Management Action Team and the directors of each Department.

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2. The Emergency Management Action Team provides staff support, direction and expertise in development of the plan and all supporting documents.

B. Plan Maintenance

1. The Comprehensive Emergency Management Plan (CEMP) will be updated periodically as required to incorporate new Presidential directives, legislative changes, and changes to policy or procedures as a result of lessons learned from activations or annual exercises.

2. The CEMP will undergo a complete review and update at least every four (4) years. As part of that process, the revised CEMP will be submitted to the Washington State Emergency Management Division for review prior to formal adoption.

3. The Kirkland Comprehensive Emergency Management Plan and any amendments thereto shall be effective when approved by the Director of Emergency Services per City Code.

C. NIMS Integration

1. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to effectively and

efficiently prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

2. NIMS represents a core set of concepts, principles, and terminology that enables effective, efficient, and collaborative incident management.

3. The City of Kirkland adopted NIMS as the basis for incident management in the City and use of the Incident Command System (ICS) in managing emergency and disaster events by Resolution No. R-4585 on July 18, 2006.

APPENDICES

A. Definitions

B. Acronyms

C. Authorities and References

D. Training, Drills and Exercises

E. Distribution List

F. Map

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Appendix 3: Authorities & References

Appendix 4: Training, Drills & Exercises

Appendix 5: Distribution List

Appendix 6: Maps

ATTACHMENT A - CITY OF KIRKLAND BOUNDARY MAP

DEFINITIONS

Name	Description
A Centralized Computer Enforcement Service System	(**ACCESS**) Statewide law enforcement data network controlled and administered by the Washington State Patrol. This network provides the capability to send warning and notification of emergencies from state to local jurisdictions Transmission line for sending NOAA National Weather Service information.
Air Force Rescue Coordination Center (AFRCC)	The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).
Air Search And Rescue	ASAR or Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.
AMBER Alert	Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.
Appendices	An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes and are supplementary, helper documents, frequently changing but without specific direction. Examples: lists such as phone lists or annual lists of events.
ARES	Amateur Radio Emergency Services, a volunteer group that

Appendix 1: Definitions

Name	Description
	provides auxiliary communications, as needed, during major emergencies or disasters.
Civil Defense Warning System	(**CDWS**) FEMA is required to provide Civil Defense warning messages to the public. This is accomplished through the use of NAWAS broadcasts directly to state and local governmental agencies.
Code of Federal Regulations	(**CFR**) The primary volume regarding the Public Assistance Program under FEMA's direction.
Command	The act of directing, ordering, and /or controlling resources by virtue of explicit legal, agency, or delegated authority.
Comprehensive Emergency Management Network	**(CEMNET)** Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.
Comprehensive Emergency Management Plan	(**CEMP**) The plan developed by a jurisdiction and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.
Decontamination	The process of removing hazardous substances from the body or equipment.
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Government Emergency Telecommunications Service	**(GETS)** A service providing priority access telephone dialing during circuit overloaded conditions.
Earthquake	Sudden shaking of the earth caused by the breaking and shifting

Appendix 1: Definitions

Name	Description
	of rock beneath the earth's surface.
EAS - Emergency Alert System	A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS).
Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288).
Emergency Management	**Emergency Management or Comprehensive Emergency Management** - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.
Emergency Coordination Center	A central location staffed by representatives of multiple jurisdictions and/or agencies to coordinate the response to a single large or several smaller events occurring at the same time.
Emergency Management Action Team (EMAT)	A committee of key personnel designated by each City department director, having key roles in emergency preparedness; planning; and response activities, that provide staff support, direction, and expertise in the development of the EOC Procedure Manual, training calendar and supporting documents.

Appendix 1: Definitions

Name	Description
Emergency Medical Services	(**EMS**) Emergency Medical Services is a system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.
Emergency Medical Technician	(**EMT**) A person trained and licensed by the State to provide emergency medical care to the sick and injured.
Emergency Operations Center	(**EOC**) A central location from which overall coordination of a single community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.
Emergency Operations Center Procedure Manual	A sister document to the CEMP, it is a guide to the City of Kirkland's Emergency Operations Center operations. The EOC Procedure Manual provides job aids, checklists and resources for EOC personnel.
Emergency Support Function	(**ESF**) Emergency Support Functions are functional annexes to the Basic Plan of the CEMP. They outline the general guidelines by which departments and agencies will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.
Emergency Work	Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.
Emergency worker	Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform

Appendix 1: Definitions

Name	Description
	emergency management activities.
Essential Functions	Those functions that the State, county, or local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency.
Evacuation	A protective action which involves leaving an area of risk until the hazard has passed.
Exercise	A simulated emergency condition carried out for the purpose of testing and evaluating the readiness of a community or organization to handle a particular type of emergency.
Federal Disaster Declaration	Formal action by the President to make a state eligible for federal disaster assistance.
Federal Emergency Management Agency	(**FEMA**) Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for state and local emergency management agencies, manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.
Flood	A partial or complete inundation of normally dry land areas from 1) the overland flow of a lake, river, stream, ditch, etc.; 2) the unusual and rapid accumulation or runoff of surface waters; and 3) mudflows or the sudden collapse of shoreline land.
Governor's Authorized Representative	(**GAR**) Person or alternate empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit organizations, and state agency requests for assistance to the Regional Director following a major disaster.
Governor's Proclamation of a State of Emergency	A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions.
Hazard	Any threat with the potential to disrupt services, cause damage, or create casualties.
Hazard Analysis	Process of identifying the hazards that may impact a community and forms the basis for emergency management.
Hazard Identification	A review of hazards and of locations and conditions associated with hazards in a particular area.
Hazard Identification and Vulnerability	**(HIVA)** A comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological

Appendix 1: Definitions

Name	Description
Analysis	hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.
Hazard Mitigation	Any measure that will reduce or prevent the damaging effects of a hazard.
Hazard Vulnerability	The ratio of population, property, commerce, and essential infrastructure and services at risk from a given hazard relative to the entire community.
Hazardous Materials Response Team	A team of specially trained personnel who respond to a hazardous materials incident.
Hazmat	Hazardous Materials
High Risk Populations	Individuals who have high risk for harm from an emergency event due to significant limitations in their personal care or self-protection abilities, mobility, vision, hearing, communication, or health status. These limitations may be the result of physical, mental, or sensory impairments, or medical conditions. Some of these individuals may be reliant on specialized supports such as communications systems (hearing aids, TTY's, etc.), medical devices (ventilators, dialysis, pumps, or monitors), prescription medication, or personal attendants. For some individuals, loss of these supports due to emergency-related power and communication outages or transportation and supply disruptions may be the primary or only risk factor.
Hot Zone	The total exclusion area around a hazardous materials incident which may be entered only by authorized personnel wearing proper protective clothing and equipment.
Immediate Threat	The threat of additional damage or destruction from an event that can reasonably be expected to occur.
Improved Property	A structure, facility, or piece of equipment, which was built, constructed or manufactured. Land used for agricultural purposes is not improved property.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.
Incident Action Plan	**(IAP)** The strategic goals, tactical objectives, and support requirements for the incident.
Incident Base	The location at the incident which primary service and support activities, including Logistics Section activities, are performed.
Incident Command Post	(**ICP or CP**) That location, near the site of an incident, at which primary command functions are executed; may be collated with the incident base.
Incident Command System	(**ICS**) The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous event. An all-hazard, on-scene functional management

Appendix 1: Definitions

Name	Description
	system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Incident Management System (NIMS).
Incident Commander	(**IC**) The individual responsible for overall incident management at the scene of an incident.
Individual Assistance	**(IA)** Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.
Individual & Family Grant Program	**(IFG)** The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded and twenty-five percent state funded. The state administers the program.
Joint Field Office	(**JFO**) The office where Federal and State disaster relief recovery efforts are coordinated and which is staffed by representatives of the responding agencies.
Joint Information Center	**(JIC)** A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.
Liaison Officer	The point of contact for assisting or coordinating agencies.
Local Emergency Planning Committee	(**LEPC**) A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986, as the planning body for preparing local hazardous materials plans.
Local Planning District	A geographic planning area established by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Local Resources	The combined resources, of the type needed to respond to a given hazardous event, of the County and all taxing jurisdictions within the County, and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify

Appendix 1: Definitions

Name	Description
	that local resources have been, or soon will be, exhausted.
Major Disaster	As defined in the Stafford Act, "Any natural catastrophe (including any hurricane, tornado, storm, 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."
Memorandum of Understanding	(MOU) A document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action.
Military Assistance to Safety and Traffic	(**MAST**) Airlift evacuation from Fort Lewis 54th Medical Detachment.
Military Department	Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.
Mitigation	Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazard events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.
Mutual Aid Agreement	(**MAA)** A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.
National Fire Academy	(**NFA**) Located on the campus of the Federal Emergency Management Agency's National Emergency Training Center in Emmitsburg, Maryland.
National Incident	A concept that provides for a total approach to all risk incident

Appendix 1: Definitions

Name	Description
Management System (NIMS)	management; NIMS addresses training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called the Incident Command System (ICS) that establishes five functional areas: command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination during incidents involving multiple jurisdictions or agencies, the principle of unified command has been incorporated into NIMS. This unified command not only coordinates the efforts of multiple jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
National Oceanic and Atmospheric Administration	(**NOAA**) A division of the U.S. Department of Commerce and the organization responsible for operation of the National Weather Service (NWS) and alert/warning weather information.
National Response Framework	**(NRF)** A guide to how the nation conducts all hazards response.
National Response Plan	**(NRP)** - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance (superseded by the National Response Framework in 2008).
National Warning System	(**NAWAS**) The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
Objectives	The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.
Operational Period	In ICS, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan.
Plan Maintenance	Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.

Appendix 1: Definitions

Name	Description
Preliminary Damage Assessment	(**PDA**) The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.
Preparedness	The process of preparing the community for disastrous events and includes such things as; hazard analysis, planning, training and exercises, negotiating mutual aid agreements, identifying and cataloging resources, developing a communications capability, developing volunteer resources, preparing and maintaining an EOC, including appropriate staff and operating procedures, public information and media liaison. Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.
Presidential Declaration	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.
Private Nonprofit Organization	Any nongovernmental agency or entity that has an effective letter from the IRS granting tax exemptions, or satisfactory evidence from the Secretary of State that the organization is non-revenue producing and nonprofit under State law.
Public Assistance	(**PA**) Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.
Public Information Officer	(**PIO**) The person designated and trained to coordinate disaster related public information and media relations.
Recovery	Actions to help individuals and communities return to normal after a disaster. Short-term operations restore vital services and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance,

Appendix 1: Definitions

Name	Description
	decontamination, disaster application centers, disaster payments, loans and grants, public information, reassessment of emergency plans, reconstruction, temporary housing, and business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
Regional Director	The appointed FEMA official in Region X who has the responsibility for the review and approval of the state Administrative Plan for PA; the authority for monitoring the conduct of the program and for approving the obligation of the funds for program costs and providing guidance on interpretation and implementation of policy, regulations, and directives.
Response	The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.
Robert T. Stafford Disaster Relief and Emergency Assistance Act	(Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides the greatest single source of Federal disaster assistance.
Staging Area	In Incident Command, location where incident personnel and equipment are assigned on an immediately available status.
State Warning Point	(**SWP**) For Washington, these are Camp Murray (primary) and Yakima (secondary).
Terrorism	The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or

Appendix 1: Definitions

Name	Description
	coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.
Title III	Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.
Tsunami	A Japanese word that means "wave in the harbor". It is a series of enormous waves created by an underwater earthquake. They can smash into land with 100 foot waves.
Urban Search and Rescue	**(USAR)** Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.
Vulnerability Analysis	Identifying how people, property, and structures will be damaged by the disastrous event.
Wireless Priority Service (WPS)	**(WPS)** A service providing priority access cell phone dialing during circuit overloaded conditions.
Weapon of Mass Destruction	**(WMD) (Title 18, USC, Section 2332a)** Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

Appendix 2: ACRONYMS

TERM	DEFINITION
ACP	Access Control Point
AFOS	Automation of Field Operations & Services
ALERT	Automated Local Evaluation in Real Time
ANS	Alert & Notification System
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARRL	American Radio Relay League
ARWO	Aerial Reconnaissance Weather
ASOS	Automated Surface Observing Systems
AST	Atlantic Standard Time (EST + 1 or same as EDT)
AVN	AViation ruN of the NCEP MRF model
AWIPS	Advanced Weather Interactive Processing System
CARCAH	Chief Aerial Reconnaissance Coordination All Hurricanes
CDC	Centers for Disease Control & Prevention
CDT	Central Daylight Time
CERCLA	Comprehensive Environmental Response, Compensation, & Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Manufacturers Association Chemical Transportation Emergency Center
CLIPER	CLImatology & PERsistence (statistical track forecast model)
CONUS	Continental United States
CP	Continental Polar (dry (continental) & cold (polar) airmass)
CPG	Civil Preparedness Guide
CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Central Standard Time
DAE	Disaster Assistance Employee
DAC	Disaster Application Center
DCO	Defense Coordinating Officer
DEM	Department of Emergency Management
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DOC	Department of Commerce
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Information
EMAT	Emergency Management Action Team
EAS	Emergency Alert System

Appendix 2: ACRONYMS

EBS	Emergency Broadcast System
ECC	Emergency Coordination Center
ECL	Emergency Classification Level
EDT	Eastern Daylight Time
EICC	Emergency Information & Coordination Center (FEMA)
EMI	Emergency Management Institute
EMP	Electro Magnetic Pulse
EMS	Emergency Medical Services
EMWIN	Emergency Manager's Weather Information Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning & Community Right-to-Know Act
EPG	Emergency Planning Guide
EPI	Emergency Public Information
EPZ	Emergency Planning Zone
ERT	Emergency Response Team (FEMA)
ERT- A	Advance Emergency Response Team Advance Unit
ERT-N	Emergency Response Team National
ESF	Emergency Support Function
EST	Emergency Support Team or Eastern Standard Time
FAST	Field Assessment Team
FCO	Federal Coordinating Officer (FEMA)
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary Map
FIA	Federal Insurance Administration
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FPEIS	Final Programmatic Environmental Impact Statement
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
GAR	Governors Authorized Representative
GFDL	Geophysical Fluid Dynamics Laboratory (a location and a computer model)
GFS	Global Forecasting System
GIS	Geographic Information System
GMT	Greenwich Mean Time
GOES	Geostationary Operational Environmental Satellite
HAZMAT	Hazardous Material
HES	Hurricane Evacuation Study
HF	High Frequency
HRCQ	Highway Route Controlled Quantity

Appendix 2: ACRONYMS

IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Commander Post
ICS	Incident Command System
IRZ	Immediate Response Zone
IT	Information Technology Directorate (FEMA)
ITCZ	Inter-Tropical Convergence Zone
JIC	Joint Information Center
JIS	Joint Information System
JNACC	Joint Nuclear Accident Coordinating Center
KM	Kilometers
KT	Knots (nautical miles per hour 1 KT = 1.15 MPH)
LBAR	Limited area Barotropic (NCEP model)
LEPC	Local Emergency Planning Committee
LGE	Logistic Growth Equation (modified SHIPS)
LLCC	Low Level Cloud Center
M	Statute Mile
MB	Millibars
MEOW	Maximum Envelope of Water or Maximum Envelope of Winds
MERS	Mobile Emergency Response Support (FEMA)
MOC	MERS Operations Center (FEMA)
MOU	Memorandum of Understanding
MPH	Miles Per Hour
MRF	Medium Range Forecast (NCEP)
M/S	Meters Per Second
MSDS	Material Safety Data Sheet
MT	Mitigation Directorate (FEMA)
NAM	North American Mesoscale model
NASA	National Aeronautics & Space Administration
NAWAS	National Warning System
NCP	National Oil & Hazardous Substances Pollution Contingency Plan
NDA	National Defense Area
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEXRAD	Next Generation of Radar
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NM	Nautical Mile
NPSC	National Process Serving Center (FEMA)
NRC	Nuclear Regulatory Commission; National Response Center
NRT	National Response Team

Appendix 2: ACRONYMS

NTC	National Teleregistration Center (FEMA)
NOAA	National Oceanic & Atmospheric Administration
NOGAPS	Naval Operational Global Atmospheric Prediction System
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
NWSFO	National Weather Service Forecasting Office
OEM	Office of Emergency Management
OPA	Oil Pollution Act
OSC	On-Scene Coordinator
OS	Operations Support Directorate (FEMA)
OSHA	U.S. Occupational Safety & Health Administration
PA	Public Address
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PPA	Performance Partnership Agreement
PST	Pacific Standard Time
PT	Preparedness, Training & Exercises Directorate (FEMA)
PUP	Principle User Processor
PZ	Precautionary Zone
RACES	Radio Amateur Civil Emergency Service
RADAR	Radio Detection & Ranging
RAP	Radiological Assistance Program
RD	Regional Director
REACT	Radio Emergency Associated Communication Team
REP	Radiological Emergency Preparedness Program
ROC	Regional Operations Center
ROD	Record of Decision
RR	Response & Recovery Directorate (FEMA)
RRP	Regional Response Plan
SAME	Specific Area Message Encoder
SARA	Superfund Amendments & Reauthorization Act
SCO	State Coordinating Officer
SEMA	State Emergency Management Agency
SERC	State Emergency Response Commission
SHIFOR	Statistical Hurricane Intensity Forecast
SHIPS	Statistical Hurricane Intensity Prediction Scheme
SITREP	Situation Report
SLG	State & Local Guide
SLOSH	Sea, Lake, & Overland Surges for Hurricanes
SOP	Standard Operating Procedure

Appendix 2: ACRONYMS

SPCA	Society for the Prevention of Cruelty to Animals
TD	Tropical Depression
TS	Tropical Storm
TPC	Tropical Prediction Center
TAFB	Tropical Analysis & Forecast Branch (TPC)
TSB	Technical Support Branch (TPC)
USACE	United States Army Corps of Engineers
USAF	United States Air Force
USCG	United States Coast Guard
USDA	U.S. Department of Agriculture
USGS	United States Geological Survey
USN	United States Navy
USAR	Urban Search & Rescue
UTC	Coordinated Universal Time
VT	Valid Time
WFO	Weather Forecast Office
WRF	Weather Research & Forecasting model
Z Zulu Time	(same as UTC)

APPENDIX 3: AUTHORITIES & REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Kirkland Comprehensive Emergency Management Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Kirkland

- Kirkland Municipal Code Chapter 3.20: Emergency Management
- Kirkland Municipal Code Chapter 21.06.220: Construction Administrative Code, Emergency Repairs
- Kirkland Municipal Code Chapter 3.16.065: Authority to Sign Agreements.
- Kirkland Municipal Code Chapter 3.85: Purchasing policies and procedures

Washington State

- RCW 10.93, Washington Mutual Aid Peace Officers Power Act
- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 38.52, Emergency Management
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
- RCW 38.52.110, Use of Existing Services and Facilities – Impressments of Citizenry
- RCW 42.14, Continuity of Government Act
- RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
- RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations,
- Plans, & Programs
- WAC 296-62, General Occupational Health Standards

Federal

- Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
- Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
- Title 44, CFR, Section 205.16 – Nondiscrimination

Plans

- City of Kirkland Emergency Operation Center Manual
- Kirkland Fire Department Directive Manual
- Kirkland Police Department General Orders
- Kirkland Police Department Standard Operation Procedures
- Kirkland Comprehensive Water System Plan (descriptions for emergency responses and operational procedures) (2006)
- Kirkland Water System Emergency Response Plan (2004)
- Kirkland Water Shortage Plan (1994)
- City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- Eastside Amateur Radio Support Manual
- Eastside Hazardous Materials Team Standard Operational Guidelines
- King County Regional Hazard Mitigation Plan
- King County Comprehensive Emergency Management Plan
- King County Fire Resource Plan
- King County Multiple Casualty Incident Plan
- Regional Disaster Plan for Public and Private Organizations in King County
- Central Puget Sound Emergency Alert System Plan
- Washington State Comprehensive Emergency Management Plan
- Washington State Fire Services Resource Mobilization Plan
- American Red Cross Disaster Plan
- National Response Framework
- National Incident Management System
- Interstate Mutual Aid Compact

Northeast King County Regional Public Safety Communications Agency

- Fire/EMS Radio/MDC Procedures Manual
- PD Radio/MDC Procedures Manual
- Communication Center Policy & Procedure Manual

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

I. PURPOSE

The purpose of this appendix is to identify and establish methods of meeting the training and education needs of City of Kirkland employees responsible for responding to emergencies, and for community-wide educational programs geared at self-preparedness.

II. OPERATIONAL CONCEPTS

A. The Office of Emergency Management (OEM) will be responsible for ensuring that the OEM staff and direct support staff receives training in specific emergency management skills and professional development.

B. Public Education programs will be as resources permit and available upon request to all segments of the community designed to increase awareness of hazards - Prevent, promote self-Preparedness, explain how best to safely Respond, and how to work together to Recover.

C. Each City department is responsible for ensuring that their employees are trained in the concepts of the City's Comprehensive Emergency Management Plan (CEMP) and in the department-specific Standard Operating Procedures.

D. When appropriate, the Office of Emergency Management (OEM) will use outside resources to provide specialized training.

E. The Office of Emergency Management (OEM) is responsible for ensuring that annual drills and exercises are conducted to evaluate the effectiveness of the City's Comprehensive Emergency Management Plan (CEMP), the Emergency Operations Center Manual and other emergency plans to determine future training needs.

F. The Office of Emergency Management (OEM), at the direction of the City Manager, will assure all appropriately designated City staff will complete training necessary to be in compliance with the National Incident Management System (NIMS).

G. The Office of Emergency Management (OEM) is responsible for coordinating Emergency Operations Center (EOC) training, drills, and exercises. It is the responsibility of all Departments and assigned EOC staff and teams to participate.

III. RESPONSIBILITIES

A. OFFICE OF EMERGENCY MANAGEMENT

1. The Emergency Preparedness Coordinator will coordinate training in all-hazard self-preparedness for City employees with the assistance of the Emergency Management Action Team (EMAT).

2. The Emergency Preparedness Coordinator will coordinate training in all-hazard to City staff assigned to the Emergency Operations Center (EOC) and Disaster response teams.

3. The Emergency Manager will make available, as resources permit, training to elected officials on emergency responsibilities, hazards review and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.

4. The Emergency Manager will be responsible for ensuring that drills and exercises are designed and conducted to evaluate the effectiveness of the Emergency Operations Plan.

5. The Community Preparedness Specialist will be responsible for designing and delivering the preparedness education programs to members of the community (schools, businesses, churches, service clubs, neighborhood groups, etc.). – When staffed

B. HUMAN RESOURCES OFFICE

1. Assist in coordinating necessary emergency training for City employees and tracking of the training.

C. CITY DEPARTMENTS

1. Develop standard operating procedures or emergency management plans which define employees' operational responsibilities during emergencies.

2. Provide necessary training to enable employees to carry out those responsibilities.

3. Assure that all employees complete required training to meet NIMS requirements.

E. NON-GOVERNMENTAL ORGANIZATIONS

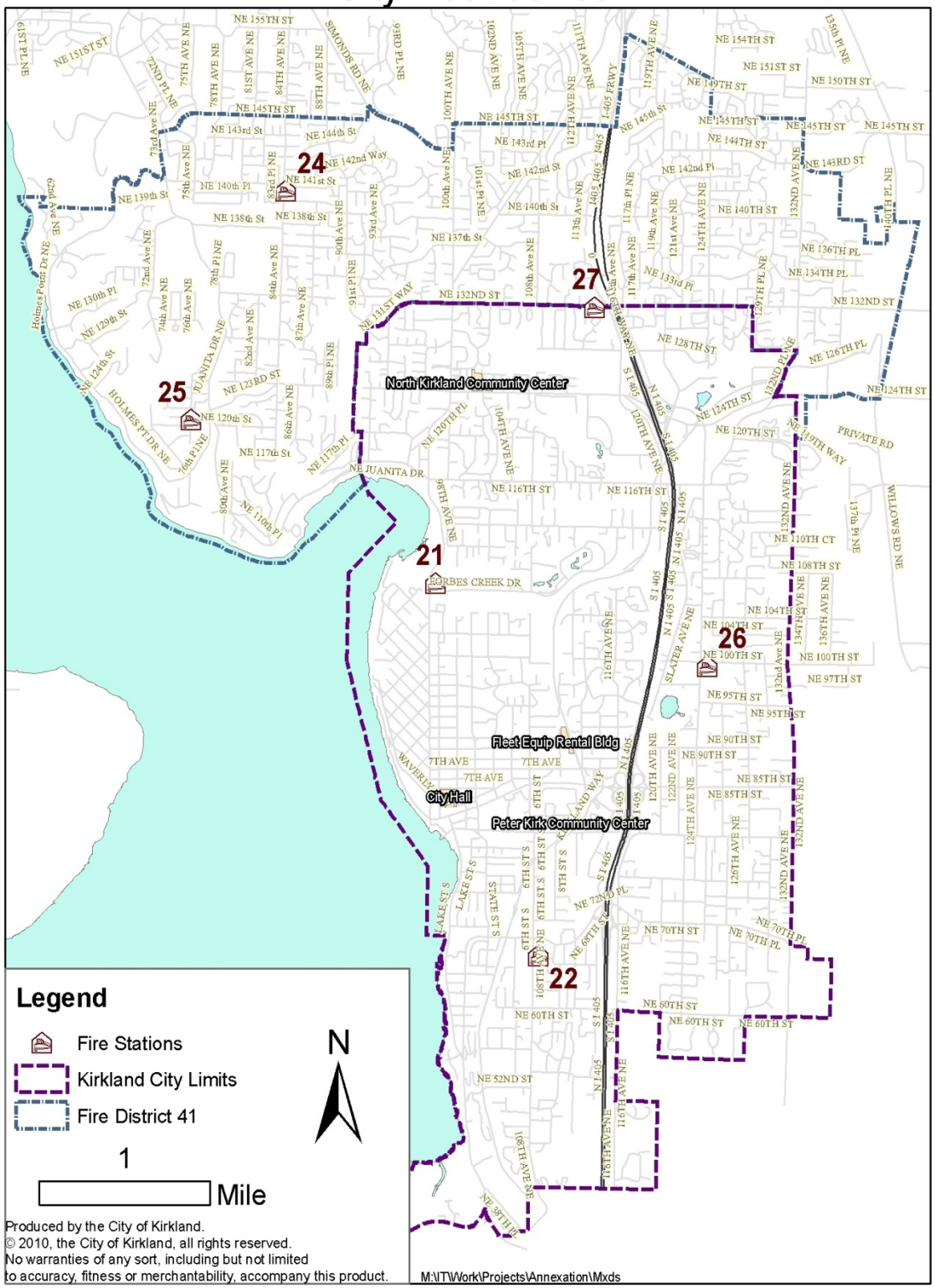
1. Participate in training and exercises, as requested and as resources allow.

APPENDIX 5: Distribution List

Name	Department/Division
Mayor	City Council
City Manager	City Mangers Office
Assistant City Manager	City Manager's Office
City Attorney	City Attorney's Office
Police Chief	Police Department
Director of Fire and Building	Fire & Building Department
Director of Finance and Administration	Finance & Administration Department
Director of Public Works	Public Works Department
Director of Planning	Planning & Community Development Department
Director of Parks and Community Services	Parks & Community Services Department
Director of Information Technology	Information Technology Department
Director of Human Resources	Human Resources
Emergency Manager	Fire & Building Department
Emergency Preparedness Coordinator	Fire & Building Department
City PIO	City Manager's Office
Emergency Operations Center	Peter Kirk Room
Message Taker/Emergency Call Center	Juanita Bay Room
EMAT Department Reps	Various

APPENDIX 6: MAPS

City Boundaries



EMERGENCY SUPPORT FUNCTION 1

Transportation

LEAD AGENCY: **Department of Public Works**

SUPPORT AGENCIES: **Public Works – Equipment Rental**
Parks Maintenance Division
Police Department
All Departments

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. Primary emergency transportation responsibilities will be coordinated by the City of Kirkland Public Works Department.

B. Transportation will be conducted in accordance with the National Incident Management System (NIMS and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

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 Operations Center (EOC).

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 EOC 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 Manager or his/her designee will be the EOC representative(s) to coordinate Public Works operations. These positions have been designated in the EOC staffing structure.

C. Procedures

1. The Public Works Department will provide damage assessment of streets, overpasses, city-owned bridges, 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 EOC, 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 operate effectively.

4. Through the Operations Section in the EOC, 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 EOC.

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. Public Works ensures that deployed personnel are briefed on the known hazards and on mission assignments before leaving for assignment.

2. Public Works ensures personnel are familiar with area to which they are assigned.

3. Equipment rental ensures that vehicles assigned to Public Works are in good working order and that fuel is available for them.

4. The Kirkland Police Department provides personnel assigned to transportation issues with a briefing on known hazards and on mission assignments.

E. Preparedness Activities

1. Public Works provides training for personnel on their responsibilities as outlined in ESF 1.

2. Public Works conducts exercises where personnel work through the aspects of ESF 1 that pertain to them.

3. Public Works maintains a working relationship with other agencies that may be essential to the activities outlined in this ESF.

4. Public Works also maintains a list of contact information, which will be an appendix to ESF 1.

5. Public Works will 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.

6. The Equipment Rental division of Public Works ensures that personnel are aware of their responsibilities as outlined in ESF 1.

7. Equipment Rental 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.

8. Equipment Rental maintains an inventory of parts and tools for use in doing emergency repairs.

9. Kirkland Parks – Maintenance Division provides all field personnel with the information contained in ESF 1 that applies to them.

10. Kirkland Parks – Maintenance Division ensures that all personnel are aware of their responsibilities as outlined in ESF 1.

11. Kirkland Police provides personnel with their responsibilities for assisting in transportation issues during and emergency.

12. Kirkland Police 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. Activate and staff the Transportation Command Center.

2. Provide designated representatives to the EOC.

3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 1.

3. Coordinate transportation activities with other response functions.

5. Request additional resources as needed.

G. Recovery Activities

1. Prepares a prioritized list of all damaged Kirkland infrastructures.

2. 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.

3. Coordinate/manage restoration of transportation system.

4. Coordinates needed efforts with other agencies such as neighboring cities and the State Department of Transportation.

V. RESPONSIBLITIES

A. Lead Agency

1. Public Works

a. Coordinates all transportation emergency management activities in support of the Kirkland Comprehensive Emergency Management Plan.

b. Coordinates assessment of damage to street facilities and transportation routes. Takes action to appropriately close or restrict access to those deemed unsafe.

c. Conducts immediate field assessments of the status of the street network in Kirkland. Report findings to the Emergency Coordination Center and to other agencies as appropriate.

d. 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.

e. Provides for the safe and effective operation of streets and walkways by the clearing of debris.

f. Immediately notifies METRO Transit, school busing agencies, police, fire and other appropriate agencies of routes affected by partial or total road closures and detours.

g. Coordinates the assessment of major structural damage to roads and bridges. Oversees the contracting of design and repair if accomplished through outside services.

h. Through close coordination with the EOC, decides when to reopen roads that have been closed. Coordinates the activities required to accomplish these tasks.

i. Provides coordination of Public Works and Parks field crews.

j. Initiates appropriate coordination of operations with outside agencies.

k. 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 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 EOC 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 EOC 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 EOC 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 operations.

c. Work with Public Works Department on identification and mitigation of high hazard accident locations and safety concerns.

4. All Departments

a. Notify Public Works Department of system deficiencies as soon as possible.

b. Coordinate communications through the EOC.

c. Make recommendations for correction of traffic hazards.

VI. APPENDICES

Appendix 1 Snow and Ice Program Policies and Procedures

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. Emergency Operations Center Manual

ESF 1 – Transportation
Appendix 1 – 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 including the Bridle View annexation area, but 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 crews will also operate out of the 1129 Building portion 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 their respective Managers, Supervisors, Leadpersons and crews. Generally the areas of responsibility for snow and ice control efforts between Public Works and Parks are as follows:

Public Works: Field crews will be responsible for snow and ice control activities on public right-of-ways (streets) within those geographic boundaries described above. Field crew may be drawn from Streets (including Public Grounds and Fleet), Water, Sewer or Storm Divisions.

Public Works Equipment Rental: Will be responsible for setup, maintenance, and repair of vehicles and equipment including the emergency generator at the Maintenance Center during power outages.

Public Works Facilities: Will be responsible for normal building maintenance.

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.

The Public Works Operations and Maintenance Division (Streets, Water, Sewer, Storm and Facilities) have 42 full time field crew and 5 administrative employees, 4 division managers, 6 leadpersons and 1 supervisor situated 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 two around-the-clock 12-hour shifts as follows:

Shift #1	10:45 a.m. – 10:45 p.m.
Shift #2	10:45 p.m. – 10:45 a.m.

This shift arrangement allows for complete 24 hour coverage and allows for overlap at the end and beginning of each work shift to allow for smooth transition of plowing, sanding and de-icing activities. This coverage allows for maximization of the available equipment and crews. This shift also allows each employee two one-half hour meal periods 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 12- hour shifts to longer than 12- 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 18 full time crew and 2 administrative employees, 3 Leadpersons, 1 Supervisor and 1 Division Manager situated at the 1129 Building portion of 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.

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.

- Pick-ups 4 each
- 5 cubic yard dump truck with snow plow and slide in sander 3 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
- 10 cubic yard dump truck for sand haul 2 each
- backhoe / loader 4 each
- snow blower 2 each
- 1-ton pickup with small plow 3 each
- 1-ton flatbed with deice distributor 1 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 which include major arterials, bus routes, access to and from schools, police and fire stations, freeway interchanges and Evergreen Hospital. Two 5 cubic yard dump trucks with snowplows and sanders and one small plow will be assigned to the north end and one 5 cubic yard truck with a snowplow and sander and one small plow will be assigned to the south end. The grader will focus primarily on the downtown area and around the City shops. The 1 ton flatbed truck with sander will be used to assist plowing operations in both the north and south end of town; and respond to intersection and accident related requests. The deicing equipment will be assigned to areas on a priority basis.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 and parking lot areas.

A small plow and backhoe/loaders will be available to Parks along with snow blowers to assist them in maintaining fire stations, City Hall and other designated public facilities with snow and ice removal tasks.

Public Works and Parks Department crews may assist the equipment rental group in preparing vehicles and equipment for snow and ice tasks. This may include assisting with chaining vehicles based on 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 10 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 numbers 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 will be responsible to remove snow from parking lots, 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, Parks 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. Deicing brine will be distributed in the cleared travel lane(s) and 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 10 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. A special brine salt will be kept with the rock salt.

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 the use of pure rock 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 are 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, face to face, by radio or wireless device. 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 administration staff or 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 425-587-3900 or 425-587-3911. 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 the 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 the inability to maintain the street sufficiently 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:

ON	FROM	TO
108TH Avenue NE	NE 38th Street	NE 44th street
NE 52nd Street	Lake Washington Blvd.	108th Avenue NE
5th Avenue S	Lake Street S.	State Street S.
5th Place	15th Avenue	18th Avenue
10th Avenue	Market Street	1st Street
11th Avenue	Market Street	1st Street
12th Avenue	Market Street	1st Street
13th Avenue	Market Street	1st Street
14th Avenue	Market Street	1st Street
15th Avenue	Market Street	1st Street
18th Avenue	Market Street	1st Street
19th Avenue	Market Street	1st Street
NE 112th Street	100th Avenue NE	104th Avenue NE
NE 120th Street	Slater Avenue NE	132nd Avenue NE
120th Avenue NE	NE 116th Street	NE 118th Street
NE 116th Street	98th Avenue NE	104th Avenue NE
120th Avenue NE	NE 85th Street	NE 90th Street
116th Avenue NE	NE 124th Street	Park & Ride Entrance (NE 130th Street)
NE 97th Street	112th Avenue NE	110th Avenue NE
NE 104th Street	111th Avenue NE	112th Pl NE

CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION #2
COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNING

LEAD AGENCY: **Police Department**

SUPPORT AGENCIES: **Information Technology Department**
Office of Emergency Management
Public Works Department - Fleet
All Departments
NORCOM
Amateur Radio Emergency Services (ARES) Team

I. INTRODUCTION

A. Purpose

To provide for and maintain communications and warning capabilities for the Emergency Operations Center (EOC) of the City of Kirkland.

B. Scope

This ESF addresses the communication assets and procedures of the City of Kirkland including 911, radio, voice and data links, telephone and cellular systems, National Warning System, Emergency Alert System (EAS), and amateur radio.

II. POLICIES

A. Activities within ESF 2 – Communications, Information Systems, and Warning will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. Primary emergency communications and warning responsibilities will be coordinated by the City of Kirkland Police Department through the Operations Captain or designee.

C. The day to day organizational structure of Kirkland city departments will be maintained as much as feasible for major emergency and disaster situations.

D. The Police Chief will review and authorize any deviations from the policy regarding use of the Reverse 9-1-1® system.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact the communication systems.

2. Natural and man-made hazards may damage the communication systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's communication systems will likely sustain damage or be impacted which will result in disruption or shut-down of portions of some or all communications systems.

3. Disaster response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. The North East King County Regional Public Safety Communications Agency (NORCOM) is equipped with emergency generators and with an uninterrupted power supply (UPS). The UPS batteries supply emergency power to NORCOM and, without generator or commercial power charging, will provide power for a period of approximately 8-hours depending on the building load. The backup emergency power system is capable of supplying power for an unknown period of time and is dependent upon the amount of fuel supply in the underground fuel tanks at Bellevue City Hall and availability of fuel following an event.

2. Routine day-to-day modes of communication will continue to be utilized to the fullest extent possible. This utilization will depend on the survivability of the equipment and service during the disaster.

3. Since partial or total disruption of normal communications may occur during a disaster, the availability of alternate modes of communications is vital to any emergency operations activity. The existing telephone service along with the City's radio systems will provide the basis for attempting to maintain effective communications.

4. If City resources cannot meet the communications and warning needs for a given situation, requests for assistance can be made to the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KC ECC) or, directly to the Washington State Emergency Operations Center.

B. Organization

1. NORCOM, located within Bellevue City Hall, shall be the focal point for coordinating the emergency communications systems of the City during an emergency or disaster situation. NORCOM is a 24-hour facility that normally provides day-to-day 9-1-1 telephone answering, dispatching, and communications support for fourteen Fire Departments and five Police Departments, including Kirkland. Information will be coordinated with the City's Emergency Operations Center (EOC) when activated.

2. 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 EOC will be critical to the City's ability to effectively coordinate and respond to an event.

3. The NORCOM Executive Director is responsible for the overall direction and control of emergency communications related to the E-911 and 800 MHz radio system during a disaster or emergency situation.

C. Procedures

1. The City of Kirkland utilizes a city-owned PBX (private branch exchange) phone switch as its primary source of communications with state, county, and local agencies. In case of partial or total loss of local services provided by AT&T, the Information Technology Department Network & Operations Manager will coordinate repair and restoration. The City has a number of phone lines, separate from PBX, that are available in the event the City's PBX fails.

2. Additional volunteer radio nets may be activated as necessary to supplement the City's radio system capabilities, such as local amateur radio operators.

3. The Kirkland Amateur Radio Emergency Services (ARES) Team can be activated by contacting the Emergency Preparedness Coordinator at 206-450-5969 or the ARES Leadership Team at kirklandares@yahoogroups.com (phone roster also available in EOC Logistics bin). The Office of Emergency Management coordinates drills and exercises to test the Team's capabilities.

4. The Washington State Emergency Management Division (WAEMD) operates a statewide, very high frequency (VHF) low-band radio system (CEMNET), as the primary backup communication link between the State EOC and local EOC's throughout the state. The State Emergency Operations Officer (SEOO), locate within the State EOC, monitors the network on a 24-hour basis. The City of Kirkland is authorized to use Northwest region channel F1 (45.20 MHz) for local operations. Jurisdictions within western Washington test the system every Tuesday at 0900 hours.

5. The City subscribes to the Government Emergency Telecommunications Service (GETS) which is offered by the Office of the Manager, National Communications Systems, to meet national security and emergency preparedness requirements by Federal, State and local government and other authorized users. GETS provides emergency access and specialized processing in local and long-distance telephone networks through a simple dialing plan and personal identification number. Subscriber cards (with instructions) are issued to key EOC personnel and other selected staff members and are available for use by members of the City's emergency management organization through those cardholders. The Office of Emergency Management manages the program for the City and maintains up-to-date inventory lists.

6. The City of Kirkland's internal EOC frequency will be the City 2 talk group and may be activated on demand.

7. NORCOM has a satellite phone available, in addition to KC911 provided GETS/WPS phones.8. The Reverse 9-1-1® community calling system, located at NORCOM, is available to all agency's served by NORCOM to notify geographically-defined groups of individuals about situations that may threaten their safety. The Police Chief, Fire Chief, Police Captain or Fire Battalion Chief in charge of daily operations, or any of their

designees, are authorized to activate the Reverse 9-1-1® system for the purpose of advising citizens to take actions which would protect their safety or to enlist their assistance with a public safety mission (examples: emergency evacuations or locating a missing child).

9. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. It may be activated by contacting the King County Sheriff's Office (KCSO) Communications Center. If the equipment at the KCSO Communications Center is non-functional, secondary systems are located at NORCOM and the Washington State EOC. The King County Emergency Coordination Center and the Seattle Office of Emergency Management also have tertiary systems.

10. Notification of citizens regarding emergency information and instructions may be handled at the incident scene through the EAS, door-to-door by uniformed City personnel, mobile public address systems, or any other means available to the command agency at the time.

11. The Communications Program Manager and the Public Information Officers from the Police and Fire Departments, as well as the EOC PIO team, can send emergency public safety information through conventional methods such as e-mail and broadcast fax to local media broadcasters.

12. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the King County Warning Point, which, in turn, disseminates the warning to local warning points. Warnings for Kirkland are received at NORCOM, which, in turn, notifies the Emergency Operations Center management.

13. Weather advisories and warnings are provided via Teletype by the National Weather Service and received at the Records Division. Records personnel monitor those messages on a 24-hour basis and determine when to notify appropriate public safety personnel. The National Weather Service (Seattle Office) is also capable of sending civil emergency notices to their network of weather radios at the request of local, public safety officials. The newer generation weather radios are self-activated when warnings are initiated.

14. NOAA Weather Radios located in the EOC and all City facilities, are monitored during activations.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 2.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 2.

F. Response Activities

1. Provide designated representatives to the EOC if possible.
2. Make emergency notifications and warnings as needed.
3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 2.
4. Coordinate communications and warning activities with other communications centers and support agencies as needed.
5. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged communication infrastructure and assets in Kirkland.
2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration of communications system.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

a. Direct emergency communications support activities of the City.

b. Advise EOC on status and capability of emergency communications system.

c. Arrange additional communications capabilities when necessary.

d. Establish restoration priorities for emergency telephone and radio systems in conjunction with the Information Technology Department and service providers.

e. Request volunteer amateur radio networks when necessary.

f. Recommend relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.

g. Provide Police Department cellular telephone roster (H:drive) as part of citywide directory in EOC.

h. Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with standard operating procedures.

B. Support Agencies

1. Information Technology Department

a. Coordinate repair and restoration of telephone and/or computer systems.

b. Coordinate use and distribution of loaned cell phones during disasters.

2. Office of Emergency Management

a. In cooperation with NORCOM, develop and maintain warning procedures for the City.

b. Maintain the City's subscription to the Government Emergency Telecommunication Service.

5. Public Works Department - Fleet Division

a. Maintain operation of all general government radios and microwave-link communications equipment owned or used by the City and those jurisdictions supported by NORCOM per contract agreements.

5. All Departments

a. Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to Departmental Command Center communications.

b. Maintain all available departmental equipment in serviceable and ready condition.

c. Assure proper working order of all departmental equipment and frequencies through tests or normal day-to-day operations.

d. Develop and maintain an inventory of departmental communications capabilities and resources.

6. NORCOM

a. Responsible for the overall direction and control of emergency communications related to the E-911 and 800 MHz radio system during a disaster or emergency situation.

7. Amateur Radio Emergency Services (ARES) Team

a. Assist with Emergency Operation Center (EOC) communications.

b. Assist with damage assessment through amateur radio capabilities.

c. Provide backup/augmentation communications linkages between the EOC and emergency incident sites, shelters, hospitals, and other critical locations as necessary.

VI. APPENDICES / ATTACHMENTS

APPENDIX 1 – Emergency Alert System (EAS)

APPENDIX 2 – Communications with King County Office of Emergency Management and King County Emergency Coordination Center

APPENDIX 3 – Request for Satellite Telephones

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. Kirkland Amateur Radio Emergency Services (ARES) Procedure Manual

C. Central Puget Sound Emergency Alert System Plan

D. NORCOM Procedures Manual

APPENDIX 1
ESF # 2 – EMERGENCY ALERT SYSTEM (EAS)

Scope:

This plan provides guidelines for activating the EAS in the Central Puget Sound Region, which includes the counties of Island, Jefferson (east portion), Kitsap, Snohomish, King and Pierce.

Policy:

It is the policy of all participating agencies to activate the EAS in order to alert and warn residents of life-threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media by normal channels. Further instructions and information to the public will be disseminated to the media by the originating agency or by the affected jurisdictions using normal channels.

Concept of Operations:

The decision to activate the EAS for weather-related incidents will generally be the responsibility of the National Weather Service. For localized non-weather related incidents, the affected county will be the designated authority for activating the EAS. Within each county, specified jurisdictions may be authorized to activate EAS as identified by local plans.

If an event has a regional impact that affects more than one county, the county where the incident originated will coordinate all EAS messages. If the incident begins in one county and then moves to another county, either of those jurisdictions may initiate an EAS message but the message should be coordinated by both agencies. Should an incident affect more than two counties in the Central Puget Sound Region, requests for EAS activation will be coordinated with Washington State Emergency Management. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.

Request For Activation:

When the incident commander or highest ranking official at the scene of an incident determines that an EAS message must be initiated to save lives, they will contact the authorized individual from their jurisdiction who has authority to request activation of EAS. That person will contact their local EAS authorized agency. If the local EAS activation authority or their alternate (if designated in local plans) cannot be contacted, EAS activation may be requested through Washington State Emergency Management.

It is the responsibility of the agency initiating the EAS message to confirm the incident with a reliable source (dispatch center or incident commander). Many broadcast stations will automatically air all EAS messages and have no mechanism to confirm or edit information. It is critical that the agency sending the alert authenticates the information before transmission to broadcasters.

It is recognized that emergency situations that require the use of EAS are time critical and warning of the public must be done immediately; however, the EAS message must be clear and provide direction. Messages must include the following information:

- The name and title of the person delivering the message
- What will happen
- When it will happen
- Where it will happen
- Geographic area affected (if multiple jurisdictions affected, include all)
- Emergency protection measures for the public
- If evacuation is required, identify the hazard area and specify desirable transportation routes or direction of travel for evacuees
- Reassurance that officials are addressing the incident
- A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies
- Advise the public to listen to their local news radio station for more emergency information. KIRO radio (710 AM) is identified as the Local Primary Station for the Central Puget Sound Local Area.

Personnel at the issuing agency will identify a point of contact that is currently available for questions from the media. Personnel will also be available to handle inquiries from the public or other agencies. It might be appropriate to establish a Joint Information Center for media inquiries and a citizen hotline to address inquiries from the public.

Notification of Affected Agencies:

Notification of affected jurisdictions and government officials will occur simultaneously with the sending of the EAS message whenever possible. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made. In addition to affected jurisdictions, notification includes Washington State Emergency Management. A request will be made for Washington State Emergency Management to notify other counties to advise of the activation of EAS. The method of notification may include, but is not limited to, telephones, radios, computers, ACCESS, and NAWAS.

APPENDIX 2
ESF #2 – EMERGENCY ALERT SYSTEM (EAS)
COMMUNICATIONS AND WARNING

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.

KC 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.kingcounty.gov/prepare
WebEOC: https://webeoc.metrokc.gov – User: City of Kirkland Password: Kirkland

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

KC 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	Primary # into ECC and OEM 24 hrs. Do no use individual staff #s. It could be days before they're checked
Phone	206-205-6710	KC ECC Status line – recorded message of KC ECC activation status
Individual Assistance	1-800-523-5044	Monitored after significant event
FAX	206-296-3838	Incoming fax machine to ECC and OEM
Website	www.metrokc.gov/prepare	Updated during events
800 MHz Radio	KC EOC COM	Hailing to ECC, always monitored when ECC is open
800 MHz Radio	KC EOC OPS	Tactical Emer. Mgmt. Talk group

APPENDIX 2
ESF #2 – EMERGENCY ALERT SYSTEM (EAS)
COMMUNICATIONS AND WARNING

Method	#, talk group, frequency	Comments
800 MHz Radio	KC EM 1 (3,5)	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
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

APPENDIX 3
ESF #2 – EMERGENCY ALERT SYSTEM (EAS)
REQUEST FOR SATELLITE TELEPHONES

The State Emergency Management Division (EMD) has Mitsubishi, ST-151, transportable Satellite Telephones available for use during emergency/disaster situations and/or search and rescue operations, where neither two-way radio coverage, cellular/PCS, nor landline telephone services are available or are severely impaired. The primary intent for using the satellite capability is for establishing communications to point outside the area affected by the emergency/disaster (i.e., local Emergency Operations Center (EOC) to state EOC or search base camp to outside location).

When used during emergency/disaster and/or search and rescue operations, the costs for placing/receiving calls will be covered by EMD. If used for training exercises, the user should be prepared to reimburse EMD for these costs.

To reach the State EMD -	Phone:	24-Hour Duty Officer 1-800-258-5990
	CEMNET Radio:	"State EOC from WNRI 590 (Bellevue)"
	E-mail:	dutyofficer@emd.wa.gov
	800 MHz:	ICALL talkgroup
	VHF radio:	OSCAR, LERN, HEAR, SAR 155.16
	Amateur Radio:	145.37 MHz primary frequency

Request form for Mitsubishi ST-151 transportable satellite telephone

A. Name/Organization/Phone Number of Requester
Name: _____
Organization: _____
Phone Number: _____

B. Mission Number: _____

C. Location(s) to Be Used: (if more than one location, provide all known locations)
Lat./Long: _____
Nearest Town/City: _____

D. Brief Explanation of Need: _____
_____

E. Date/Time of Equipment Pick-Up: _____

F. Date/Time of Equipment Return: _____

G. Point of Contact and Phone Number: (User of equipment, if not like the requester)

POC: _____

Organization: _____

Phone Number: _____

Charge Code: _____

EMERGENCY SUPPORT FUNCTION 3

Public Works and Engineering

LEAD AGENCY: Public Works Department

SUPPORT AGENCIES: Fire and Building Department – Building and Prevention Services
Parks and Community Services Department – Maintenance Division
Police Department

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 3 is to provide effective coordination of public works and engineering-related support to assist the City of Kirkland in meeting needs related to response and recovery, facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to prepare, respond to, and recover from a major emergency or disaster.

B. Scope

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of domestic incident management to include preparedness, response, and recovery actions. Activities within the scope of this function include conducting preincident and postincident assessments of public works and infrastructure; executing emergency contract support for life-saving services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged public infrastructure and critical facilities; and implementing and managing other recovery programs.

II. POLICIES

A. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all Kirkland Public Works Department activities during a disaster. The City of Kirkland is responsible for its own public works and infrastructure and has the primary responsibility for mitigation, preparedness, response and recovery.
B. Activities within ESF 3 – Public Works and Engineering will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

C. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.

D. When local resources have been or are expected to be overwhelmed and local mutual aid has been exhausted, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

E. Command Centers and Field Command Posts may be established for the coordination of field operations. The Command Center shall provide regular status reports and provide timely reports regarding emergency public information to the EOC. Co-location of field command posts will be the preferred method of field operations when multiple departments/agencies have field command posts established.

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.

2. Debris may make roadways impassable.

3. Public utilities may be damaged and be partially or totally inoperable.

4. Equipment in the immediate event area may be damaged or inaccessible. Sufficient resources may not be available.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Bellevue's utilities systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all utilities systems.

3. Disaster response and recovery activities that rely on the use of the utilities systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one utility system may cause disruption or damage to another utility system due to the interrelated nature and dependency of one system on another.

5. Access to the event area will be dependent upon the establishment of ground and water routes.

6. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.

IV. CONCEPT OF OPERATIONS

A. General

1. Public: Water, Wastewater, Surface Water, and Solid Waste (Contracted Function), Northshore Utility District.

2. Private: Electical Power, Natural Gas, Cable Services, Fiber Optic Services, and Telephone (fixed location mobile and cellular).

B. Organization

1. The Public Works Department is responsible for the coordination of ESF 3, technical assistance, engineering, and construction management resources and support during response activities.
2. All support departments will coordinate through the Public Works Department.

3. Public Works and Fire and Building – Building and Prevention, will have responsibilities for inspection related activities.

4. The Parks Department is responsible to provide Public Works with maintenance, inspection and right-of-way clearing assistance, as resources permit, to meet City needs related to emergencies and disasters.

C. Procedures

1. Public Untilities

    a. Kirkland Public Works shall provide damage assessment of public utility facilities. The department shall provide for emergency repair and restoration of all city-owned utility facilities. Priority shall be given to facilities that provide critical and essential services.

    b. Kirkland Public Works shall coordinate with King County/Metro, Seattle Water Department, and local water purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another. The department shall communicate health and environmental hazards to the EOC, and other appropriate agencies.

    c. Additional resources or assistance may be obtained through existing mutual aid agreements (see Appendix A). Any requests for a public agency presence (labor and/or equipment) should be coordinated through the EOC. Any requests for public agency materials should be made known to the EOC.

    d. Additional resources or assistance may be obtained through contracts with private firms.

    e. Emergency water demand reduction measures are addressed in detail in the City of Kirkland Water Shortage Contingency Plan (WSCP). Authority to develop and enforce the WSCP is contained in the City of Kirkland Municipal Code, Chapter 15.

    f. During drinking water quality emergencies, Kirkland Public Works shall follow the procedures described in the City of Kirklands Water Comprehensive Plan and by instructions from the Department of Health.

2. PRIVATE UTILITIES

a. Response and recovery coordination with private utilities and businesses responsible for electricity, natural gas, telephone, cable, and petroleum pipeline will be done through the EOC.

b. If a private utility has a representative at the EOC, that representative will coordinate with all other members of the EOC as an equal player. Private utility providers include Puget Sound Energy, Qwest, Verizon, Comcast and other wireless/communication vendors.

c. Emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission.

D. Prevention and Mitigation Activities

1. Implement hazard mitigation in the development of policy, issuing of permits and the design and construction of city facilities, including water and sewer facilities and structures. This mitigation program will include the designation of methods to support emergency power sources for water supply stations, sewer pumping stations and fuel supplies necessary to Public Works operations.
2. Mitigate emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.
3. Identify opportunities to lessen the effects of future emergencies or disasters and makes them known to all city departments or other organizations that could be impacted.

E. Preparedness Activities

1. Provides trained personnel to conduct post earthquake, or post building trauma, safety analysis of buildings and roadways.

2. Identified Public Works staff will be trained in ATC 20 and 21 and 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.

3. Provides and maintains lists of needed information on contractors to Logistics Section in EOC (should be done in advance of event) for contact of contractors.

4. Maintains a list of equipment owned by the City.

5. Maintenance, testing and fueling of generators at critical City facilities.

6. Contracts with architects, engineers, contractors, heavy equipment operators, and equipment suppliers to provide requested services and equipment.

F. Response Activities

1. Muster personnel as appropriate.

2. Assess critical facilities.

3. Provide designated representatives to the EOC.

4. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 3.

5. Coordinate utilities activities with the EOC and other response functions and support agencies.

6. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged utilities infrastructure and assets in Utilities service area.

2. Maintain, document, and report damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration of utilities systems.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Public Works

a. Notify Public Works divisions and City department support groups with departmental status.

b. Establish appropriate communications with EOC.

c. Assess/operate City owned utilities and report status ie:water,sewer, stormwater, solidwaste etc.

d. Public Works personnel will initiate damage assessment of city-owned utilities, roadways, bridges and essential facilities as soon after the event as is safe and practical.

e. Provide damage assessment/status for city owned facilities, and equipment.

f. Coordinate with neighboring jurisdictions.

g. Public Works Fleet Management staff will maintain City-owned fuel delivery system.

h. Public Works Fleet Management staff will support the City with well maintained, running vehicles and heavy equipment.

i. Public Works Fleet Management will perform pre and post inspections of city owned vehicles and of vehicles supplied by out side agencies that are requested by the City of Kirkland EOC.

j. Emergency repairs of city owned facilities and structures will be a priority. Repairs will be based upon critical need as determined by the City EOC or as follows:

   i. Buildings that house critical response units or staff,

ii. Roads, streets or bridges that act as main evacuation routes,

iii. Public facilities that serve or may need to serve as shelters,

iv. Facilities providing essential services to the public (water, sewer, etc.),

v. Facilities used or needed to provide for emergency public information, and

vi. Debris clearance on City right-of-way.

k. Participates in damage surveys that include dollar value estimates, which will, in turn, be provided to the State for potential Presidential Declaration requests, to both public and private structures.

l. Kirkland may need to obtain emergency environmental waivers and legal authority to dispose of materials from debris clearance and demolition activities or other activities related to ESF #3 support.

m. Personnel with engineering and construction skills and construction equipment will be available from outside the event area. Mutual aid, assistance networks, and private-sector resources may be utilized.

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

o. Public Works staff will coordinate the restoration of critical public facilities including temporary restoration of the water supply and waste water systems.

p. 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.

B. Support Agencies

1. Fire and Building – Building and Fire Prevention

a. Provides available manpower, equipment and material resources to assist with ESF #3 related functions, coordinating through the Operations Section of the EOC.

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

c. Initiate damage assessment of city-owned and essential buildings as soon after the event as is safe and practical.

d. Staff will be trained in ATC 20 and 21 and 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.

2. Parks and Community Services – Maintenance Division

a. Provides available manpower, equipment and material resources to assist with ESF #3 related functions, coordinating through the Operations Section of the EOC.

b. Provide assistance in clearing debris from the public right-of–way.

c. Provide damage assessment for Parks properties.

d. Provide debris clearance for Parks properties.

3. Police Department

a. Provide assistance in implementing road closures and detours for roadways.

b. Provide support in field operations as appropriate.

c. Provide perimeter control due to unsafe conditions

d. Provide escorts for Utilities crews during heavy traffic situations.

VI. APPENDICES / ATTACHMENTS

APPENDIX 1 – Kirkland Fleet list

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. Kirkland Comprehensive Water System Plan (descriptions for emergency responses and operational procedures) (2006)

C. Kirkland Water System Emergency Response Plan (2004)

D. Kirkland Water Shortage Plan (1994)

FINANCE & ADMINSTRATION							*2008*		
Veh No.	Model Year	Vehicle Description	Acct Life	Estimated Replacement Date	2007 O&M Contrib/Mo.	2007 Repl. Rate Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
	MAIL SERVICES		**010-451-1891**		*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
C-07	2005	Chevrolet Uplander Cargo Van	8	6/1/2013	235	220	2,820	2,640	5,460
1 Total Vehicles/Equipment				**TOTALS**	235	220	2,820	2,640	5,460

FIRE & BUILDING										2008
Veh No.	Model Year	Vehicle Description		Acct Life	Estimated Replacement Date	2007 O&M Contrib/Mo.	2007 Repl. Rate Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
	ADMINISTRATION		010-910-2210			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F104	2008	Ford Escape Hybrid		8	6/1/2015	275	300	3,300	3,600	
F214	2006	Dodge Durango		8	6/1/2014	495	315	5,940	3,780	
F215	2005	Jeep Grand Cherokee		8	6/1/2014	120	210	1,440	2,520	20,580
	OPERATIONS		010-920-2220			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F201 (F216)	1998	Chevrolet Suburban		8	6/1/2008	525	430	6,300	5,160	
F213	2006	Chevrolet Suburban		8	6/1/2014	525	300	6,300	3,600	
F303X (Res)	1993	Ford Road Rescue Aid Vehicle (Surp)		Reserve	n/a	1,175	-	14,100	-	
F311 (F317)	2000	Ford Road Rescue Aid Vehicle		8	6/1/2008	1,175	1,440	14,100	17,280	
F312	2001	Ford Road Rescue Aid Vehicle		8	6/1/2009	1,175	1,440	14,100	17,280	
F313	2002	Ford Road Rescue Aid Vehicle		8	6/1/2010	1,175	1,440	14,100	17,280	
F314	2006	Ford Road Rescue Aid Vehicle		8	6/1/2014	1,175	1,440	14,100	17,280	
F315	2006	Ford Road Rescue Aid Vehicle		8	6/1/2014	1,175	1,440	14,100	17,280	
F316	2007	Ford Road Rescue Aid Vehicle		8	6/1/2015	1,175	1,440	14,100	17,280	
F403	2006	Spartan-H&W Special Ops Unit		18	6/1/2024	645	2,300	7,740	27,600	
F506	1997	Simon-LTI Tillered Aerial Ladder		18	6/1/2015	3,380	5,500	40,560	66,000	
F607	1926	American LaFrance Pumper		Historic	n/a	110	-	1,320	-	
F608	1992	Seagrave Pumper		18	6/1/2010	1,435	2,885	17,220	34,620	
F609	1995	Seagrave Pumper		18	6/1/2013	1,435	2,885	17,220	34,620	
F610	1999	Spartan-H&W Pumper		18	6/1/2017	1,435	2,885	17,220	34,620	
F611	2003	Spartan-H&W Pumper		18	6/1/2021	1,435	3,030	17,220	36,360	
F612	2003	Spartan-H&W Pumper		18	6/1/2021	1,435	3,030	17,220	36,360	
F613	2005	Spartan-H&W Pumper		18	6/1/2023	1,435	3,030	17,220	36,360	683,220
	FIRE PREVENTION		010-930-2230			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F208 (F217)	1995	Chevrolet Astro Van		8	6/1/2008	120	315	1,440	3,780	
F209	1998	Jeep Cherokee		8	6/1/2009	120	210	1,440	2,520	
F210	2004	Chevrolet Colorado Ext. Cab.		8	6/1/2012	120	245	1,440	2,940	
F211	2004	Toyota Prius		8	6/1/2012	120	310	1,440	3,720	
F304X	1994	Ford Cayel-Craft Aid Vehicle		Surplus	n/a	120	-	1,440	-	20,160
	TRAINING		010-920-2240			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F101	2001	Ford Crown Victoria		8	6/1/2009	490	315	5,880	3,780	
F212	2004	Ford F150 Crew Cab (4x4)		8	6/1/2012	490	390	5,880	4,680	20,220
	BUILDING		010-950-2420			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-83 (PU-89)	2000	GMC Sonoma Ext. Cab		8	6/1/2008	285	230	3,420	2,760	
PU-84 (PU-90)	2000	Chevrolet Astro Cargo Van		8	6/1/2008	285	250	3,420	3,000	
PU-85	2001	GMC Sonoma Ext. Cab		8	6/1/2009	285	230	3,420	2,760	
PU-86	2006	Ford Escape Hybrid		8	6/1/2014	285	300	3,420	3,600	
PU-87	2006	Ford Escape Hybrid		8	6/1/2014	285	300	3,420	3,600	
PU-88	2006	Ford Escape Hybrid		8	6/1/2014	285	300	3,420	3,600	39,840

	BUILDING		010-950-2420			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-83 (PU-89)	2000	GMC Sonoma Ext. Cab		8	6/1/2008	285	230	3,420	2,760	
PU-84 (PU-90)	2000	Chevrolet Astro Cargo Van		8	6/1/2008	285	250	3,420	3,000	
PU-85	2001	GMC Sonoma Ext. Cab		8	6/1/2009	285	230	3,420	2,760	
PU-86	2006	Ford Escape Hybrid		8	6/1/2014	285	300	3,420	3,600	
PU-87	2006	Ford Escape Hybrid		8	6/1/2014	285	300	3,420	3,600	
PU-88	2006	Ford Escape Hybrid		8	6/1/2014	285	300	3,420	3,600	39,840
	PREPAREDNESS		010-960-2510			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F103	1999	Ford Taurus SE		Surplus	n/a	230	-	2,760	-	
F308	1996	Ford Aid Vehicle		n/a	n/a	100	-	1,200	-	
F309	1997	Ford Aid Vehicle		n/a	n/a	100	-	1,200	-	
F911	1991	Chevrolet Multistop Van		8	n/a	100	-	1,200	-	6,360
33 Total Vehicles/Equipment					TOTALS	26,730	39,135	320,760	469,620	790,380

INFORMATION TECHNOLOGY					*2008*				
Veh No.	Model Year	Vehicle Description	Acct Life	Estimated Replacement Date	2008 O&M Contrib/Mo.	2008 Repl. Rate Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
INFORMATION TECHNOLOGY		**522-610-1880**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-15	1993	Dodge Caravan	8	6/1/2009	115	250	1,380	3,000	4,380
1 Total Vehicles/Equipment				**TOTALS**	115	250	1,380	3,000	4,380

PARKS							2008		
Veh No.	Model Year	Vehicle Description	Acct Life	Estimated Replacement Date	2007 O&M Contrib/Mo.	2007 Repl. Rate Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
	ADMINISTRATION	010-110-7910			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
-	-	-	-	-	-	-	-	-	-
	PLANNING & DEVELOPMENT	010-110-7920			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-36	2003	Chevrolet Tracker (4x4)	8	6/1/2011	215	230	2,580	2,760	5,340
	PARKS MAINTENANCE	010-120-7680			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
BG-3X	2000	John Deere 1200A Field Rake	Surplus	n/a	105	-	1,260	-	
BG-4 (BG-7)	2004	John Deere 1200A Field Rake	4	6/1/2008	105	190	1,260	2,280	
BG-5	2004	Turf Gator Utility Vehicle (4x2)	4	6/1/2008	105	140	1,260	1,680	
BG-6	2006	John Deere 1200A Field Rake	4	6/1/2010	105	250	1,260	3,000	
F-14	2004	Ford F450 2/3 Yard Dump Bo	8	6/1/2012	440	425	5,280	5,100	
F-15	2004	Ford F350 2/3 Yard Dump Bod	8	6/1/2012	440	410	5,280	4,920	
FL-1	2001	New CGN Forklift	20	6/1/2019	80	50	960	600	
M-3B	2007	Jacobsen 16' Wide Area Mowe	5	6/1/2012	1,095	800	13,140	9,600	
M-4A (M-11)	2002	John Deere 1435 (62') Mower	6	6/1/2008	470	300	5,640	3,600	
M-5A (M-12)	2002	John Deere 1445 (62') Mower	6	6/1/2008	470	300	5,640	3,600	
M-9A	2007	Toro Groundsmaster 4500-D	6	6/1/2013	470	400	5,640	4,800	
MR-4C	2007	John Deere 2653B Utility Mowe	3	6/1/2010	470	650	5,640	7,800	
PU-03	2001	Chevrolet 1500 Silverado	8	6/1/2009	455	220	5,460	2,640	
PU-27 (PU-74)	2000	Chevrolet Silverado 1500 4x4	8	6/1/2008	455	260	5,460	3,120	
PU-31	2002	Chevrolet Silverado 1500 4x2	8	6/1/2010	455	220	5,460	2,640	
PU-33	2002	Chevrolet Silverado 1500 4x2	8	6/1/2010	455	220	5,460	2,640	
PU-37	2003	Chevrolet Silverado 1500 4x2	8	6/1/2011	455	220	5,460	2,640	
PU-38	2006	Chevrolet Silverado 3500 Crew	8	6/1/2014	455	350	5,460	4,200	
PU-39	2006	Chevrolet Silverado 1500	8	6/1/20014	455	210	5,460	2,520	
PU-52	2004	Chevrolet Silverado 2500	8	6/1/20012	455	215	5,460	2,580	
PU-66	2007	Ford F150 Ext. Cab 4x2	8	6/1/20015	455	245	5,460	2,940	
PU-67	2007	Chevrolet 1500 Silverado Reg 4	8	6/1/20015	455	245	5,460	2,940	
PU-68	2007	Chevrolet 1500 Silverado Reg 4	8	6/1/20015	455	160	5,460	1,920	
PU-69	2007	Ford F250 XL Reg 4x2	8	6/1/2015	455	320	5,460	3,840	
TL-02A	2007	PJ Deckover Trailer	10	6/1/2017	115	30	1,380	360	
TL-07	1993	Garland Trailer	10	6/1/2009	115	25	1,380	300	
TL-08A	1997	Garland Trailer	10	9/1/2009	115	25	1,380	300	
TL-24	2007	Paros Hi-Boy Trailer	10	6/1/2018					
TL-25	2007	Paros Tilt Flatbed Trailer	10	6/1/2018	115	30	1,380	360	

TL-25	2007	Paros Tilt Flatbed Trailer	10	6/1/2018	115	30	1,380	360	
TL-26	2007	Paros Flatbed Trailer	10	6/1/2018	115	15	1,380	180	
TL-27	2007	Paros Tilt Flatbed Trailer	10	6/1/2018	115	20	1,380	240	
TL-70	2003	Core Airifier	15	6/1/2018	-	-	-	-	
TL-71	2003	Top Dresser	15	9/1/2018	-	-	-	-	
TR-08X	1994	Kubota Tractor	Surplus	n/a	95	-	1,140	-	
TR-10	2003	Ford Ballfield Tractor	10	6/1/2013	95	500	1,140	6,000	
TS-02	2000	Smithco Star 60 Turf Sweeper	10	6/1/2010	290	215	3,480	2,580	223,740
	RECREATION SERVICES (GF)		**010-150-7420**		*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-56	2005	Dodge Grand Caravan	8	6/1/2013	80	300	960	3,600	4,560
	SENIOR CENTER		**010-150-5550**		*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
T-04	2007	Ford AeroTech Passenger Bus	10	6/1/2017	1,950	545	23,400	6,540	29,940
	CEMETERY		**122-120-3650**		*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-65	2007	Chevrolet Colorado Ext. 4x4	8	6/1/20015	160	235	1,920	2,820	4,740
TR-03X	1990	Case Backhoe 580K (4X2)	Surplus	n/a	740	-	8,880	-	13,620
	PARKS BOND MAINTENANCE		**125-120-7680**		*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F-16	2004	Ford F450 2/3 Yard Dump Bod	8	6/12/2012	405	490	4,860	5,880	
F-20	2008	Ford F450 Crew 2/3 Yard Dum	8	6/1/2015	405	440	4,860	5,280	
BG-7	2006	John Deere 6x4 Gator	8	6/1/2014	100	100	1,200	1,200	
M-7 (M-10)	2003	John Deere 1600T Wide Area M	5	6/1/2008	535	800	6,420	9,600	
M-8	2004	John Deer 1445 Series II Mowe	5	6/1/2009	440	290	5,280	3,480	
PU-13	2003	Chevrolet Silverado 1500 4x2	8	6/1/2011	440	220	5,280	2,640	
PU-34	2003	Chevrolet HD 3/4 T Pickup	8	6/1/2011	390	265	4,680	3,180	
PU-50	2004	Chevrolet Silverado 1500 4x2	8	6/12/2012	390	220	4,680	2,640	
TL-22	2003	Texas Bragg Trailer	10	6/1/2013	105	75	1,260	900	
TR-09	2003	John Deere 4710 Tractor	10	6/3/2013	105	300	1,260	3,600	78,180
	RECREATION SERVICES (RF)		**126-150-7420**		*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
T-02	1993	Ford Van - Passenger	8	6/1/2009	490	325	5,880	3,900	9,780
52 Total Vehicles/Equipment				**TOTALS**	17,935	12,495	215,220	149,940	369,900

PLANNING								*2008*	
Veh No.	Model Year	Vehicle Description	Acct Life	Estimated Replacement Date	2008 O&M Contrib/Mo.	2008 Repl. Rate Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
ADMINISTRATION		**010-510-5810**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
C-08	2006	Toyota Prius Hybrid	8	6/1/2014	155	275	1,860	3,300	
C-09	2005	Volkswagen Passat Bio-Diesel	8	6/1/2015	155	200	1,860	2,400	
C-15	2000	Ford Taurus SE Station Wagon	8	6/1/2010	155	235	1,860	2,820	14,100
3 Total Vehicles/Equipment				**TOTALS**	465	710	5,580	8,520	14,100

POLICE									2008
Veh No.	Model Year	Vehicle Description	Acct Life	Estimated Replacement Date	2008 O&M Contrib/Mo.	2008 Repl. Reserve Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
ADMINISTRATION		**010-810-2110**			*5-45-92-01	*5-45-92-02			
A01-01	2001	Ford Crown Victoria	8	6/1/2009	290	350	3,480	4,200	
A01-02	2001	Ford Crown Victoria	8	6/1/2009	290	350	3,480	4,200	
A01-03 (A08-0	2001	Ford Crown Victoria	8	6/1/2008	290	350	3,480	4,200	
A01-04	2001	Ford Crown Victoria	8	6/1/2009	290	350	3,480	4,200	
A01-05	2001	Ford Crown Victoria	8	6/1/2009	290	350	3,480	4,200	
A01-06	2001	Ford Crown Victoria	8	6/1/2009	290	350	3,480	4,200	
A06-07	2006	Ford Crown Victoria	8	6/1/2014	290	350	3,480	4,200	
A07-08	2007	Toyota Camry Hybrid	8	6/1/2015	295	230	3,540	2,760	60,060
INVESTIGATIONS		**010-820-2121**			*5-45-92-01	*5-45-92-02			
D07-01	2007	Toyota Camry Hybrid	8	6/1/2015	295	230	3,540	2,760	
D07-02	2007	Toyota Camry Hybrid	8	6/1/2015	295	230	3,540	2,760	
D99-03 (Surp	1999	Ford Taurus LX	8	n/a	295	-	3,540	-	
D99-04	1999	Ford Taurus LX	8	6/1/2009	295	230	3,540	2,760	
D93-05	1993	Chevrolet G2 Van	12	6/1/2008	295	230	3,540	2,760	
D03-06	2003	Chevrolet Silverado Ext. Cab	10	6/1/2013	295	250	3,540	3,000	
D05-07	2005	Honda Accord LX	8	6/1/2013	295	280	3,540	3,360	
D07-08	2008	Ford Escape Hybrid (4x4)	8	6/1/20015	295	230	3,540	2,760	
DXX-09	---	All Uncover/Special Vehicles	---	---	295	---	3,540	---	
D05-10	2005	Chevrolet Trailblazer	8	6/1/2113	295	250	3,540	2,760	
P99-98	1999	Crime Scene Investigation Unit (SP)	8	6/1/2015	300	100	3,600	1,200	63,120
PATROL		**010-830-2122**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
P05-01	2005	Ford Crown Victoria	2.5	10/1/2008	2,255	735	27,060	8,820	
P07-02	2007	Ford Expedition	4	6/1/20011	2,255	735	27,060	8,820	
P04-03 (P08-03	2004	Ford Crown Victoria	2.5	4/1/2008	2,255	735	27,060	8,820	
P04-04 (P08-04	2004	Ford Crown Victoria	2.5	4/1/2008	2,255	735	27,060	8,820	
P05-05	2005	Ford Crown Victoria	2.5	10/1/2008	2,255	735	27,060	8,820	
P06-06	2006	Ford Crown Victoria	2.5	10/1/2008	2,255	735	27,060	8,820	
P06-07	2006	Ford Crown Victoria	2.5	10/1/2009	2,255	735	27,060	8,820	
P05-08 (P08-0	2005	Ford Crown Victoria	2.5	4/1/2008	2,255	735	27,060	8,820	
P05-09	2005	Ford Crown Victoria	2.5	10/1/2008	2,255	735	27,060	8,820	
P06-10	2006	Ford Crown Victoria	2.5	10/1/2008	2,255	735	27,060	8,820	

PUBLIC WORKS								2008	
Veh No.	Model Year	Vehicle Description	Acct Life	Estimated Replacement Date	2007 O&M Contrib/Mo.	2007 Repl. Reserve Contrib/Mo.	Annual O&M Charge	Annual Repl. Rate Charge	Annual Total By Account
CAPITAL PROJECT ENGINEERING		**010-232-3221**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-28 (PU-75)	1998	Dodge Grand Caravan SE	9	6/1/2008	590	260	7,080	3,120	10,200
DEVELOPMENTAL ENGINEERING		**010-233-3223**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-22X	1998	Ford Ranger Ext. 4x2	Surplus	n/a	295	-	3,540	-	
PU-40	2006	Chevrolet Silverado 1500 Ext. Cab	8	6/1/2014	295	195	3,540	2,340	
PU-41	2006	Chevrolet Silverado 1500 Ext. Cab	8	6/1/2014	295	215	3,540	2,580	
PU-44X	1998	Ford Windstar Cargo	Surplus	n/a	295	-	3,540	-	
PU-48	2000	Chevrolet Silverado 1500 ExCab	8	6/1/2008	295	250	3,540	3,000	
PU-54	2004	Chevrolet Colorado Ext Cab (4x2)	8	6/1/2012	295	245	3,540	2,940	32,100
TRANSPORTATION ENGINEERING		**010-234-3224**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-49	2000	Chevrolet Silverado 1500 ExCab	8	6/1/2008	350	255	4,200	3,060	7,260
FACILITIES		**127-211-1831**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-61	2001	Dodge Pick-Up HD 3/4T	8	6/1/2009	355	270	4,260	3,240	
PU-62	2006	Chevrolet Express Van Extended	8	6/1/20014	355	275	4,260	3,300	
PU-64	2006	Chevrolet Express Access Van	8	6/1/2014	355	300	4,260	3,600	
SV-1	1999	GMC Grumman Routestar	12	6/1/2011	360	360	4,320	4,320	31,560
PUBLIC GROUNDS		**127-271-1810**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
F-18	2006	Chevrolet 3500 2/3 Yard Dump	9	6/1/2015	265	375	3,180	4,500	
F204X	1990	Chevrolet 2500 Pick-Up	Surplus	n/a	280	-	3,360	-	
PU-12	2001	GMC Sonoma Pickup Ext. Cab	8	6/1/2009	255	225	3,060	2,700	
PU-24X	1998	Dodge RAM 3/4T Pickup	Surplus	n/a	430	-	5,160	-	
PU-70	2008	Ford F250 Ext. Cab 4x2	8	6/1/2015	255	310	3,060	3,720	
PU-58	2006	Ford F250 Crew 4x4	8	6/1/2012	430	320	5,160	3,840	
PU-63	2006	Chevrolet 2500 Pick-Up	8	6/1/2014	430	250	5,160	3,000	
U-01X	1991	Freightliner Bucket Truck	Surplus	n/a	865	-	10,380	-	56,280
SURFACE WATER MGT CUSTOMER SERVICE		**421-261-3837**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-55	2005	Ford Aerostar Van (Pass/Cargo)	8	6/1/2012	360	240	4,320	2,880	7,200
FLEET MANAGEMENT		**521-241-4860**			*5-45-92-01	*5-45-92-02	*5-45-92-01	*5-45-92-02	
PU-04X	1995	Ford F350 Pickup	Surplus	n/a	-	-	-	-	
PU-72	2008	Ford F350 Ext. Cab 4x4	8	6/1/2015	-	-	-	-	-
PU-60X	1998	Ford F150 Pickup - (Bi-Fuel)	Surplus	n/a	-	-	-	-	-
`				**SPECIFIC & SPLIT ACCOUNT CODES**					
98P-40X (Spl	1998	Dodge Grand Caravan SE	10	6/1/2008	165	230	1,980	2,760	
C-05 (	1999	Ford Taurus LX	8	6/1/2008	165	245	1,980	2,940	

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			SPECIFIC & SPLIT ACCOUNT CODES						
98P-40X (Split)	1998	Dodge Grand Caravan SE	10	6/1/2008	165	230	1,980	2,760	
C-05 (Split)	1999	Ford Taurus LX	8	6/1/2008	165	245	1,980	2,940	
C-06 (Split)	2003	Toyota Prius (Hybrid)	8	6/1/2011	165	280	1,980	3,360	
PU-14X (RS)	1991	Toyota Pickup	Surplus	n/a	505	-	6,060	-	
PU-73 (RS)	2007	Chevrolet HHR Panel	8	6/1/2015	345	300	4,140	3,600	
PU-53 (SA)	2004	Chevrolet Silverado 2500	8	6/1/20012	545	220	6,540	2,640	37,980
MONTHLY RATES			VARIOUS ACCOUNT CODES						
D-01	2006	International Dumptruck - 5 Yd.	12	6/1/2019	1,145	1,050	13,740	12,600	
D-02	2006	International Dumptruck - 5 Yd.	12	6/1/2019	1,145	1,050	13,740	12,600	
D-03	2006	International Dumptruck - 5 Yd.	12	6/1/2019	1,145	1,050	13,740	12,600	
D-06	1992	Peterbuilt Dump Truck	16	6/1/2008	1,145	1,390	13,740	16,680	
D-08	2001	International Dumptruck - 10 Yd.	12	6/1/2013	1,145	1,250	13,740	15,000	
F-10	2002	Dodge Flatbed w/Crane	8	6/1/2010	660	395	7,920	4,740	
F-12	2004	Chevrolet Silverado 3500 Flat Bed	8	9/1/2012	660	410	7,920	4,920	
F-13	2004	Chevrolet 3500 2/3 Yard Dump	8	6/1/2012	1,080	385	12,960	4,620	
F-17	2004	UD Cabover Dump Body	10	6/1/2014	1,080	645	12,960	7,740	
F-19	2008	Ford Flat Bed F350 w/Crane	8	6/1/2016	660	300	7,920	3,600	
FL-1	1999	Toyota Forklift (Propane)	20	6/1/2021	235	100	2,820	1,200	
G-02	1988	John Deere Grader	15	6/1/2015	220	-	2,640	-	
K-01	2006	Ford F450 Video Camera Truck	12	6/1/2018	265	800	3,180	9,600	
L-02	2007	Case 621D Loader	10	6/1/2017	1,030	475	12,360	5,700	
H2O	2006	Neighborhood Electric Vehicle	8	9/1/2014	520	215	6,240	2,580	
M-06	1998	Ford Brushcutter	15	6/1/2013	1,520	740	18,240	8,880	
PU-01	2001	Dodge RAM 3/4 T Pick-Up	8	6/1/2009	515	360	6,180	4,320	
PU-30	2000	Dodge RAM 3/4T Pickup	8	6/1/2008	520	240	6,240	2,880	
PU-32X			Surplus						
PU-35	2002	F450 Ford Utility	10	6/1/2012	520	450	6,240	5,400	
PU-47	1999	Ford F250 Ext. Cab. XL w/Crane	8	6/1/2008	520	225	6,240	2,700	
PU-57	2005	Chevrolet Express Access Van	5	6/1/2010	520	435	6,240	5,220	
PU-71	2008	Ford F250 (4x4)	8	6/1/2015	500	360	6,000	4,320	
S-04	2004	Ford Tymco Sweeper	7	6/1/2011	3,925	1,170	47,100	14,040	
S-05	2004	Ford Tymco Sweeper	7	6/1/2011	3,925	1,170	47,100	14,040	
TL-03A	2003	Garland Trailer/Roller	10	6/1/2013	135	385	1,620	4,620	
TL-06A	1998	Atlas Copco Air Compressor	12	6/1/2010	360	135	4,320	1,620	
TL-11	1988	Wisconsin Trailer	20	6/1/2015	270	80	3,240	960	
TL-13	1988	Wisconsin Trailer (Rebuilt 2005)	20	6/1/2015	270	80	3,240	960	
TL-14X	1988	Vermeer Chipper	20	6/1/2013	610	350	7,320	4,200	
TL-15A	2002	Inger/Rand Air Compressor	12	6/1/2014	360	135	4,320	1,620	
TL-16	1990	Wisconsin Trailer	20	6/1/2010	275	80	3,300	960	
TL-17A	2004	Atlas Copco Air Compressor	12	6/1/2016	360	135	4,320	1,620	
TL-18	xxx	Rose Hill	-	-	-	-	-	-	-
TL-20	2006	Olympic Trailer	10	6/1/2016	275	80	3,300	960	
TL-23	2006	Vermeer Chipper	20						

TH-01	2006	Catepillar 314C LCR Excavator	15	6/1/2021	930	860	11,160	10,320	
TR-05 (TR-11)	1996	Case Backhoe 580SL (4X4)	10	6/1/2008	935	710	11,220	8,520	
TR-06A	1998	Case Backhoe 580SL (4X2)	10	10/1/2009	935	710	11,220	8,520	
TR-07A*	2003	Case Backhoe 580SM (4X4)	10	6/1/2013	935	710	11,220	8,520	
U-05	2000	Ford F450 Utility Truck	8	6/1/2009	615	540	7,380	6,480	
U-06	2003	F450 Walk-In Utility	10	6/1/2014	615	535	7,380	6,420	
U-07	2003	Ford F450 XL Utility w/Crane	10	6/1/2013	615	450	7,380	5,400	
U-08 (U-01)	2006	International Bucket Truck	10	6/1/2016	1,055	1,430	12,660	17,160	
V-03 (V-01)	2006	International Aquatech	10	6/1/2016	5,045	1,600	60,540	19,200	
V-04 (V-02)	2006	International Aquatech	10	61/2016	5,045	1,600	60,540	19,200	834,120
76 Total Vehicles/Equipment				**TOTALS**	53,835	30,890	646,020	370,680	`

Fire Protection

LEAD AGENCY: **Fire and Building Department**

SUPPORT AGENCIES: **Office of Emergency Management**
Fire Prevention Bureau
Public Works Department
Police Department
Medic One

I. INTRODUCTION

A. Purpose

To provide firefighting, rescue, and all hazard capability, with the effective coordination of fire response resources within the City of Kirkland.

B. Scope

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.

Fire protection services provided by contract to King County Fire District 41. are covered under this ESF as part of that agreement.

II. POLICIES

A. Activities within ESF 4 – Firefighting will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

C. The Comprehensive Emergency Management Plan, as described by this ESF, will govern all fire protection activities.

D. The City of Kirkland will first exhaust its own capabilities, and those of its neighbors within the scope of its automatic aid agreement.

E. 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.

F. 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.

G. All mutual aid fire and emergency medical responders who provide emergency medical assistance in Kirkland/KCFD #41l will operate under the direction of the Kirkland FD.

H. All Kirkland Fire Department personnel will follow the directives related to disaster given in the Kirkland Fire and Building Directives Manual.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As identified in the City's Hazards Vulnerability Assessment Kirkland is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting firefighting services.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

3. Major emergencies may precipitate multiple fires requiring fire suppression and/or building collapse requiring heavy rescue and emergency medical services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of firefighting services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. The threat of terrorism exists given the presence of high-profile corporations in the City of Kirkland.

6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Fire Department is the lead agency for fire suppression, technical and heavy rescue activities within Kirkland's accepted boundaries. The department may work in coordination with other City departments and outside agencies.

2. The Fire Department has automatic and mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish

Counties. Request for assistance may be through existing mutual aid agreements via the Regional Communications Center. In situations when mutual aid is not available, requests will be coordinated through the Emergency Operations Center (EOC) once activated.

B. Organization

1. The Kirkland Fire Department provides fire protection services by contract to King County Fire District 41. Coordination with contractual jurisdiction during major emergencies and disasters will be handled through the Kirkland EOC.

2. Fire and rescue services are provided from six fire stations strategically located throughout the fire department's service area.

3. The Fire Department provides emergency medical services to its citizenry. Citizens requiring Advanced Life Support (ALS), receive a response from a regional system.

4. Fire headquarters is located in Kirkland City Hall – 123 5th Avenue, WA 98033.

5. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain acting as Battalion 21 until relieved by a Deputy Chief or the Fire Chief.

C. Procedures

1. Communications will be through established channels.

2. The Fire Department may be tasked by the EOC with the responsibility for the notification of alerting or mobilizing off duty personnel by methods and procedures established and used at that time.

3. The Fire Chief or his/her designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or

unanticipated situations arise and command and policy guidance is not available.

4. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

5. Command posts may be established for the management of field operations. The Incident Commander shall provide regular status reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

6. King County is divided into three (3) Fire Zones. Kirkland is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.

7. During localized emergencies expanding beyond the City limits of Kirkland but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.

8. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in 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 Kirkland EOC and King County ECC.

9. See Kirkland Fire Department Standard Operating Procedures for additional policies and procedures.

D. Prevention and Mitigation Activities

1. Prevention and Mitigation efforts for fire as a secondary effect of a disaster are difficult to address. The City of Kirkland has been diligent in its enforcement of the most current building standards. These include requiring (where appropriate) 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.

2. 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. Provide appropriate training for personnel on responsibilities under ESF 4.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 4.

6. Supporting Community Emergency Response Team (CERT) training and activities.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from fire stations, departments and agencies assigned to ESF 4.

3. Coordinate fire and rescue activities with other response functions.

4. Request additional resources as needed.

5. When initiated by the Battalion Chief, Kirkland Fire Department personnel will conduct a windshield survey from each fire station, as prescribed in the Department Directives.

G. Recovery Activities

1. Prepare a prioritized list of damage to fire department facilities, apparatus, and equipment.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Fire Department

a. Provide fire suppression and control, and immediate life safety services within Kirkland and fire service contract areas.

b. Coordinate and/or provide urban search and rescue, and technical rescue services.

c. Develop a list of resources, which includes apparatus, equipment, personnel and supply sources.

d. Implement the King County Fire Resources Plan when appropriate. (separately published document).

e. Participate in the implementation of the Washington State Fire Services Resource Mobilization Plan when appropriate.

f. Develop departmental standard operating procedures (SOP) for use during major emergencies and disasters.

g. Provide regular status reports and information regarding operational and resource needs to the EOC.

h. Provide a representative to the EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with King County when appropriate.

i. Provides information to Finance and Administration on staff time and resources spent for use as part of damage survey reporting with FEMA.

j. Contributes to after action report.

k. Reorder supplies and puts all equipment generally back into service.

l. Provide Basic Life Support with medical units located at throughout the City of Kirkland/KCFD#41

m. Assist coordination of private ambulance and EMS resources.

n. Provide death and injury assessment information to the EOC.

B. Support Agencies

1. Office of Emergency Management

a. Provide initial coordination and notification of outside agencies providing operational support, based on requests from field personnel.

b. Supports operations through the request and coordination of resources not available through mutual aid.

c. Provides coordination with King County EOC and King County Fire Service Coordinator.

d. Activates Emergency Operations Center (EOC) when requested.

2. Fire Prevention Bureau

a. Investigates fires of suspicion origin for cause and origin.

3. Public Works Department

a. Maintain water supply and all components of the water distribution system for firefighting purposes.

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

c. Provide other equipment and staff support as needed.

4. Police Department

a. Provide incident scene security, traffic control and evacuation as needed.

b. Request temporary air space restrictions through the Washington State Emergency Operations Center when necessary.

c. The Communications Center will issue public safety or warning calls at the direction of the Incident Commander using the Reverse 9-1-1® community calling system.

d. Jointly investigates fires of suspicion origin for cause and origin.

5. Medic One

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

VI. APPENDICES / ATTACHMENTS

None

VI. REFERENCES

A. Kirkland Fire and Building Department Directives Manual

B. King County Fire Resource Plan

C. Washington State Fire Services Resource Mobilization Plan

EMERGENCY SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT

LEAD AGENCY: **Office of Emergency Management (Fire & Building Department)**

SUPPORT AGENCIES: **All City Departments**

I. INTRODUCTION

A. Purpose

To provide guidance for the direction and control of emergency management activities within the City of Kirkland including collecting, analyzing, reporting and disseminating prevention, preparedness response and recovery information.

B. Scope

This ESF serves to support all City departments and addresses the informational needs of the EOC for assessing a disastrous situation and supporting related response and planning efforts across the spectrum of incident management, including prevention, preparedness response and recovery.

This ESF coordinates information collection, analysis, operations, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prepare for, respond to, and recover from an incident.

II. POLICIES

A. Activities within ESF 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).

B. The day-to-day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid through the North East King County Regional Public Safety Communications Agency (NORCOM), then assistance can be requested through the Zone 1 Emergency Coordination Center (Z1 ECC) and/or King County Emergency

Coordination Center (KCECC).

D. When regional resources are exhausted, the KCECC will request resources through the Washington State Emergency Operations Center (State EOC) which can request resources from multiple states through the Emergency Management Assistance Compact (EMAC) and/or from the federal government if necessary.

E. If necessary, the City of Kirkland can make resource requests directly to the Washington State Emergency Operations Center.

F As a signatory of the King County Regional Disaster Plan (RDP) and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

G As a signatory of the RDP, the City will conduct activities in accordance with the RDP whenever possible.

H EOC staff will support the implementations of mutual aid agreements to ensure a seamless resource response within the City.

I City departments will provide a representative to staff key positions in the Emergency Operations Center, as needed.

J. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated.

K. RCW 42.14.075 allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Council and the City Manager and be based upon the circumstances of the emergency or disaster.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact individuals, businesses, and government facilities and services.

2. Natural and man-made hazards may disrupt or damage

communications systems, public or private utilities systems, transportation systems and other critical infrastructure, and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's communications, transportation, and utilities systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. Response and recovery efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation, and transportation may be delayed following an emergency or disaster.

6. Information is essential for proper planning and response, but will likely be limited or conflicting and may be difficult to obtain due to the circumstances of the event.

IV. CONCEPT OF OPERATIONS

A. General

1. The Emergency Operations Center (EOC) can be activated by the Policy Group, Director of Emergency Services, Police Chief, Office of Emergency Management, or by order of the Mayor.

2. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

3. The following list of emergency management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.

   - Protect life and health.
   - Protect public and private property.
   - Develop and disseminate public information.
   - Restore essential services and facilities.
   - Minimize economic disruption to the community.
   - Preserve existing institutions and organizations.

4. Each Kirkland City department shall have a pre-designated location and alternate location from which to establish direction and control of its respective activities in a disaster. Each department director is responsible for documenting staff activities and maintaining communication and coordination with the EOC regarding event status, resource needs, and action plans.

5. When activated, the EOC monitors potential or developing incidents and supports and coordinates response efforts within the City.

6. To identify urgent response requirements during a disaster and to plan for continuing response and recovery activities, the EOC will work to collect, process, and disseminate situational information within the City; to the Zone One Emergency Coordination Center, King County Emergency Coordination Center; and to the Washington State Emergency Operations Center, as appropriate.

B. Organization

1. The Director of the Fire & Building Department, as the Director of Emergency Services, is responsible for the overall direction and control of the emergency management activities within the City of Kirkland. Kirkland Municipal Code 3.20 designates the Director of Fire & Building, or his designee, to be the Director of Emergency Services. The line of succession for the Director of Emergency Services shall be Deputy Fire Chief of Administration, Deputy Fire Chief of Operations, Police Chief.

2. The Director of Fire & Building, through the Deputy Fire Chief of Administration/City Emergency Manager is responsible for ensuring that a coordinated response to emergencies and disasters is effectively carried out within the City of Kirkland.

3. The Office of Emergency Management is the lead agency for facilitating the coordination of emergency management activities among local, state, federal, and private sector agencies within the City of Kirkland.

5. The Policy Group, comprised of the City's Department Directors and chaired by the City Manager, will deal primarily with the policy issues brought about by the circumstances of the disaster.

6. When the scope or complexity of an emergency or disaster is such that an additional level of command structure is needed, the Incident Commander in the EOC may designate an Area Commander or Unified Area Command to do the following:

   - Oversee the management of multiple incidents that are each being handled by an Incident Command System organization.
   - Oversee the management of multiple department Command Centers.
   - Establish critical resource use priorities between various incidents and departments.
   - Set overall incident priorities for the City's disaster response.
   - Develop a community-wide action plan.

7. The City Council is responsible for citywide policy and budget decisions as they pertain to disaster prevention, preparedness, response, and recovery. The Policy Group provides policy recommendations to the City Council through the City Manager, or his/her designee, during times of emergency or disaster, or in anticipation of large-scale emergencies or disaster.

C. Procedures

1. EOC Activation

The Kirkland Emergency Operations Center (EOC) may be activated by authorized individuals anytime there is an incident that overwhelms resources or a planned event that requires additional support beyond day-to-day response/recovery capabilities. The EOC has three levels of activations; monitoring, elevated, and full. The level of activation will be determined by the nature and extent of the disaster.

a. Monitoring Activation Level

- Staff monitors an incident or event at the Emergency Operations Center (EOC) and is available to assist City departments as needed.
- The purpose of activating to a monitoring status is to prepare for an anticipated incident or the escalation of an on-going incident; to ensure that appropriate personnel are aware of the situation and to provide an efficient means of managing and disseminating incident information.
- When the EOC is activated to a monitoring status, staff will prepare for the coordination of resource support should the need arise. Department representatives and Policy Group representation are generally not needed on site.

b. Elevated Activation Level

- Office of Emergency Management (OEM) staff, and select department representatives coordinate response and recovery efforts at the EOC.
- The purpose of an elevated activation status is to provide enhanced coordination of resources; ensure that appropriate agencies are prepared to respond should the incident/event escalate; and to efficiently manage the information flow between Incident Command(s), Department Command Centers, King County ECC, the State EOC, the media, and the public.
- Additional EOC staff or department representatives may be requested on an as needed basis.
- Policy Group representatives may be requested.

c. Full Activation Level

- The EOC will activate to a full activation status when a coordinated response from all levels of City government is required.
- During a full activation status, OEM staff and the majority of departments will have representatives in the EOC to coordinate response and recovery efforts as necessary.
- The purpose of a full activation status is to maximize the level of coordination for policy decisions, incident

information, resource support, financial management, and public information between the City, King County, other municipalities and agencies, the State EOC, media, and the public.

- Policy Group representatives will be requested.

2. Proclamation of Emergency

   a. The Proclamation of Emergency is made by the Mayor or his/her designee, and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The Proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Emergency must be ratified by the City Council as soon as feasible following the emergency.

   b. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to, rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.

   c. The, City Attorney shall be responsible for the preparation of Emergency Proclamations in cooperation with the Incident Commander of the EOC or the Emergency Manager.

   d. The Incident Commander of the EOC or the Office of Emergency Management is responsible for the notification of appropriate county, state and federal agencies following the local Proclamation of Emergency.

3. Requests for Emergency Assistance

   a. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Incident Commander of the EOC or the Office of Emergency

Management will request additional resources through the King County Emergency Coordination Center for county, state and federal assistance as necessary. If necessary, requests may be made directly to the Washington State Emergency Operations Center.

b. Assistance can also be requested of neighboring cities and zones according to the Regional Disaster Plan for Public and Private Organizations in King County.

c. Requests to the Governor to declare a State of Emergency are made by Washington State Emergency Management, through the King County Office of Emergency Management. This declaration by the Governor is necessary to obtain federal disaster relief funds.

4. Requests for Public Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended in 1988, is the authorization for federal assistance to supplement the efforts of local governments following disasters if the situation meets the criteria for a Presidential declaration. The Public Assistance Program is intended to provide assistance to public entities to repair or replace disaster-damaged public facilities. The following process is used to determine whether to seek federal assistance following disasters.

a. The Finance & Administration Department will gather best possible Preliminary Damage Assessment following the event to determine what cost each department incurred, or will incur, in responding, recovering, or making repairs.

b. The City Manager will convene the Policy Group as soon as possible following the event to review costs as well as the following considerations:

- is federal assistance likely to be available?
- was the emergency declared by the City or was the EOC activated?
- was a disaster proclamation issued by the Governor?
- how much of the expense was unbudgeted?
- were staffing levels altered; by how much?

- were overtime costs incurred?
- how have overtime costs affected budgeted amounts?
- were service contracts employed; how much?
- is there an impact to service delivery?
- are repairs necessary to City equipment, facilities or property?
- what is the cumulative impact of a number of emergencies on the budget?

c. Based on this information, the Policy Group will provide direction on whether or not to seek federal assistance.

5. Emergency Operations Center Procedures

See Emergency Operations Center Manual for specific procedures and details.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 5.

2. Conduct drills and exercises to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 5.

6. Maintain updated mutual aid agreements / memoranda of understanding.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 5.

3. Coordinate ESF 5 activities with other response functions and support agencies.

4. Request additional resources as needed.

G. Recovery Activities

1. Coordinate the development of a prioritized list of damaged infrastructure and assets in Kirkland.

2. Continue gathering, documenting and reporting damage assessment information and financial information for potential reimbursement.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate with other agencies as needed.

5. Assist with transition from response and EOC activities to long-term recovery activities managed by the City Manager's Office.

V. RESPONSIBILITIES

A. Lead Agency

1. Office of Emergency Management

a. Coordinate ESF support for local mitigation activities.

b. Implement and administer federal/state/county disaster mitigation activities.

c. Provide training and exercising programs/support to City agencies and other private organizations to support emergency management activities.

d. Identify deficiencies in plans and determine appropriate corrective action recommendations.

e. Coordinate local emergency planning efforts.

f. Coordinate, maintain and support emergency communication activities (see ESF #2).

g. Coordinate and implement the priorities of the City Manager in local emergency response operations.
   i. Activate the EOC, notify lead to report and coordinate support agencies for response activities.
   ii. Establish communications with incident command, Zone 1 Coordinator, KC OEM Duty Officer, and/or State Duty Officer.
   iii. Implement ESFs, SOPs, alert personnel and prepare for a possible mobilization including 24-hour staff operations, if appropriate.
   iv. Coordinate activities of External Affairs (see ESF #15).
   v. Initiate mutual aid activities.
   vi. Conduct regular briefings; prepare status reports on the situation for EOC staff, Zone 1 Coordinator, County Agencies, State EOC and the media.
   vii. Make recommendations to the City Manager on response activities including the issuance of a "State of Emergency" proclamation.
   viii. Prepare for recovery activities.
   ix. Activate alternate EOC and direct staff to relocate, if necessary.

h. Manage and direct emergency response and recovery operations,
   i. Coordinate with local County, State and Federal officials.
   ii. Manage EOC coordination.
   iii. Insure EOC is staffed at appropriate level.
   iv. Conduct an after-action critique of the overall response and recovery efforts.
   v. Deactivate or demobilize EOC operations as appropriate.

B. Support Agencies

1. All City of Kirkland Departments

a. Promote training and exercising opportunities to city agencies and other private agencies to support emergency operations.
b. Identify deficiencies in plans and determine appropriate corrective action recommendations.
c. Participate in city emergency planning efforts.
d. Support emergency response operations.
   i. Execute ESFs, SOPs, alert personnel and prepare for possible mobilization including 24-hour staff operations, if appropriate.
   ii. Establish communications with incident command and Zone 1 Coordinator and/or State Duty Officer.
   iii. Communicate all information to and coordinate actions with City Emergency Management and other agencies, as appropriate.
   iv. Support ICS and provide resources as appropriate.
   v. Provide staff to the City EOC as needed.
   vi. Activate the county agency support staff as needed.

e. Support emergency recovery operations.

   i. Participate in the damage assessment process and disaster recovery process, as appropriate.
   ii. Provide technical assistance and resources to support recovery activities upon request.
   iii. Track disaster-related expenditures.

   iv. Participate in after-action critiques.

VI. APPENDICES

Appendix 1 - Essential Elements of Information

Appendix 2 - Lines of Succession

VII. REFERENCES

A. City of Kirkland EOC Manual.

B. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

C. Kirkland Municipal Code: 3.20

D. King County Regional Hazard Mitigation Plan.

E. Regional Disaster Plan for Public and Private Organizations in King County.

F. RCW: 35A, 38.52, 42.14

G. National Response Framework

APPENDIX 1
ESF #5 – EMERGENCY MANAGEMENT
ESSENTIAL ELEMENTS OF INFORMATION

The essential elements of information, which may or may not be immediately or readily available to City staff but are of common need to one or more response activities, may include the following.

OVERALL DISASTER INFORMATION

_____ 1. Boundaries of the disaster area

_____ 2. Social/economic/political impacts

_____ 3. Jurisdictional boundaries

_____ 4. Status of transportation systems

_____ 5. Status of communications systems

_____ 6. Access points to the disaster area

_____ 7. Status of utilities

_____ 8. Hazard specific information

_____ 9. Weather data affecting operations

_____ 10. Seismic or other geophysical information

_____ 11. Status of critical facilities

_____ 12. Status of key personnel

_____ 13. Status of disaster or emergency declaration

_____ 14. Major issues/activities

_____ 15. Overall priorities for response

_____ 16. Status of upcoming activities

_____ 17. Status of community housing and shelter

_____ 18. Status of critical public health issues (Water supply, food, sanitation, waste, infection, or hazardous waste)

_____ 19. Extent of damage to private property

LINES OF SUCCESSION

City Council
Mayor
Deputy Mayor
City Council

City Manager's Office
City Manager
Assistant City Manager
Intergovernmental Manager

City Attorney's Office
City Attorney
Assistant City Attorney

Court
Judge
Court Administrator
Court Supervisor

Finance Department
Finance Director
Finance Deputy Director
Financial Planning Manager
City Clerk

Fire Department
Fire Chief
Deputy Fire Chief
Battalion Chief
Fire Marshal
Ranking Officer

Human Resources Department
Human Resources Director
Senior Human Resources Analyst
Safety/Risk Analyst

Information Technology
Information Technology Director
Information Technology Network & Operations Manager
MultiMedia Communications Mgr
GIS Administrator

Parks & Comm Services
Director
Deputy Director
Parks Planning & Development Mgr
Parks Operation Mgr
Business Services Mgr
Recreation Services Mgr

Planning & Comm Development
Director
Deputy Director
Development Review Mgr

Police Department
Police Chief
Captain
Lieutenant
Corporal

Public Works
Director
Streets Division Mgr
Development Engineering Mgr
Transportation Engineering Mgr
Capital Projects Mgr
Surface & Wastewater Mgr
Water Mgr

EMERGENCY SUPPORT FUNCTION #6
MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES

LEAD AGENCY: Parks & Community Services Department

SUPPORT AGENCIES: Office of Emergency Management
Amateur Radio Emergency Services
Fire Department
Human Resources Department
Police Department
Public Works Department
All City Departments
American Red Cross
Public Health-Seattle and King County
King County Animal Care and Control
The Humane Society for Seattle/King County
American Humane Association

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency or disaster.

B. Scope

This ESF addresses the implementation of local emergency shelters, mass care, and human services within the City of Kirkland; working in coordination with non-governmental organizations and with other agencies to set up regional facilities or assistance within Kirkland. High Risk Population coordination and sheltering will be coordinated with Public Health Seattle and King County. Pet rescue and sheltering will be addressed in the Pet shelter Operations Manual.

II. POLICIES

A. Activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The American Red Cross Shelter Operation Workbook will be used as the template for all human shelter operations within Kirkland and all of King County.

B. The City of Kirkland Parks & Community Services Department has primary

responsibility for coordinating activities under ESF 6 within Kirkland.

C. The day to day organizational structure of Kirkland City Departments will be maintained as much as feasible for major emergency and disaster situations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Vulnerability Assessment, Kirkland is subject to a number of hazards, both natural and man-made that may negatively impact facilities and communications systems, and cause disruption or reduction of essential services.

2. 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.

3. Thousands of victims could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden-impact incident, such as children in school and parents at work. Large numbers of transients, such as tourists, students, and foreign visitors, may be involved.

B. Planning Assumptions

1. Disasters have occurred in the city and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's facilities and communications systems will likely sustain damage or be impacted which will result in disruption or reduction of some essential services.

3. Disaster response and recovery activities that rely on the use of facilities and communications systems will likely be impacted and may be difficult to coordinate.

4. While the City anticipates assistance from human service organizations, such as the American Red Cross (ARC), there is no guarantee that assistance will be available. The City may initially have to operate shelters or meal sites with few or no external resources available and the City's ability to provide shelters and resources to manage those shelters may be severely limited.

5. Sheltering and feeding activities may be required to accommodate victims for at least 30 days after the onset of the incident.

IV. CONCEPT OF OPERATIONS

A. General

1. The Parks and Community Services Department has been designated the lead agency responsible for managing the activities of ESF 6 state and federal agencies have been designated to support the ESF 6 mission. Resources from the private sector will also be applied to the response and recovery effort.

2. Parks and Community Services will work directly with coordinating organization counterparts to provide the needed support, as identified. Requests for assistance will be initiated by the City EOC and Parks and Community Service Department will be notified.

3. The American Red Cross is congressionally mandated to provide emergency mass care services to populations affected by natural and technological disaster. As a primarily volunteer agency, those mass care services can take some time to mobilize initially. The Kirkland Parks & Community Services Department, therefore, is responsible for initial operation of the emergency shelter and mass care service coordination for the City of Kirkland in conjunction with local Red Cross and King County Emergency Coordination Center (KCECC) guidance. Upon request, and as coordinated through the KCECC, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations. The Parks & Community Services Department will support shelter operations as needed beyond Red Cross limitations.

4. The City of Kirkland's shelter operations will be coordinated regionally through the EOC whenever possible.

5. High Risk Population assistance is dependent on scope of disaster and may include accessibility needs, functional needs or medical needs.

6. Individual assistance to disaster victims will be provided primarily by local disaster organizations and various county, state and federal government agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, occupational and mental health services.

7. If City resources cannot meet the needs for a given situation, requests for assistance can be made, through the EOC, to the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center (State EOC).

8. Animal care and control services in Kirkland are provided by contract with King County Animal Care and Control. An animal shelter is located at the Eastside Pet Adoption Center 821 - 164th Ave. NE Bellevue, WA 98008 (206) 296-3940.

9. The Humane Society for Seattle/King County operates an animal shelter at 13212 SE Eastgate Way, Bellevue, WA 98005 (425) 641-0080. The shelter may be able to provide services or support for animal care.

10. An agreement is in place between the City of Kirkland and the American Humane Association, headquartered out of Denver, CO, to provide additional animal support services, if requested, and resources are available.

B. Organization

1. Command Centers and Field Command Posts may be established for the coordination of field operations. The Command Center shall provide regular status reports and provide timely reports regarding emergency public information to the EOC. Co-location of field command posts will be the preferred method of field operations when multiple departments or agencies have field command posts established.

2. The impacts of disaster may necessitate the provision of emergency food, water, shelter, sanitation, clothing, childcare, health and mental health care for disaster victims, as well as crisis support for City staff and volunteers. The Kirkland Parks & Community Services Department will coordinate the delivery of the appropriate services with the American Red Cross, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.

C. Procedures

EMERGENCY SUPPORT FUNCTION #6
MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES

1. The Parks & Community Services Department shall coordinate with the Kirkland EOC and appropriate City departments to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc. It is imperative that sheltering needs are clearly identified and coordinated, whenever possible, through the King County Emergency Coordination Center (KCECC) before shelter sites are activated.

2. The Parks & Community Services Department, in coordination with the Office of Emergency Management, will identify and maintain a list of City-owned public facilities or other public and private facilities that may be used as emergency shelter facilities.

3. Designated City-owned facilities may be used as emergency shelter facilities in situations where there may or may not be other Red Cross shelters operating. City-owned facilities may also be used when there will be a delay in opening official Red Cross shelters or when it is the most expedient method for providing temporary shelter during a disaster. Parks & Community Services Department staff will coordinate the management of City-owned facility operations until Red Cross is able to assume control of shelter operations. In all cases, we will continue to assist, however necessary, in providing temporary shelters to the public. A number of public and private schools, churches, and other facilities have also been identified as potential disaster relief sites.

4. City of Kirkland staff may be requested to act as emergency workers in Red Cross shelters and will be offered shelter operation training through the American Red Cross. The Human Resource Department shall be responsible for the assignment of City workers to disaster relief efforts in cooperation with Parks & Community Services and other City departments and for the registration of emergent volunteers as emergency workers as specified in WAC 118-04-200.

5. The Office of Emergency Management, in cooperation with King County Office of Emergency Management, shall coordinate county, state and federal resources and services necessary for disaster relief in the Kirkland community.

6. Public information regarding shelter availability and locations shall be coordinated through the City's Emergency Operations Center Public Information Officer.

7. Individual assistance to disaster victims will be provided primarily by insurance companies, local human service organizations and various city,

county and state government agencies. In the event of a presidential disaster declaration, additional assistance may become available to eligible individuals. This may include low interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits. These services are normally available through a tele-registration process coordinated by the Federal Emergency Management Agency (1-800-621-3362; TTY: 1-800-462-7585).

8. The Parks & Community Services Department will coordinate with various community and service groups that may be able to provide relief services or resources within the community. Individual organizations will retain the responsibility for identifying and screening volunteers before they are assigned a task. Background checks will be required of all non-City employee volunteers prior to them staffing a Red Cross or City-operated shelter. City staff working in Red Cross shelters must meet Red Cross level background checks. The Parks & Community Services Department is also responsible for maintaining lists of community and service groups that could serve and assist in this vital role.

9. The hearing impaired can call 711 for assistance. The City will seek assistance from human service agencies to ensure that high risk populations receive sheltering assistance.

10. A complete listing of agencies and services providing emergency assistance in disasters is in the Emergency Operations Center Procedure Manual.

D. Prevention and Mitigation Activities

See City of Kirkland's Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 6.

2. Conduct drills and exercises to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 6.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Assess need for opening shelters and other sites for providing assistance.

3. Assess safety and operational status of selected shelter facilities.

4. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 6.

5. Open or coordinate opening of shelter(s), meal site(s) or other services as dictated by the situation and as resources permit.

6. Coordinate with the American Red Cross and other support agencies.

7. Coordinate with the EOC - Finance Chief to ensure expeditious purchasing of food, equipment and supplies as required.

8. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged facilities and infrastructure associated with ESF 6 in Kirkland.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration of facilities and infrastructure associated with ESF 6 in Kirkland.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Parks & Community Services Department

a. Develop plans for and coordinate the utilization of, City facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.

c. Coordinate necessary shelter supplies and support logistics with the EOC. Make vehicles, supplies and personnel available to transport mass care supplies to shelters, disaster meal sites, or service center sites as required.

e. Coordinate resources of various volunteer, religious, community and human service groups, and private businesses that can assist with relief efforts.

f. Coordinate pre-planning of high risk population care and services with King County Public Health, other medical services and agencies as needed.

g. Coordinate animal care and services issues with King County Animal Care and Control, the Humane Society for Seattle/King County, veterinarians, and other private agencies as needed.

B. Support Agencies

1. Office of Emergency Management

a. Coordinate with county, state and federal representatives for provision of mass care and individual assistance services.

2. Amateur Radio Emergency Services (ARES)

a. Assist in providing emergency radio communications between shelters and the Kirkland EOC.

3. Fire Department

a. Provide fire suppression and emergency medical services at Red Cross shelters and/or City operated shelters.

4. Human Resources Department

a. Coordinate registration of emergent volunteers as emergency workers, as outlined in WAC 118-04-200.

b. In coordination with other City departments, provide for

emergency sheltering of City staff during disaster activities.

c. Identify City staff available to assist at Parks-operated disaster relief sites such as shelters.

5. Police Department

a. Establish security and crime prevention at Red Cross and/or City operated shelters.

b. Provide crowd and traffic control at Red Cross and/or City operated shelters.

d. Assist in identifying safe routes of travel for shelter staff and transport of supplies.

6. Public Works Department

a. Coordinate disposal of solid waste from shelters.

b. Assist in crowd control operations with temporary traffic control measures and barricades.

c. Assist in providing potable water supplies for distribution.

d. When requested through the EOC, and prior to opening, the Facilities Division will provide building safety inspections of potential Red Cross shelters and/or City operated shelters.

7. All City Departments

a. Provide staff to assist with temporary shelter operation and provide backup to Parks & Community Services Department staff in the use of City facilities for staging/reception areas or temporary shelters.

8. American Red Cross (ARC)

a. Act as the lead agency for emergency shelter operations and mass care service delivery when resources permit. This is a coordinated effort with the City and the King County ECC.

b. Provide food, clothing, temporary housing, mobile canteen service, medical services, mental health services and other necessities to disaster victims.

c. Provide health and welfare inquiry services.

9. Public Health-Seattle and King County

a. Provide assistance in coordinating response and sheltering need of high risk populations in King County.

10. King County Animal Care and Control

a. Provide assistance in finding shelter and services for owners of pets and other animals.

b. Coordinate reunification of pets with owners.

c. Provide staff and facilities to handle stray or injured pets.

d. Assist in placing stray or injured pets and animals with local veterinarians or kennels.

13. The Humane Society for Seattle/King County

a. Provide assistance in finding shelter and services for owners of pets and other animals.

b. Assist with reunification of pets with owners.

c. Assist with handling of stray or injured pets.

d. Assist in placing stray or injured pets and animals with local veterinarians or kennels.

14. American Humane Association

a. Provide staffing, coordination of resources and documentation.

b. Provide pre-evacuation personnel to assist in the evacuation of humans and their companion animals from predicted storm impact areas.

c. Provide damage assessment personnel to assist in determining what resources may be needed.

d. Assist in the coordination of outside assistance and relocation of animals within or outside the affected area as may be appropriate.

e. Provide skilled animal handlers for assistance in existing or temporary animal shelters.

f. Provide certified technical animal rescuers.

g. Provide rescue equipment designed specifically for animals.

h. Provide vehicles as a support for technical rescuers or other agencies (depending upon resources).

i. Act as a liaison to the NARSC (National Animal Rescue & Sheltering Coalition).

VI. APPENDICIES / ATTACHMENTS

APPENDIX 1 – King County Shelter Typing Table

APPENDIX 2 – Letter of Agreement with American Humane

VII. REFERENCES

A. Shelter Operations Participant's Workbook, American Red Cross

B. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

C. Pet shelter Operations Manual

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Regional Dormitory Mega-Shelter (>500 capacity).	Jurisdiction or Tribal Execs thru KCECC, Private Sector. County coordination necessary due to resource constraints.	American Red Cross (ARC), County, City, Special Purpose (SP) Districts, Tribes, Private Sector.	County, City, SP District, Tribes, ARC, Private Sector. Supported by all jurisdictions in region.	Windstorm, Power Outage, Earthquake, Terrorism, Volcanic Eruption	Current event information, public education, prepared meals, sanitation, sleeping, first aid, ADA access, security, pet shelter in separate location (see below)	Federal Support; Zone Coordination Centers; State Resources, County, City, SP District, Tribes ARC, Non-Governmental Organizations (NGOs), Faith, Private Sector
Zone dormitory shelter (<500 capacity) *Zone 1 = North County Zone 3 = South County + Vashon* *Zone 5 = Seattle.*	Jurisdiction or Tribal Execs thru KCECC or Zone Coordination Center. Zone or County coordination necessary due to resource constraints.	ARC, KC Parks, City, SP Districts, Tribes, Private Sector	County, City, SP Districts, Tribes, ARC, Private Sector. Supported by all jurisdictions in Zone.	Hazmat, Earthquake, Flooding, Winter Storm	Current event information, public education, prepared meals, sanitation, sleeping, security, ADA access, first aid, pet shelter in separate location (see below)	County, City, SP District, Tribes, ARC, NGOs, Faith, State Resources Regional Disaster Plan (RDP), Zone Coordination Centers.

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Local dormitory shelter (dependent upon local jurisdiction resources, typically <100 capacity)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, ARC.	Local jurisdictions.	All Hazards, localized	Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below)	City, SP District, Tribes, ARC, Faith, NGOs, Mutual Aid, Inter-local Agreements, RDP, Private Sector
Severe weather shelter (Provides overnight-only sleeping quarters for homeless and general public during severe cold weather events.)	Jurisdiction or Tribal Exec, or ARC, faith-based	County, City, Multiple Agency Partnership, SP District, Tribes, ARC	County, City, SP District, Tribes	Severe Winter Weather	Sanitation, utilities, sleeping, security, ADA access. Optional: Human services information, warm/cold drinks and snacks. Pets per facility policy.	County, City, Multiple Agency Partnership, SP District, Tribes ARC, NGOs, Faith, Private Sector

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Medical Needs Shelter (Patients have no acute medical needs but require some medical surveillance and/or special assistance beyond what is available in a standard shelter).	Public Health	KC Public Health	Public Health	All Hazards	Nursing staff, in-patient beds. Medical Reserve Corps staff.	County, City, SP District, Tribes, ARC, Faith, State Resources, RDP, Zone Coordination Center Activations, Private Sector, all health-care providers.

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Skilled Care Nursing Home Evacuation (Patients who require recurring professional medical care, special medical equipment, and a level of care usually only available in Hospitals or Skilled Care Facility.	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, acute care, oxygen, Medical Reserve Corps staff, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RDP, Zone Coordination Center Activations, Private Sector, all health-care providers.

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Medical Surge (Patients who need acute medical care such as individuals experiencing trauma or injury. In case of disease outbreak or certain other disasters, a significant portion of the population may be immediately thrown into this category as a result of the incident.)	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, medical records, acute care, pediatrics team, oxygen, medical reserve corps staff, administration, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RDP, Zone Coordination Center Activations, Private Sector, all health-care providers.

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, NGOs, ARC	County, City, SP District, ARC Faith, NGOs	All Hazards	Prepared meals, current event information and education; basic sanitation; ADA access	County, City, SP District, ARC, NGOs, Faith Community, Private Sector
Warming/Cooling Facility (Provide respite for general public on a drop-in basis).	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, EOCs	County, City, SP Districts, Tribes, Faith, NGOs, private	All Hazards	Current event information, heating or A/C, basic sanitation, ADA access. Optional: public education, drinks, snacks.	Mutual Aid, Inter-local Agreements, volunteer and faith-based resources; local staffing, ARC, NGOs

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.)	Jurisdiction or Tribal Exec	Local jurisdiction will address	Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business.	All Hazards	Pet food, water, cages, leashes, vet support, volunteers, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan	Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,
Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located).	Local, county, Tribal Execs	Local jurisdictions and County Animal Control; Shelters cross-leveled at KC ECC	See Pet Shelter	All Hazards	See Pet Shelter	County facilities, state Ag, volunteer agencies, private business

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care).	Individual Resident; Business Owner	Individual Resident; Business Owner/Employees	Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace	All Hazards	Family Plan, Skills; Disaster Supplies; pet supplies. Event information from media (radio, TV, print). Business Plans, Supplies; safe room for shelter in place from hazmat	Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans

APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Livestock Shelter (set up to house livestock evacuated form rural/suburban areas.	Jurisdiction Tribal Executive	Same as Local, Zone, Regional shelters	Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business	All Hazards	Livestock food, water, fenced, secure areas; vet support, care volunteers, sanitation supplies, tracking system, owner contacts; shelter SOP, off-site storage, security plan	Livestock owners, State Ag Dept; Volunteer and livestock organizations; County Gov agencies, private business

Letter of Agreement between the American Humane Association and City of Kirkland

The purpose of this Letter of Agreement is to provide for cooperation and coordination between the American Humane Association and the City of Kirkland in responding to an emergency affecting public safety.

It is recognized that a serious emergency might necessitate the cooperation and assistance of American Humane to ensure the safety, rescue, and care of animals during a disaster situation.

The City of Kirkland agrees to notify American Humane by telephoning the contact person designated:

American Humane Association
Contact: Debrah Schnackenberg
Address: 63 Inverness Dr East, Englewood, CO 80112
Work: 303.925.9470
Cell: 303.669.4031
Email: debrahs@americanhumane.org

City of Kirkland
Contact: Stephanie Day
Address: 123 Fifth Ave., Kirkland, WA 98033
Work: 425.587.3630
Cell: 206.450.5969
Email: SDay@ci.kirkland.wa.us

If requested by the City of Kirkland, American Humane agrees to assist, resources permitting, as recommended by the City of Kirkland.

- When requested, provide staffing, coordination of resources and documentation.
- When requested, provide pre-evacuation personnel to assist in the evacuation of humans and their companion animals from predicted storm impact areas.
- When requested, provide damage assessment personnel to assist in determining what resources may be needed.
- When requested, assist in the coordination of outside assistance and relocation of animals within or outside the affected area as may be appropriate.
- When requested, provide highly skilled animal handlers for assistance in existing or temporary animal shelters.

- When requested, provide certified technical animal rescuers.
- When requested, provide rescue equipment designed specifically for animals.
- When requested, provide vehicles as a support for technical rescuers or other agencies (depending upon resources).
- When requested, act as a liaison to the NARSC (National Animal Rescue & Sheltering Coalition).

Any additional request would be relayed by the City of Kirkland in the event that other actions become necessary.

American Humane further agrees to notify the City of Kirkland immediately of any changes regarding notification procedure, the telephone numbers to be called in an emergency, or contact person.

Both parties encourage open lines of communication and may suggest improvements to the Letter of Agreement. Modifications to the basic agreement shall be made with the consent of both parties.

This Agreement shall be effective immediately upon execution by the parties hereto, shall supersede any previous agreement, and shall remain in effect until such time as either party provides written notice of cancellation.

This Agreement may be amended by subsequent agreement between American Humane and the City of Kirkland.

AMERICAN HUMANE ASSOCIATION:

By: _____

Date: _____

CITY OF KIRKLAND:

By: _____

Date: _____

APPROVED AS TO FORM:

_____
Kirkland City Attorney

Date: _____

CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION #7
RESOURCE SUPPORT

LEAD AGENCY: **Department Finance & Administration**
Human Resources Department

SUPPORT AGENCIES: **Police Department**
All City Departments
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center

I. INTRODUCTION

A. Purpose

To provide for the best coordination of physical resources and personnel in order to effectively respond to an emergency.

B. Scope

This ESF addresses resource support including coordinating/obtaining emergency relief supplies, facility space, office equipment, office supplies, contracting services, and personnel required to support immediate response and recovery activities. ESF #7 also provides support for requirements not specifically identified in other ESFs, including excess and surplus property and coordinating the receipt, storage, and distribution of donated goods.

II. POLICIES

A. All activities within ESF #7 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).

B. Primary resource support responsibilities will be coordinated by the Department of Finance and Administration (F&A) and the Human Resources Department.

C. The day to day organizational structure of Kirkland City Departments will be maintained as much as feasible for major emergency and disaster situations.

D. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC)

or the Washington State Emergency Operations Center (State EOC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact infrastructure, systems, and communications.

2. Natural and man-made hazards may disrupt or damage the public or private utilities systems, transportation systems, and/or communications and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's utilities systems, transportation systems, and/or communications may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the transportation or communications systems will likely be impacted and may be difficult to deliver or coordinate.

4. The City of Kirkland may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards during a disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.

2. Mandatory controls on the allocation, utilization or conservation of resources can be used when necessary for the continued protection of public health, safety and welfare. Whenever possible, voluntary controls are preferred.

3. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship, whenever possible.

B. Organization

1. The Finance Director has appointed the Deputy Finance Director to be responsible for inventories, allocation, utilization and conservation of resources necessary to respond to and recover from major emergencies.

2. Since the scope of many emergencies may overwhelm resources under the control of local government, the EOC – Logistics Chief will manage the identification of other resources, either governmental or private sector. It may become necessary to reallocate how City personnel, equipment, vehicles, materials and facilities are utilized.

3. It is the policy of the City of Kirkland that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Human Resources Department is the lead agency for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.

4. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.

C. Procedures

1. City departments, although retaining responsibility for the day-to-day

supervision of their work force, should coordinate their personnel needs with the Human Resources Department. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair Labor Standards Act (FLSA) shall apply.

2. The Human Resources Department will be responsible for the recruitment, registration and coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details, in accordance with WAC 118-04.

3. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship. If the emergency situation be of such magnitude that all local resources are committed or expended, immediate requests for outside assistance will be made to upper levels of government and to neighboring jurisdictions.

4. Potential resource distribution and storage areas are identified in Emergency Support Function 7, Attachment C – Potential Staging and Evacuation Areas.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 7.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies and vendors.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 7.

6. Maintain updated mutual aid agreements.

7. Maintain updated memoranda of understanding (MOU's) with local suppliers.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 7.

3. Coordinate activities with other response functions and support agencies.

4. Request additional resources as needed.

G. Recovery Activities

1. Continue gathering, documenting and reporting damage assessment information and financial information.

2. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

3. Continue coordination of physical resources and personnel in order to effectively manage the recovery process.

4. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agencies

1. Finance Department

a. Develop resource management standard operating procedures.

b. Coordinate the allocation, utilization and/or conservation of resources.

c. Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs.

b. Locate and procure resources for the EOC and field operations to support emergency response and recovery or to promote public safety;

c. Coordinate the transfer of excess personal property and assist in its disposal when requested;

d. Locate and coordinate the use of available space for incident management activities;

e. Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.

f. Procure required stock from vendors or suppliers when City resources are unavailable or have been expended

i. Provide for the procurement of contractors services when necessary

j. Estimate the cost of providing resources, record purchases and track expenditures.

2. Human Resources Department

a. Act as the lead agency for coordinating human resource activities and the hiring of temporary personnel.

b. Prioritize needs for human resources assistance and assign volunteers appropriately.

c. Coordinate assignment of employees, as necessary, to make best

use of employee resources in disaster response and recovery.

d. Provide representation in the EOC, when activated, to monitor human resources, employee and volunteer safety, and volunteer status.

e. Coordinate registration of emergency worker volunteers and track the reassignment of City employees to disaster tasks.

f. During a disaster, complete Form EMD-078 Emergency Worker Daily Activity Report when required.

g. Maintain emergency contact numbers for city employees and their designated contact.

B. Support Agencies

1. Police Department

a. Complete the background investigation on volunteers, in accordance with WAC 118.

2. All Departments

a. Identify resource distribution and storage areas.

b. Estimate costs of providing resources.

c. Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs.

d. Develop procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identify staff that could be released to assist other departments.

e. Maintain cost records of personnel, contractors and equipment used during disaster recovery and provide information to Finance

representatives as may be required for FEMA Public Assistance.

IV. APPENDICES

None

V. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. WAC 118-04

C. Kirkland Municipal Code

EMERGENCY SUPPORT FUNCTION #8
PUBLIC HEALTH AND MEDICAL SERVICES

LEAD AGENCY: **Kirkland Fire Department**

SUPPORT AGENCIES: **Evergreen Hospital Medical Center**
Seattle-King County Public Health Department
King County Medical Examiner's Office
Local Morticians
Puget Sound Blood Center
Police Department

I. INTRODUCTION

A. Purpose

To coordinate the organization and mobilization of medical, health, mental health, and mortuary services for emergency management activities within the City of Kirkland.

B. Scope

This ESF covers the provision of medical, health, mental health, and mortuary services for Kirkland citizens, those located in Kirkland at the time of a disaster, and fire department service area (where applicable). 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. Activities within ESF 8 – Public Health and Medical Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional

Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting the response and delivery of public health and medical services.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the ability to respond to and deliver public health and medical services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Fire Department shall establish a system to expand emergency medical support, and provide support to local hospitals and the Emergency Operations Center (EOC) in the coordination and establishment of expanded hospital facility needs during an emergency as resources are available.

2. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, alternate care facility, temporary morgue or in any other functional capacity appropriate for the situation.

3. In the event of structural failure or inaccessibility to medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency clinic, alternate care facility or morgue for its local area until coordination of more permanent facilities can be established by the Kirkland EOC.

4. The Seattle-King County Public Health Department will provide guidance to City agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, and infectious or hazardous waste.

B. Organization

1. The lead agency responsible for the organization and mobilization of pre-hospital medical services during emergencies will be the City of Kirkland Fire Department.

2. The Fire Chief or his/her designee shall provide direction and control over Fire Department resources and coordination with the EOC. Department personnel shall operate according to specific directives, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

3. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

4. Coordination with providers of animal care/services will be the responsibility of the Parks and Community Services Department.

C. Procedures

1. The Fire Department will utilize the King County Multiple Casualty Incident Plan (separately published document). When activated, the Fire Department will work with the Emergency Operations Center to coordinate expansion of hospital care to field operations when needed.

2. Mutual aid agreements exist with numerous jurisdictions and departments throughout King, Pierce and Snohomish Counties. Requests for assistance will normally be coordinated through the EOC.

3. Communications will be through established channels.

4. In the event that mental health counseling is necessary for emergency workers, the City will utilize the services of the Kirkland Fire Department Chaplains. If further support is needed, the King County Critical Incident Stress Debriefing Team will be requested. Mental health counseling for citizens and disaster victims may be obtained through the American Red Cross and other local area mental health organizations following the disaster.

5. Response capabilities to incidents involving biological or chemical agents can be bolstered by the activation of the Center for Disease Control's Pharmaceutical Stockpile Program. The State can request assets and services of the program from the Director of the Center for Disease Control. The CDC Director has the authority, in consultation with the Surgeon General and Secretary of Health and Human Services, to order deployment of pharmaceuticals, vaccines, antidotes, and other medical supplies and equipment necessary to counter the effect of nerve agents, biological pathogens and chemical agents. A CDC Technical Advisory Response Unit team deploys simultaneously. The team, made up of pharmacists, emergency responders, and logistics experts, help local authorities with receiving, distributing, dispensing, replenishing and recovering program materials. To request CDC Support, contact Seattle-King County Department of Public Health.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 8.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 8.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 8.

3. Coordinate public health and medical services with other response functions.

4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged fire department facilities, apparatus, and equipment in Kirkland in coordination with ESF 4 - Firefighting.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment in Kirkland in coordination with ESF 4 - Firefighting.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Kirkland Fire Department

a. The Emergency Medical Services Division of the Fire Department shall develop an inventory of medical facilities, clinics, medical transportation options, communications, and supply sources.

b. Implement the King County Fire/Medical Resources Plan which specifically deals with handling multiple casualty incidents (separately published document).

c. The Fire Department officer in charge of the incident shall establish Incident Command and provide initial incident evaluation to ensure appropriate coordination of resources and management of the incident.

d. Assure that the implementation of the Simple Triage And Rapid Treatment (S.T.A.R.T.) system is not delayed pending the arrival of the primary medic units. The incident commander shall assure that all responsibilities of the medical group supervisor position are completed.

e. The Incident Commander's responsibilities shall include but are not limited to fire suppression, rescue, and management of mass casualties.

f. 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.

g. Contact "Hospital Control" (primary: Harborview Medical Center) and activate the Seattle area hospital disaster plan when appropriate.

h. Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated.

i. Provide incident status and operational needs to the EOC at regular intervals.

j. Communications shall be through normal established channels.

k. The Incident Commander shall evaluate the on-scene situation and determine whether or not there is a need for post-incident critical incident stress de-briefing (CISD). Requests for the CISD Team will normally be coordinated through the EOC.

B. Support Agencies

1. Evergreen Hospital Medical Center

a. Provide liaison at the EOC to provide coordination of operations when appropriate.

b. Coordinate movement of patients from the field to area hospitals through Hospital Control. Primary Hospital Control is located at Harborview Medical Center. Back-up is Overlake Hospital.

c. Coordinate the establishment of temporary medical facilities with the EOC and Fire Department personnel.

2. Seattle/King County Public Health Department

a. Organize and mobilize public health services during an emergency.

b. Monitor potential causes of communicable diseases in the wake of a disaster.

c. Identify and coordinate activation of additional mental health professionals when needed.

d. Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.

e. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.

f. Provide inoculation of individuals if warranted by threat of disease.

g. Provide information on health department activities to the EOC.

h. Coordinate public information programs dealing with personal health and hygiene such as: disease control operations, sanitation activities, potable water supply.

3. King County Medical Examiner

a. Coordinate with the local morticians to expand mortuary services as appropriate for the situation.

b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.

c. Coordinate activities with the EOC, morticians, police, and incident commander.

d. Provide liaison at the EOC to assist in coordination activities when appropriate.

4. Local Morticians

a. Assist the medical examiner by establishing temporary morgues and transporting and storing corpses until final dispositions are determined.

b. Provide liaison at the EOC to assist in coordination activities when requested.

5. Puget Sound Blood Center

a. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.

b. Maintain and check supplies before an anticipated disaster or emergency.

c. During a disaster situation, obtain necessary blood supplies from local and surrounding areas, if necessary.

d. Establish drawing stations as needed, and request media publicity to facilitate public response.

6. Police Department

a. Provide assistance to the medical examiner in the identification of the deceased.

b. Provide security to field morgue operations and facilities.

c. Provide perimeter control at incident scenes when requested.

VI. APPENDICES / ATTACHMENTS

Appendix 1 - Additional Providers Medical Services and Facilities

Appendix 2 - Mental Health Support

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. Kirkland Fire Department Directives

C. King County Multiple Casualty Incident Plan

D. King County Fire Resource Plan

E. Washington State Fire Services Resource Mobilization Plan

EMERGENCY SUPPORT FUNCTION #9
Search and Rescue

LEAD AGENCY: **Kirkland Fire and Building Department**

SUPPORT AGENCIES: **Building Services Division**
Police Department
Kirkland Public Works Department
Kirkland Human Resource Department
King County Office of Emergency Management
King County Sheriff Office
Washington Division of Emergency Management
Washington State Department of Transportation – Aviation Division

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

This ESF addresses:

1. Urban search and rescue - which may include such specialized rescue as confined space, trench or high angle specialty rescue teams.

2. Wilderness area search and rescue operations, where rescuers are working in a wooded or more natural area.

3. Water rescue

II. POLICIES

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

Activities within ESF 9 – Search and Rescue will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day-to-day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

D. When regional resources are exhausted, field resources may request additional resources through the Regional Communications Center. When unable to obtain resources through Fire Dispatch, the Kirkland EOC will request resources through the KCECC; who will in turn request resources through the Puget Sound Fire Defense Board under State Mobilization.

E. When State resources have been depleted the Washington State Emergency Operations Center (State EOC) can request resources from multiple states through the Emergency Management Assistance Compact (EMAC), or with the requisite proclamation, federal USAR assets.

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.

6. Major emergencies may precipitate building collapses requiring search and rescue operations including heavy rescue, technical rescue, and emergency medical services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of search and rescue services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. 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.

5. The threat of terrorism exists given the presence of high-profile corporations in the City, Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the malicious release of hazardous materials.

6. 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.

7. 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

1. The Fire Department is responsible for the coordination of urban search and rescue, and technical rescue activities within Kirkland.

2. Heavy search and rescue operations will be coordinated by the Fire Department with support from the Police and Public Works Departments.
   The Building Division will provide technical support in case of structural damage or collapse. Federal Urban Search and Rescue Teams, volunteers, outside agencies and the private sector may also be utilized during heavy rescue emergencies.

3. The primary resource for wilderness area search and rescue are the volunteers of the King County Search and Rescue Council and may be activated through the King County Office of Emergency Management or the King County Sheriff's Office.

4. The City of Kirkland has personnel from the Fire Department trained in various areas of specialty rescue. Other specialty rescue teams including water, confined space, high angle, and heavy rescue are available through automatic and mutual aid within Seattle and King County under the procedures outlined in the King County Fire Resource Plan. Rescue personnel from outside the area (King County) would be requested by the Kirkland EOC to King County Office of Emergency Management that then may contact the Washington State Emergency Operations Center.

5. Search and rescue operations for missing aircraft are the responsibility of the State Department of Transportation, Division of Aeronautics. The Kirkland Police Department will be responsible for coordinating ground support of these operations upon request.

B. Organization

1. The Kirkland Fire Department provides fire protection services by contract to King County Fire District 41. Coordination with this contractual jurisdiction during major emergencies and disasters will be handled through the Kirkland EOC.

2. Fire and rescue services are provided from six fire stations strategically located throughout the fire department's service area.

3. The Fire Department provides emergency medical services to its citizenry. Citizens requiring Advanced Life Support (ALS), receive a response from NORTH East Medic One (Redmond consortium) with additional support available from other regional ALS units.

4. Fire headquarters is located in Kirkland City Hall – 123 5th Ave., Kirkland WA 98033.

5. Overall supervision of on-duty resources is provided by the Battalion Chief or a Captain acting as Battalion 21 until relieved by a Deputy Chief or the Fire Chief.

B. Procedures

1. Communications will be through established channels.

3. The Fire Chief or his/her designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.

4. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

5. Command posts may be established for the management of field operations. The field Incident Commander shall provide regular status reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts will be the

preferred method of field operations when multiple departments/agencies have command posts established.

6. King County is divided into three (3) Fire Zones. Kirkland is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.

7. During localized emergencies expanding beyond the City limits of Kirkland but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.

8. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in 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 Emergency Coordination Center (ECC). Communications for this coordination will normally be between the Kirkland EOC and King County ECC.

9. See Kirkland Fire Department Directives for additional policies and procedures.

D. Prevention and Mitigation Activities

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

1. Requiring that work be done under a permit to ensure safe practices at construction sites.
2. Keeping all City park sites well lighted and with well-marked footpaths.
3. Providing lifeguards at all open beaches.
4. See Kirkland Hazard Vulnerability Assessment Plan

E. Preparedness Activities

The City of Kirkland undertakes the following preparedness activities:

1. ESF #9 training for firefighter personnel in urban search and rescue techniques.
2. Training of firefighter personnel with neighboring departments involved in confined space rescue.
3. 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

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 9.

3. Coordinate search and rescue activities with other response functions.

4. Request additional resources as needed.

5. Also 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 EOC has been activated, these services will be requested through the EOC.

V. RESPONSIBILITIES

A. Lead Agency

1. Kirkland Fire Department – Emergency Services Division

a. Takes lead for all search and rescue operations within the City of Kirkland.

b. The Fire Chief or his/her designee shall provide direction control over department resources and coordinate with the EOC.

c. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.

d. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

e. The Incident Commander at the scene of a search and rescue operation shall always consider the safety of rescue personnel of top importance.

f. The rescue of survivors or potential survivors shall be considered primary, recovery of bodies secondary in any search and rescue operation.

g. 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.

h. 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.

i. Kirkland Fire Department will have the responsibility of initial coordination of ear shore water rescue. Kirkland may hand off the scene to another agency as appropriate.

j. Heavy search and rescue operations will be coordinated by the Kirkland Fire and Building Department, with support from the Police and Public Works Departments.

k. Anticipates need for additional support using mutual aid.

l. Ensures that requests for support and resources go through the EOC if it has been activated.

B. Support Agencies

1. Building Services Division

a. Provide technical support in event of structural damage or collapse by conducting damage assessment on structures.

2. Kirkland Police Department

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

3. Kirkland Public Works Department

a. Provide heavy equipment and personnel if needed for removal if material to access victims.

b. Engineering personnel provide technical support in event of structural damage or collapse by conducting damage assessment on involved structures. Report findings to Incident Command.

4. Kirkland Human Resource Department

a. Coordinate the registration of volunteer emergency search and rescue workers for employee status under RCW 38.52.060.

b. Provide assistance to appropriate agencies in notification of next of kin of victims.

5. King County Office of Emergency Management

a. Contact King County Sheriff SAR to requesting support.

b. Contact State DEM to requesting mission number is assigned.

c. Assist in obtaining other specialized resources needed.

6. King County Sheriff Office

a. Provide organized search and rescue responders and volunteers.

a. Coordinates with Kirkland local authorities to conduct effective SAR operations.

b. King County Sheriff Marine Patrol can assist with water rescue with their marine patrol boat. The Dive Team can assist with deep-water rescue and body recovery.

c. 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.

e. Provides access to specialized resources/technicians.

7. Washington State Division of Emergency Management

a. Provides a mission number for the search and rescue operation.

b. Provides access to other statewide resources.

c. Provides access to out of state resources, such as Federal Urban Search and Rescue Teams.

8. Washington State Department of Transportation Division of Aviation

a. Directs air SAR operations.

b. Makes contacts to other agencies, such as Coast Guard, if needed.

c. Supports local agencies during land SAR operations by providing aircraft and air operations support.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. Kirkland Fire Department Directives

C. King County Fire Resource Plan

D. Washington State Fire Services Resource Mobilization Plan

EMERGENCY SUPPORT FUNCTION #10
HAZARDOUS MATERIALS

Hazardous Materials

LEAD AGENCIES: **Kirkland Fire and Building Department**

SUPPORT AGENCIES: **Eastside Hazardous Materials Response Team**
Kirkland Police Department
King County Sheriff's Office
Seattle/King County Health Department
Washington State Department of Ecology
Washington State Patrol

I. INTRODUCTION

A. Purpose

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 addresses response to actual or potential discharges and/or releases of hazardous materials within the City. It is intended to compliment and coordinate with existing hazardous material response plans used in Kirkland.

II. POLICIES

A. Activities within ESF 10 – Hazardous Materials Response will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

D. When regional resources are exhausted the Kirkland EOC will request resources through the KCECC; who will in turn request resources through the Washington State Emergency Operations Center (State EOC) if necessary.

E. 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.

F. 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.

G. 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.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

1. Hazardous materials may be released during naturally occurring events like earthquakes, or during industrial accidents, terrorism or illegal activities.

2. There are several sites in Kirkland that house reportable amounts of hazardous materials.

3. Interstate 405 runs through the center of Kirkland and hazardous materials travel this roadway daily.

4. Illegal drug labs and terrorist activities are also possible and are considered hazardous materials events.

5. The Olympic pipeline runs close to the Kirkland City boundary.

6. 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 as much as possible during hazardous materials emergencies.

2. A hazardous materials release may cause the relocation of the Kirkland Emergency Operations 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.

4. In a disaster or major emergency, Kirkland's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness or ability to provide hazardous materials response services.

5. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

6. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

7. According to data compiled by the Federal Emergency Management Agency (FEMA), it is possible to group accidents involving radiation or radioactive materials into six categories:

    a. Nondestructive testing (industrial radiography)

    b. Radionuclides in medical facilities

c. Isotope production facilities

d. Radionuclides in research facilities

e. Nuclear reactor sites

f. Transporting radioactive materials

8. Historically, the most common radiation accident has involved sealed radioactive sources used in radiographic testing; victims of such accidents are typically employees of firms conducting such testing and have rarely required emergency medical services. Emergency personnel are more likely to be involved in accidents such as building fires or transportation accidents where radioactive materials are present. Radiation injury may involve:
   a. External irradiation
      - whole-body or
      - partial-body
   b. Contamination by radioactive materials
      - external (deposited on the skin) or
      - internal (inhaled, swallowed, absorbed through the skin, or introduced through wounds)
   c. Incorporation of radioactive materials (by body tissues)
   d. Combined radiation injury (combination of the above)

IV. CONCEPT OF OPERATIONS

A. General

1. It shall be the responsibility of the Fire Department to coordinate the command, control and effective mitigation of hazardous materials or radiation emergencies.

2. The Kirkland Fire Department is a member of the Eastside Hazardous Materials Response Program. Each of seven member agencies trains its firefighters to meet First Responder and Operational Level competencies, its command personnel to satisfy Hazardous Material On-Scene Commander competencies and assigns a minimum of two members per operational shift to be part of the Eastside Haz-Mat Team.

3. On state and interstate roadways, the senior Washington State Patrol officer on the scene will assume the incident command role.

4. 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.

5. 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

1. 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.

2. Fire, rescue, and initial hazardous materials response services are provided from six fire stations strategically located throughout the fire department's service area.

3. Haz-Mat 1 (HM-1), the primary response vehicle for the Eastside Hazardous Materials Response Team is located at Bellevue Fire Station 6 – 1850 132nd Ave NE Bellevue, WA 98005.

4. Fire headquarters is located in Kirkland City Hall – 123 5th Ave., Kirkland WA. 98033

5. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain acting as Battalion 21 until relieved by a Deputy Chief or the Fire Chief.

6. The Fire Prevention Bureau is responsible for administering a hazardous materials permit and inspection program.

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. Citizens can expect to be notified of a major release by the Reverse 911, 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.

3. The Incident Command System (ICS) shall be used in managing all incidents. All emergency responders and their communications shall be controlled through the Incident Commander (IC). Necessary resources shall be requested and, when appropriate, released through the IC.

4. Once it becomes evident that a radiation emergency may have occurred, access to the scene of the emergency shall be strictly controlled. Physical demarcation of the exclusion ("hot") zone (e.g., barrier tape) is desirable. Once radiation survey instrumentation is available, the size of the hot zone shall be adjusted to ensure that exposure outside the hot zone shall not exceed 2 mR/hour.

5. In case of a transportation accident involving a nuclear weapon, FEMA recommends that the radius of the exclusion zone be set at 2,000 feet.

6. Emergency responders should be alert to any and all clues indicating the presence of radiological materials. In the absence of medical emergencies in the hot zone, entry should not be made until an operational radiation survey meter is available.

7. Until it is known that no respiratory hazard is present, emergency responders shall wear positive pressure self-contained breathing apparatus (SCBA) in the hot zone and during the initial stages of decontamination. All personnel at the scene shall attempt to minimize potential contact with hazardous substances whenever possible. The selection of protective clothing will depend on expected hazards (dusts, liquids, flammable atmospheres, etc.).

8. Command posts may be established for the management of field operations. The Incident Commander shall provide regular status

reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

9. King County is divided into three (3) Fire Zones. Kirkland is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.

10. During localized emergencies expanding beyond the Service Area limits of the Kirkland Fire Department but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.

11. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in 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 Kirkland EOC and King County ECC

12. Radiation survey meters and dosimeters shall be maintained by the Eastside Hazardous Materials Response Team on the response vehicles utilized by that consortium (currently HM-1 and HM-2).

13. Required training for employees involved in emergency response operations for releases of hazardous substances is defined in WAC 296-824-300.

14. See the Kirkland Fire Department Standard Operating Procedures and the Eastside Hazardous Materials Team Standard Operational Guidelines for additional policies and procedures.

D. Prevention and Mitigation Activities

1. Active in regional Household Hazardous Waste education and collection

2. Conduct fire inspections at businesses that store reportable quantities

3. Coordination with the King County LEPC to insure current information is logged.

4. See King County Regional Hazard Mitigation Plan

E. Preparedness Activities

1. 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.

2. Provide appropriate training for personnel on responsibilities under ESF 10.

3. Conduct drills and exercise to test the plan and procedures.

4. Maintain a good working relationship with partner agencies.

5. Maintain updated contact information for personnel and support agencies.

6. Maintain updated list of resources that support ESF 10.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 10.

3. Coordinate fire, rescue and hazardous materials response activities with other response functions.

4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged fire department facilities, apparatus, and equipment in Kirkland in coordination with ESF 4.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment in coordination with ESF 4.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Kirkland Fire Department

a. Kirkland Fire Personnel will follow the operational policies set out in Fire/Building Department Directive 4.201.

b. The Duty Battalion Chief will become the Incident Commander at the scene.

c. The Incident Commander will coordinate assistance from the Eastside HazMat Team.

d. At a radiological emergency, the Fire Department will establish command and scene control, assess the situation, decontaminate and provide emergency medical treatment for exposed victims, and contain and control the release of escaping hazardous substances only if such containment and control:
   i. could reasonably be expected to favorably impact the outcome of the emergency, and

ii. when personnel are available with the necessary equipment and training to perform such operations safely.

e. The Fire Department will ensure that the appropriate agencies for clean up and disposal of spilled radiological materials are contacted.

f. Decontamination and incident termination procedures shall be performed as outlined in, the Eastside Hazardous Materials Team Standard Operational Guidelines, under separate cover.

g. WAC 296-824-500 specifies general operational practices to be employed during emergency response to hazardous substance releases. It is the intent of the Fire Department to comply with such practices, as further defined in the Eastside Hazardous Materials Team Standard Operational Guidelines.

h. Carry out evacuation orders, if necessary. Contact NORCOM to activate reverse 911 or contact the Kirkland EOC to activate EAS through the King County ECC.

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

B. Support Agencies

1. Eastside Hazardous Materials Response Team

a. Operate in accordance with Eastside HazMat Team Operating Guidelines.

b. Respond to incident, and report to Duty Battalion Chief/Incident Commander.

c. Make decisions on need for additional personnel and agency expertise, coordinate request with Kirkland Fire.

d. Decontamination and incident termination procedures shall be performed as outlined in, the Eastside Hazardous Materials Team Standard Operational Guidelines, under separate cover.

2. Kirkland Police

a. Assist with evacuation and site security for hazardous materials releases.

b. Provide crowd and traffic control when needed.

c. Assist with warning and emergency information.

d. Participate and possibly take command in hazardous materials incidents where illegal activities are involved (i.e. an illegal drug lab).

3. King County Sheriff's Office

a. Assist with evacuation and site security in King County Fire District 41.

b. Provide crowd and traffic control when needed.

c. Assist with warning and emergency information.

d. Participate in hazardous materials incident management, possibly taking command, when the event involves illegal drug activities (i.e. illegal drug lab).

4. Seattle/King County Health Department

a. Determine when a contaminated site is safe to reoccupy.

b. Coordinate and provide environmental health services, including inspections for food and water contamination, inspections temporary housing, and disposal of solid waste.

c. Maintain King County's hazardous waste program.

5. Washington State Department of Ecology

a. 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.

b. Will assume responsibility for removal of hazardous materials, including those held in interim storage by Kirkland Fire Department.

6. Washington State Patrol

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

VI. APPENDICES / ATTACHMENTS

Appendix 1 - Emergency Contact Information for Essential Hazardous Materials Agencies

VII. REFERENCES

A. Fire and Building Department Directive 4.201

B. Eastside HazMat Team Operating Guidelines

C. Sara Title III.

D. King County Fire Resource Plan

E. Washington State Fire Services Resource Mobilization Plan

F. RCW 70.136.030

G. RCW 70.136.035

EMERGENCY CONTACT INFORMATION FOR ESSENTIAL HAZARDOUS MATERIALS AGENCIES

Washington State Division of Emergency Management
24 hour number – 1-800-258-5990

Main Switchboard	1-800-562-6108, or 253-512-7000
Public Information Officers	1-800-688-8955
Search and Rescue	1-888-849-2727
Emergency Operations Center (Activations Only)	1-800-854-5406, or 253-912-4900

Washington State Department of Ecology
Northwest Regional Office - ***24 hour number - 1-425-649-7000***
(Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties)

United States Environmental Protection Agency (EPA) – Emergency Response Unit
24 hour number - (206) 553-1263 (call goes directly to duty officer after hours), then...

1 - Report a spill
2 - general EPA question
3 - EPA duty officer 24 hours a day, 7 days a week

National Response Center (will call our local Region X office)
24 hour number - 1-800-424-8802

Chemtrec
24 hour number 1-800-424-9300

Washington State Department of Transportation
Northwest Region
24 hour number - 206-440-4490

EMERGENCY SUPPORT FUNCTION #11
AGRICULTURE AND NATURAL RESOURCES

LEAD AGENCY: **Parks and Community Services Departments**

SUPPORT AGENCIES: **Police Department**
Finance & Administration Department
Public Works Department
All Departments
Public Health of Seattle/King County
King County Office of Emergency management
American Red Cross
Salvation Army
Public Health Seattle and King County
Washington State Emergency Management Division

I. INTRODUCTION

A. Purpose

To coordinate the procurement and distribution of food and water during a major disaster.

B. Scope

This ESF addresses procurement and distribution of food and water within the City of during a disaster or major emergency including coordination with other agencies.

II. Policies

A. Activities within ESF 11 – Agriculture and Natural Resources will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of City departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Emergency Coordination Center (KCECC) or the Washington State Emergency Operations

Center (State EOC).

D. It is the policy of the City of to educate its citizens, businesses, and City of staff regarding their responsibility to provide for their own food and water for a minimum of 72 hours (recommended 1 week), following a natural or technological disaster.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting procurement and distribution of food and water.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's utilities and/or transportation systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the ability of the City to procure or distribute food, water, and other essential items.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. The City government does not have the infrastructure or resources to provide food and water to the population. The City relies on a partnership with human services organizations such as the American Red Cross (ARC); State and County public service agencies; faith based organizations; and the private sector to provide food and water to citizens following a disaster. Actions taken under ESF #11 relating to nutritional support will be coordinated and conducted

cooperatively with the above organizations whenever possible.

IV. CONCEPT OF OPERATIONS

A. General

1. In the event of a major disaster, the Parks & Community Services Department will Coordinate with the Kirkland EOC to contact the King County Emergency Coordination Center (KCECC) and the American Red Cross and other relief agencies to request assistance in providing food and water.

2. Once shelters are activated, the primary distribution of food and water will be coordinated through the Kirkland EOC, KCECC, the Red Cross emergency shelter/mass care system, and supported as necessary by Parks & Community Services staff.

3. Communications systems failure in an emergency may make communications with outside agencies impossible. In such cases, shelter operations and food and water procurement and distribution within the City is the sole responsibility of the City and the Parks & Community Services Department coordinated through the Emergency Operations Center. Response will be based upon identified needs and available resources.

B. Organization

1. Management and procurement of food and water in the City of Kirkland for disaster victims and disaster workers shall be coordinated by the Parks & Community Services Department, with the assistance of the Finance Department. These efforts will be coordinated through the Emergency Operations Center (EOC).

2. An Emergency Food Coordinator will be appointed by the EOC to identify and manage the distribution of food and water during emergencies.

3. The EOC will coordinate the transportation and delivery of incoming donated goods and resources. The PARKS department will coordinate and manage the distribution of donated goods and resources within the community.

4. The Kirkland EOC, in conjunction with the King County Office of Emergency Management, would coordinate county, state and federal services needed in providing food and water to Kirkland residents on

a long-term basis.

C. Procedures

1. Public information regarding distribution sites of food and water shall be coordinated through the EOC Public Information Officer.

2. The Seattle/King County Public Health Department shall be called upon by the City of Kirkland to assist the Public Information Officer in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster.

3. Actions taken under ESF #11 to protect, conserve, rehabilitate, recover, and restore NCH resources are guided by City policies and procedures. During a disaster, these actions will be coordinated with the EOC.

4. A list of resources for food and water can be found in the EOC Manual.

D. Prevention and Mitigation Activities

1. Establish and maintain an emergency food and water program which stocks all city facilities with enough food and water to support City employees for at least 72 hours.

2. See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 11.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 11.

F. Response Activities

1. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 11.

2. Priority is given to provide critical supplies of food to areas of acute need and then to areas of moderate need.

3. Coordinate agriculture and natural resources activities with other response functions.

4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged facilities, vehicles, and equipment in Kirkland assigned to ESF 11.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of facilities, vehicles, and/or equipment utilized by ESF 11 as appropriate. Coordinate replenishment of any normal supplies for ESF 11.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Parks and Community Services Department

a. Coordinate with Finance Department regarding the purchase of food and water. Coordinate with Utilities Department to determine availability of potable water within our system.

b. Coordinate with Utilities Department, other City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.

c. Coordinate with food distributors for the provision and distribution of food to disaster victims or food service organizations.

a. Parks and Community Services Department in coordination with the Office of Emergency Management will establish predetermined points of distribution (POD) sites throughout the City for the distribution of food and water, i.e. recreation centers, schools, faith based facilities, etc.

b. The Parks department will utilize congregate feeding arrangements as the primary outlet for disaster food supplies whenever possible.

c. The Human Services Coordinator will assist with the facilitation of this ESF by serving as the City's liaison to organizations that are provided social services.

d. During a disaster, coordinate with PHSKC and King County Animal Control (KCAC) agencies reference any changes in animals and plant life within the City to ensure any abnormalities are notices and reported to the EOC.

B. Support Agencies

1. Police Department

a. The Police Department (PD) will assist with the security and protection of food, water, and donated goods whenever possible.

2. Finance Department

a. Provide for the procurement of food and water.

b. Develop system for the tracking of necessary financial expenditures such as staffing, vehicles, food, water, etc.

3. Public Works

a. Primary responsibility to ensure water supplies are restored and available within the City. They will assist the Parks & Community Services Department in availability and distribution of water to our citizens.

4. All City Departments

a. City employees may be requested to assist in the transportation of food and water to distribution sites as directed through the EOC.

5. King County Office of Emergency Management

a. Coordinate food and water distribution needs with appropriate city, county, state, federal and volunteer agencies.

6. American Red Cross (ARC)

a. Whenever possible, the ARC will assist the City to provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical/nursing care and assist the City to meet other urgent immediate needs.

b. Will maintain a list of ARC shelters within the City and surrounding communities and will open shelters in or around the area as needed.

c. May certify additional shelters as needed during a disaster depending on the size and significance of the disaster.

d. Assess and maintain ARC equipment and supplies staged within the City.

e. Provide training related to mass care and sheltering to City employees and citizens.

f. Provide a liaison to KC ECC during disasters and exercises, whenever possible.

7. Salvation Army

a. May provide mobile canteen services, as resources allow.

b. May provide emergency feeding services, as resources allow.

c. Whenever possible, will coordinate with ARC and the City's EOC to collect and distribute food, clothing and other supplies.

d. Maintain a resource listing of equipment, supplies and facilities and their availability.

e. Provides a copy of the resource listing to the Emergency Management office upon request.

f. Assesses equipment and training needs.

g. Coordinates activities with the City EOC.

8. Public Health Seattle and King County

a. Analyze water samples from sources suspected of contamination and make appropriate recommendations.

b. Develop procedures to notify the residents of the City how to treat contaminated food and water.

c. Inspect (if available) donated goods with the Department of Agriculture. Oversee the safe distribution of food, water and donated goods.

d. All action taken in ESF #11 regarding animal and plant disease and pest response will be coordinated with Public Health of Seattle/ King County (PHSKC) whenever possible.

9. Washington State Emergency Management Division

a. Request the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.

b. Provide overall logistical support of nationally donated goods by managing the State Logistics Center 72 hours following its activation.

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

IV. APPENDICES / ATTACHMENTS

None

V. REFERENCES

A. King County Regional Disaster Plan

B. Washington State Comprehensive Emergency Management Plan

C. National Response Framework

EMERGENCY SUPPORT FUNCTION #12
ENERGY

Energy

Lead Agency: **Public Works - Facilities**

Support Agencies: **Puget Sound Energy**
Building Services Division
Public Works Department

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 12 is to maintain a liaison with the utilities agencies that provide and restore energy services (electricity and natural gas) within the City of Kirkland with the goal of ensuring effective coordination during disaster or emergency situations.

B. Scope

This ESF addresses the collection, evaluation and coordination of information on energy system damage and estimations on the impact of energy system outages within the City of Kirkland. 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. These systems include electrical power, natural gas, and the status of the Olympic pipeline.

II. Policies

A. Activities within ESF #12 – Energy will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City Departmentswill be maintained as much as feasible for major emergency and disaster situations.

C. 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.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

D. Staff will be mobilized as needed on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures.

E. Emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission.

III. SITUATION

A. Emergency or Disaster Conditions and Hazards

1. 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.

2. Most homes in Kirkland are served with electricity and/or natural gas to be used as an energy source. 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.

3. PSE power lines are a combination of overhead and underground in Kirkland. Kirkland are susceptible to high winds and interference from tall trees and other vegetation. 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 or emergency.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, utility systems in Kirkland may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the utility systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one utility system may cause disruption or damage to another utility system due to the interrelated nature and dependency of one system on another.

5. There may be widespread and/or prolonged electric power failure. With no electric power, communications will be affected, traffic signals will not operate potentially causing traffic gridlock, and utility pump stations will be operating on generators. Such outages will impact all emergency response services.

IV. CONCEPT OF OPERATIONS

A. General

1. Electric power and natural gas fuel is provided to Kirkland customers by Puget Sound Energy (PSE) whose headquarters and Customer Call Center are located in Bellevue and whose Emergency Operations Center is located in Bellevue. Puget Sound Energy's operations are regulated by the Washington Utilities and Transportation Commission as well as federal and state statutes.

2. Under ordinary conditions, requests for service from Puget Sound Energy are routed to their Customer Call Center. Puget Sound Energy has also shared with the Eastside Communications Center the telephone numbers dedicated to public safety agencies for emergency response information. The Kirkland Emergency Operations Center also maintains emergency contact information for Puget Sound Energy's Emergency Operations Center.

3. The Olympic Pipe Line Company operates 16 and 20-inch pipelines throughout western Washington that on the East edge of Kirkland carrying gasoline, diesel, and jet fuel. BP Amoco operates the system and the Control Center for operations is located in Renton.

B. Organization

1. The Public Works Department is the lead agency for coordinating disaster response information and priorities with all private utilities operating within the City of Kirkland.

2. A workspace is dedicated to a representative of Puget Sound Energy in the King County Emergency Coordination Center to coordinate with all jurisdictions within King County.

C. Procedures

1. The Emergency Operations Center will coordinate emergency response and recovery operations with private utility companies from the EOC when it is activated.

2. The EOC Public Information Officer will coordinate information regarding electricity and natural gas with PSE's media relations team members.

3. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities, ESF #12 provides the appropriate information and resources to enable restoration of services to the City in a timely manner.

D. Mitigation Activities

1. Ongoing contact between key representatives at the City of Kirkland and the utilities.

2. Puget Sound Energy has an active, ongoing program to keep tall trees out of overhead power lines.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 12.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 12.

F. Response Activities

1. Response activities by private sector utilities will be performed by prioritization.

2. The private sector normally takes the lead in the rapid restoration of their infrastructure-related services after an incident occurs.

3. Appropriate entities of the private sector are integrated into ESF #12 planning and decision making processes.

4. ESF #12 coordinates with other ESF's to provide timely and accurate energy information, recommends options to mitigate impacts, and coordinates repairs and restoration of energy systems.

5. ESF #12 facilitates the restoration of energy systems through legal authorities and waivers.

6. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 12.

G. Recovery Activities

1. Prepare a prioritized list of damaged utilities infrastructure in Kirkland.

2. Continue gathering, documenting and reporting damage assessment information.

3. Provide documentation of damage assessment information and cost documentation for impacts on City infrastructure as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate emergency response and recovery operations with private utility companies.

5. Participate in post-incident hazard mitigation studies to reduce the adverse effects of future disasters.

6. Assists in determining the validity of disaster-related expenses for which the energy utility is requesting reimbursement based on the Stafford Act.

V. Responsibilities

A. Lead Agency

1. Public Works – Facilities Section

a. Act as the coordinator between the energy utilities and the City.

b. Be familiar with facilities in the community that provide utility services delivery.

c. Advise utilities of essential emergency services needed to protect life and property.

d. 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.

e. Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity, natural gas, and the pipe line fuel transport to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

f. 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.

g. As an interim response measure, the City of Kirkland will also coordinate temporary or alternate sources of energy fuel and power.

h. Maintains and operates an emergency system of power generators within the city. These generators are fixed or portable and are located at critical facilities and infrastructure. Public Works has an Emergency Power Outage and Generator Refueling Response Plan. (Appendix 1).

B. Support Agencies

1. Puget Sound Energy

a. Provide services at normal level or repair service delivery issues in a timely manner.

b. Provide information to Kirkland EOC Command Staff liaison, appropriate EOC representatives and/or Public Works field crews about the status of service and estimated service resumption times.

c. Be available to take information from Kirkland EOC representatives about service needs in Kirkland.

d. Priorities for restoration of services will be determined by PSE. 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.

e. 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.

2. Building Services Division

a. 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 EOC.

3. Public Works Department

a. 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. Crews in the field will take appropriate safety measures to protect themselves and the public.

4. **Police Department**

a. Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.

b. Provide assistance in implementing road closures and detours for roadways.

c. Provide support in field operations as appropriate.

5. King County Emergency Coordination Center

a. Coordinate requests for resources from the Zone 1 ECC and/or jurisdictions within King County.

b. Facilitate communication with Zone 1 ECC, Washington State Emergency Operations Center, Seattle City Light, Puget Sound Energy, and local jurisdictions, as needed.

VI. APPENDICES / ATTACHMENTS

Appendix 1 - Emergency Power Outage and Generator Refueling Response Plan
Appendix 2 – Generator List

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

City of Kirkland

EMERGENCY POWER OUTAGE AND GENERATOR REFUELING RESPONSE PLAN

City of Kirkland
Public Works Department
Street, Fleet and Public Grounds Division

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attachment: Generator Location Map

SECTION 1 - INTRODUCTION

Power outages can be caused by a number of events, including severe weather, windstorms, trees coming in contact with electric lines or equipment, motor vehicle accidents, equipment failure, animals, vandalism and acts of terrorism. Events throughout the western United States can also affect the City of Kirkland electric power supply. Faulty wiring and equipment inside homes and businesses can cause a localized outage.

The purpose of this Emergency Power Outage and Generator Refueling Response Plan is to describe the Public Works actions that will be followed during power outages, both locally and regionally. Additionally, objectives of this plan are to provide basic guidelines for operational response to assist citizens during extended power outages and to address the immediate and perhaps long-term needs of high-risk groups such as elderly, shut-ins, and/or infirm during extended power outages. This plan will also establish uniform operating procedures in response to emergency power generator refueling during power outages. It is essential that Public Works Crews have clear directions on how to keep generators fueled without causing additional power outages at key facilities/locations in the City of Kirkland. The electrical power company that serves the City of Kirkland is Puget Sound Energy (PSE). There are, generally, three types of power outages that Kirkland may experience.

- **Local Outages** – such as poles or wires down, pole fires or transformer problems which usually affect a local area or neighborhood.

- **Feeder Outages** – such as damage or problems at a substation or at major distribution lines. Feeder outages will normally cause a larger area to be without power.

- **Rolling Blackouts** – reduce power consumption and allow the power company time to reroute power to compensate for the outage. This, normally, should last 20 – 30 minutes.

Time without power will be a major determining factor in any plans developed or actions taken. PSE may provide a good description as to the size, type of occupancies, location, and number of customers in the areas without power. Most rolling blackouts will last 20 to 30 minutes and may not require evacuations. PSE may assign “customer service reps” who could respond to the outage areas to assist with questions and in some cases may

work with the Liaison Officer in the Emergency Operations Center (EOC). The PSE Community Relations Representative for Kirkland is Jim Hutchison (425-462-3786)

Emergency action planning involves the following chronological components:

- **Preparation -** disaster planning and warning activities. Examples include: an early warning system for severe weather, a disaster response plan, identification of roles of municipal entities during a disaster, and identification of sources of additional assistance during an emergency.

- **Response -** immediate activity during and after an event that involves a power outage. Examples include the refueling of generators at predetermined sites, Maintenance Center/field communications, identification of new outage areas, identification of areas with restored power, and the use of efficient record-keeping methods. An activation of the EOC would handle sheltering and care of special needs populations such as high risk groups, elderly, shut-ins, and/or infirm.

- **Recovery -** activities after the power outage event that attempt to restore conditions existing prior to the event. Examples include the restoration of the power supply in the area or grid. Securing and stowing of emergency generators, generator servicing or maintenance and training of municipal workers, businesses and the general public.

Outages are classified as either short or long term. For the purposes of this plan, the following will serve as definitions for these two terms:

- **Short Term outages** are events that cover a small area and are 8 hours or less in expected duration. Some of the City's generators may be involved, but no special refueling activities are expected to be needed. Refueling activities are expected to be performed post-outage.
- **Long Term Outages** are events which are, or are expected to be, longer in duration than 8 hours or when emergency generator refueling may be required from the onset of the event. Long Term Outages may require the use of leased or rental equipment, or outside contractors and vendors. Further explanation of minor and major storm events can be found in Sections Four and Five of this plan.

SECTION 2 – ORGANIZATIONAL STRUCTURE AND REFUELING RESPONSIBILITIES

The Street Division falls under the direction of the Public Works Department. The Street Division, Street section, has the primary responsibility for the refueling of emergency generators at key facilities within the City of Kirkland area of responsibility. Within ICS, Public Works field crews work as part of the Operations Section. The refueling of

generators is an important component of field operations. As such, the Street Leadperson of Public Works is responsible for coordinating refueling response during short term events. Responsibility for long term power outage events will rest with the Street Division Manager of Public Works.

Responsibilities of the Street Division Manager of Public Works:

- Assisting in monitoring early warnings of impending power outage conditions and intensities.
- Coordinate the movement of crews between management zones.
- Coordinate interdepartmental communication and auxiliary resources.
- Track costs associated with remediation and generating reports on power outage assessment.

- Review press releases for power outage related information to be dispersed to the media. Press releases will be developed by the Communications Program Manager in consultation with Street Division Manager and Street section Leadperson.

Responsibilities of the Street Leadperson of the Street Division:

- Inspection of power outage reports to assess priority status and resource requirements needed at various locations.
- Prioritize work according to established criteria, issue work orders, and coordinate movement of generator refueling crews according to those priorities.
- Report resolution of completed work to Maintenance Center or EOC and record and report follow up work required.
- Post power outage inspection and assessment.

Responsibilities of the Refueling Crew:

- Refueling crews will follow a list priority sites list as determined by the Street Leadperson.
- Report resolution of completed work to Street Leadperson and report follow up work required
- Utilize Public Works Operations and Maintenance field crews as necessary and advise Street Leadperson of the added crews
- Deliver and dispense fuel to other smaller emergency generators being utilized during power outages as directed by Street Leadperson

All refueling calls should be routed to Public Works Maintenance Center administrative staff. Refueling activities accomplished by workgroups other than Public Works field personnel will record the location, amount, and type of refueling. This will permit the Street section staff to follow-up and incorporate this information into the computerized database (Hansen) and allow for any remediation to be scheduled for emergency generators.

SECTION 3 – RESOURCE PREPAREDNESS AND ASSISTANCE

In order to maintain a proper state of readiness the Street section will develop a listing of emergency numbers, resources and equipment. The list should include the following:

- Up to date emergency call-in lists for city staff
- Emergency numbers and contacts for Police, Fire, Public Works, and Parks Department personnel
- Current inventory of City-owned equipment available for refueling operations
- Local vendors of rental equipment
- Contacts for "stand by" or "as needed" contractors
- Neighboring municipalities with resources that might be potentially available should an event be localized in scope
- Fuel staging areas, located throughout the city, where work crews can temporarily obtain fuel during the event

These listings shall be revised on a regular basis in order to keep the information current.

SECTION 4 – OPERATIONAL PROCEDURES – <u>SHORT TERM POWER OUTAGES</u>

4.1 Definition

Short term events shall be defined as:

- Those power outages that cover a small area and are 8 hours or less in expected duration
- Generators may be used, sporadically, and refueling is not expected.
- Follow-up work such as refueling, securing and stowing, maintaining activities and generator damage assessment can extend beyond the 8 hour time frame
- All clean-up and follow-up activities should be completed within two workdays of the power outage
- All short term events should be handled with resources available to the Street section.

4.2 Receiving & Dispatching Calls – Power Outage Commencing During Normal Working Hours

In the event of a power outage during normal working hours the calls should be directed to the Public Works Maintenance Center. The information obtained from the caller will be immediately entered into the Hansen system, for tracking, and dispatched promptly to the appropriate Public Works division personnel.

In order to prioritize power outage reports called into the City, the operator receiving the damage call is to obtain the following information:

1. The name & phone number of the caller.
2. The street address of the outage if possible- If unknown, the closest street intersection.
3. Is this a City-owned facility?
4. The name of an on-site contact.
5. Is there a power line involved or known source of outage? If yes, call Puget Sound Energy (1-888-CALL-PSE, prior to noting in Hansen.) City crews will not work on or near downed power lines)
6. Is the downed line fully or partially blocking a street?
7. Can the caller see areas where power is on?
8. Is the downed line blocking a sidewalk only?
9. Is the downed line blocking exit from a home or business?
10. Is the downed line at rest on a home or a car with no injuries or are people caught in car or home?

This information should be communicated in its entirety to the appropriate division and to the Street section staff so that refueling work can be prioritized and crews dispatched properly.

In the event more than 10 power outage calls are received within a 30-45 minute time span, or when notified by the Public Works Department, the Public Works Maintenance Center will revert to emergency operating procedures for reporting and dispatching calls, which are as follows:

- The Public Works Maintenance Center (MC) will log all calls and information into Hansen.
- The request will be entered into the Public Works Hansen system and dispatched accordingly by the Street Leadperson.
- When emergency operations cease, the Public Works Department will notify the Maintenance Center to resume normal operating procedures.

4.3 Receiving & Dispatching Calls – Power Outage Commencing during Non-Working Hours

During non-working hours, calls received concerning short term power outages should be forwarded to the Public Works 24 hour Stand-by on call person. The information recorded from the caller should be the same as indicated above. If the number of calls received escalates beyond 10, or falls outside of the immediate response capability of the Public Works 24 hour Stand-by, the on-call personnel will contact the Street Division Manager or his designee so that coordination of any additional crews can occur.

4.4 Priority Ranking of Power Outage Calls

A long term power outage event makes it impossible to respond on an individual basis to each service request. As a result, only the most critical calls involving high risk groups such as elderly, shut-ins and/or infirm will be serviced in this manner. Lower priority calls will be addressed in the area as work is systematically performed. Priority service will be given to calls in the following order:

1. High risk groups such as elderly, shut-ins and/or infirm
2. Lines down, injured people caught in car or home
3. Lines down, blocking arterial streets
4. Downed lines blocking exit from individual residences or businesses
5. Lines hanging precariously
6. Downed lines fallen and fully blocking non-arterial streets
7. Lines down or fallen and at rest on homes and or automobiles

The above priority listing is a guideline only. Circumstances may dictate the deviation from this priority listing when the threat of catastrophic loss is significant. In all cases, City crews must **never** try move or touch a downed line. When possible, adequate means of traffic control should be utilized to protect workers and the general public.

This priority listing will help to determine the proper allocation of equipment and crew resources during a power outage event by the Street Division Manager, the Street Leadperson and field crews.

4.5 Activity of Work to be done near Private Lines

If a line over private property fails, the work activities by City forces will be limited to two options:

1. Downed lines will be marked or protected in the right-of-way only
2. Downed lines, which block exits from homes and business locations, should also be marked or protected to allow access to the buildings. Owner/occupant notification will be made in person or by door hanger

In both instances, adequate amounts of work necessary to achieve the marking or protecting goals should be done.

4.6 Lines Down on Private Property

- A downed line, or any part thereof, and any resulting property damage resulting from lines falling on private property with a likelihood of causing property damage or injury is the responsibility of the property owner.

- In the event an inspection determines the damaged line is located on private property, the inspector shall inform the resident that the fallen line is their responsibility.

- In the event of a failure of a private line or portion of a line results in the blocking of a public road, right of way or sidewalk, the action taken shall be to take the adequate actions required to mark or protect the right- of -way. The remaining marking or protection shall be the responsibility of the property owner.

4.7 Reporting Property Damage

- Any damage to property caused by fallen or downed lines should be reported to PSE and the Safety/Risk Management Coordinator and the appropriate report filed.

- Additionally, any damage caused by city personnel during the process of marking or protecting downed lines is to be reported.

- Careful assessment of the damage as it existed before marking or protecting activities commenced as well as any damage that occurred as a result of the process should be carefully noted to assist the risk management division in determining liability for property damage.

4.8 Associated Brush Removal

During short term events, brush removal may occur concurrently with hazard reduction operations. During circumstances in which the abatement of hazards warrants the later removal of brush, this material will be left on-site. Brush removal is a lower priority in downed line areas. Quantities of brush that present logistical difficulties for on-site chipping may be brought to the Maintenance Center or staging areas, for later volume reduction. No work shall commence until repairs have been made by PSE crews.

4.9 Emergency Service Log and Reporting

The Street section maintains a computerized database (Hansen) of information regarding the locations and maintenance activities of city-owned public rights-of-ways. The accurate tracking of all damage and any subsequent loss is crucial to the long-term success of the City's maintenance programs. As such, all crews involved in any clean up shall create and use the "Power Outage Master Log", or a similar form, to record the necessary information for each call. In addition, labor and equipment hours involved in the power outage event and subsequent post-event activities shall be recorded. Labor and equipment timesheets shall include the operators name and the odometer readings at the start and end of each shift.

The master log shall be given to the Street Leadperson at the end of each shift following the power outage event, and must include all labor and equipment hours logged.

Interdepartmental cooperation will ensure that an accurate accounting is made detailing power outage damages, related losses and clean-up costs associated with an event. The Street Leadperson or his/her designee will then use this information to prepare a Power Outage Summary after each event.

4.10 Work Order Processing:

Normal work order generation and handling needs may be abandoned in long term power outage event situations. Issuing work orders from the Maintenance Center is simply not practical. The ever-changing priorities that evolve during an outage event require flexibility and require that field crew leaders remain in the field to direct operations and react to changing priorities.

- The Power Outage Master Log is to be used by the Maintenance Center as well as the field crew, crew leaders, and Street Leadperson to track work done as well as work to be done and any follow up requirements such as re-marking and re-protecting of downed lines or clean up.

- It is the responsibility of the field crew to complete work orders from the field. This would include entering Hansen details.

- It is the responsibility of the Street Leadperson or his/her designee to manage the Power Outage Master Log.

- Follow-up work orders will be issued by the Maintenance Center and at the request of the field crew and/or Street Leadperson after all hazards are abated, crisis mode has passed, and normal maintenance activities can commence.

4.11 Post Power Outage Assessment

Post Power Outage Assessment should be done as soon after the event as possible.

- Walking inspection of impacted areas
- Drive-through inspection of areas with known problems
- Inspection of overhead lines that received damage in the outage
- Notification to PSE of any instance of residual problems

To increase public safety and safety of field crews, post-outage inspections are critical within the areas that have been impacted by the event. Driving inspections may be done to identify areas of significant damage. Areas with significant damage should be walked. Walking inspections allow for closer observations and allow the inspector to see all sides of the utility pole/wires. All inspectors may use binoculars. If in-house staff cannot handle the workload, private contractors should be hired to fill in.

SECTION 5 – OPERATIONAL PROCEDURES – <u>LONG TERM POWER OUTAGES</u>

5.1 Definition

Long Tern Power Outages shall be defined as:

- Those power outages where the repair of downed lines, equipment, accident repairs, vandalism and terrorism cannot be completed within 24 hours after the end of the outage event.
- Major power outages may require the use of resources beyond those assigned to the Street section.
- Additional resources may be required from other sections of the Street Division, Public Works, City departments, leased or rented equipment may be necessary or require the use of outside contractors required.
- Any and all activities described in this plan may be coordinated through an activation of the City of Kirkland Emergency Operations Center (EOC). EOC activation may supersede this plan in its entirety or in part
- If generators are used, refueling efforts should begin immediately

5.2 Power Outage Response Team

Upon notification of an impending long term power outage event, the Emergency Power Outage Response Team involving the Director of Public Works, the Street Division Manager, the Street Leadperson, the Public Grounds Supervisor, and other departmental representatives as designated by the Director of Public Works, will meet to monitor power restoration and coordinate resources. It is the responsibility of the Power Outage Response Team to make arrangements for both internal and external auxiliary resources. The Director of Public Works or the Street Division Manager will have the final determination as to when to have the Power Outage Response Team activate any "standing' or "as needed" contracts. During a long term power outage event, early establishment of remote staging area(s) may be considered.

The Communications Program Manager, or his/her Public Information Officer designee, will serve as the media representative to disseminate information, already released and verified by PSE, to the public about the power restoration efforts and general safety precautions.

5.3 Receiving & Dispatching Calls

All new power outage notification calls should be forwarded to PSE (1-888-CALL-PSE). A power outage master log should be maintained to determine if all areas have had power restored. All calls regarding R.O.W. damage/concerns should be directed to the Maintenance Center where the information is to be entered into Hansen. The Public Works Maintenance Center staff will record the information into the Public Works Hansen system and prioritize and dispatch calls as to severity. Where R.O.W. damage

has occurred, it is particularly important to separate high priority calls, which must be promptly handled, from those calls that can be delayed for several days to a week.

In order to prioritize power outage reports called into the City, the operator receiving the damage call is to obtain the following information:

1. The name & phone number of the caller.
2. The street address of the outage if possible- If unknown, the closest street intersection.
3. Is this a City-owned facility?
4. The name of an on-site contact.
5. Is there a power line involved or known source of outage? If yes, call Puget Sound Energy (1-888-CALL-PSE, prior to noting in Hansen) City crews will not work on or near downed power lines)
6. Is the downed line fully or partially blocking a street?
7. Can the caller see areas where power is on?
8. Is the downed line blocking a sidewalk only?
9. Is the downed line blocking exit from a home or business?
10. Is the downed line at rest on a home or a car with no injuries or are people caught in car or home?

5.4 Priority Ranking of Power Outage Calls

A long term power outage event makes it impossible to respond on an individual basis to each service request. As a result, only the most critical calls involving high risk groups such as elderly, shut-ins and/or infirm will be serviced in this manner. Lower priority calls will be addressed in the area as work is systematically performed. Priority service will be given to calls in the following order:

1. High risk groups such as elderly, shut-ins and/or infirm
2. Lines down, injured people caught in car or home
3. Lines down, blocking arterial streets
4. Downed lines blocking exit from individual residences or businesses
5. Lines hanging precariously
6. Downed lines fallen and fully blocking non-arterial streets
7. Lines down or fallen and at rest on homes and or automobiles

The above priority listing is a guideline only. Circumstances may dictate the deviation from this priority listing when the threat of harm or electrical shock to the public or field crew is significant.

Priority listing will help to determine the proper allocation of equipment and crew resources during a power outage event.

5.5 Activity of Work to be Done Near Private Lines

If a line over private property fails, the work activities by City forces will be limited to two options:

1. Downed lines will be marked or protected adjacent to the right-of-way only
2. Downed lines, which block exits from homes and business locations, should also be marked or protected to allow access to the buildings and owner/occupant notification made in person or by door hanger

In both instances, adequate amounts of work necessary to achieve the marking or protecting goals should be done.

5.6 Area-wide Activities

The Power Outage Response Team will divide the city into two geographic regions, north and south, similar to the Snow/Ice plan. Marking/protecting activities will be the priority to provide safe access for medical emergencies, repair crews, and subsequent cleanup equipment. After the power restoration has been accomplished, crews may concentrate on hanging limbs and broken branches within the marking/protecting area. The initial emphasis will be on downed line hazard reduction with any associated R.O.W. work to occur later, after PSE has completed repairs.

In order to accomplish any R.O.W. work in the most efficient manner, the following strategies will be employed:

- A press release will be issued detailing the magnitude of the power outage and the expected power restoration timeline. The press release should give a rough timeline for R.O.W. repairs and a detailed description of the work being performed. It will also include instructions on how to report any unusual damage. Press releases will be developed by the Communications Program Manager in consultation with the Street Division Manager and Street section Leadperson.

- In the event that sweeping of all city streets is needed, due to a wind caused outage, small debris clean up will be accomplished in a systematic sweep of the area via the regular sweeping program. Street crews work in conjunction with the sweeper to remove large debris and speed the sweeping activity. Deviations from a systematic sweep strategy will increase the overall time and cost involved in the clean up.

5.7 Overhead Problems on Private Property

- Overhead line failure or any part thereof, and any resulting property damage resulting from overhead line problems on private property with a likelihood of causing property damage or injury to the public is the responsibility of the property owner.

- In the event an inspection determines the damaged overhead line is located on private property, the inspector shall inform the resident that the line repair is their responsibility to report to PSE and that cleanup or repairs are not the responsibility of the City on private property

- If the failure of a private line or portion of a line results in the blocking of a public road, right of way or sidewalk, the action taken shall be to take adequate action required to mark/protect the right of way. The remaining clean up or repairs shall be the responsibility of the property owner.

5.8 Reporting Property Damage

- Any damage to public property caused by fallen lines or equipment should be reported to Safety/Risk Management Coordinator and on the appropriate property damage report form.

- Additionally, any damage caused by City personnel during the process of marking/protecting fallen lines, or to equipment of the power system, limbs or portions of trees is to be reported.

- Careful assessment of the damage as it existed before response activities commenced as well as any damage that occurred as a result of the response of the marking/protecting process is to be carefully noted on the appropriate form to assist the Risk Management division in determining liability for property damage.

5.9 Emergency Service Log and Reporting

The Street section maintains a computerized database (Hansen) of information regarding the locations and maintenance activities of City maintained responsibilities in public rights-of-ways. The accurate tracking of power outage damage and subsequent public losses is crucial to the long-term success of the City's R.O.W. maintenance program. As such, all crews involved in power outage associated activities will create and use the "Power Outage Master Log", or a similar form to record the necessary information for each call. This will allow the database system to be updated and to follow up on any additional work a particular city owned appurtenance might need after the power has been restored. The Street section workgroup is working to remedy any future problems. In addition, labor and equipment hours involved in the power outage event and subsequent R.O.W. repair operations shall be recorded. Labor and equipment timesheets shall include the operators name and the odometer readings at the start and end of each shift.

The master log is to be given to the Street Leadperson or his/her designee at the end of each shift following the outage event as well as labor and equipment hours logged. Interdepartmental cooperation will ensure that an accurate accounting is made regarding the extent of public property damage, and costs associated with an event.

The Street Leadperson or his/her designee will then use this information to prepare a Power Outage Summary after each event.

5.10 Communications

The purpose of all emergency response procedures is to bring a degree of order to what can often be described as a chaotic situation. Communication between management, administrative staff, field supervisory personnel and crew leaders are paramount to successful emergency response operations. In addition, communication with the media is critical to surviving disasters.

- An anticipated loss of normal methods of communication (telephone) can be expected. Identify alternative methods (cellular phones, 2-way radios, ham radios, etc.) and be prepared.

- Establish clear communication channels among emergency agencies and personnel.

- Establish and publicize a phone number and staff person for public contact.

- Work with the media early and often taking the time to get accurate information out and being frank about the extent of outages and the estimated time needed for recovery.

- Prepare to deliver Public Safety Announcements for KGOV 21 on topics such as how to stay safe by watching for downed wires, marking/protections and unmarked/unprotected downed power wires as well as generator safety operations and proper generator connection practices. Sheltering and assistance information for high risk groups such as elderly, shut-ins, and/or infirm will need to be given in a timely manner.

- Remind the public to get help from electricians who are insured and to check for City permits and codes.

5.11 Post Power Outage Assessment

Post Power Outage Assessment should be done as soon after the event as possible.

- Walking inspection of impacted areas
- Drive-through inspection of areas with known problems
- Inspection of overhead lines that received damage in the outage
- Notification to PSE of any instance of residual problems

To increase public safety and the safety of field crews, it is imperative that the repaired lines, within the areas that have been impacted by the event, are inspected. Driving inspections can be done to reveal areas of significant damage. Areas with significant

damage should be walked. Walking inspections allow for closer observations and allow the inspector to see all sides of the utility pole/wires. All inspectors may use binoculars. Post outage inspections are critical. If in-house staff cannot handle the workload, private contractors should be hired to fill in.

5.12 Additional Considerations of a Long Term Power Outage

- Supplies – Contingency plans should be made for the procurement of ice, adequate fuel, food, replacement clothing and shelter for field crews who may be traveling from outside the area. Local supplies may be diminished following a major power outage emergency.

- Non-local People – Representatives from State and Federal Disaster Relief agencies may come and assist the City of Kirkland during a major power outage event.

- Contact individuals or volunteers who can serve as local guides to the area.

- Standing Contracts – It is helpful to have contracts in place for ice, water, fuel, food and sheltering needs etc. prior to a major power outage event. These contracts can be implemented and used “as needed" in a power outage event. Contracts for electrical work, repairs and remediation should require a licensed electrician.

SECTION 6 – GENERATOR REFUELING

6.1 Refueling Responsibilities

The Street section has the responsibility and the capability to supply and deliver fuel to any and all emergency generators that may be used during a short or long term power outage. The Fleet section of the Street Division owns and maintains a 90 gallon portable fuel delivery tank. This portable tank can be placed in the back of many city owned pickup trucks and used for delivery and dispensing of fuel. Care should be given on the choice of vehicle used as some sites may have overhead clearance considerations. Use of this tank will be coordinated by the Street Leadperson and the Fleet Supervisor or their designees.

6.2 Short Term Power Outage Refueling

In a short term power outage, refueling of generators is not normally expected. This is due to the fuel tank capacity at each generator. Refueling should commence after power has been restored. In the event that a short term outage lasts longer than expected, refueling considerations must be initiated sooner.

6.3 Long Term Power Outage Refueling

Refueling emergency generators will become a normal work activity during a long term power outage. With an average fuel consumption rate of 3 gallons/hour, sites will be replenished – completely or partially – as time allows. Fuel delivery should be balanced to supply all in-service generators with fuel on a regular basis.

6.4 Generator Location Information and Statistics

A list and a map (see below) of all city generators is included and should be used to assure that all activated sites will have fuel delivered on a regular basis or schedule.

CITY OF KIRKLAND
EMERGENCY GENERATOR LIST

	Location	Address	Consumption Rate	Fuel	Supply	
1	CITY HALL	123 5TH AVE	N/A	DIESEL	VENDOR	
2	MAINTENANCE CENTER	915 8TH ST	N/A	DIESEL	VENDOR	
3	PARKING GARAGE	308 KIRKLAND AVE	3GAL/HR	DIESEL	PORTABLE	
4	FIRE STATION - 21	9816 FORBES CR DR	3GAL/HR	DIESEL	PORTABLE	
5	FIRE STATION - 22	6602 108TH AVE NE	3GAL/HR	DIESEL	PORTABLE	
6	FIRE STATION - 24	8411 NE 141ST ST	N/A	NAT.GAS	N/A	
7	FIRE STATION - 25	12033 76TH PL NE	3GAL/HR	DIESEL	PORTABLE	
8	FIRE STATION - 26	9930 124TH AVE NE	3GAL/HR	DIESEL	PORTABLE	
9	FIRE STATION - 27	11210 NE 132ND ST	3GAL/HR	DIESEL	PORTABLE	
10	HOPELINK TRAILER	13013 NE 65TH ST	3GAL/HR	DIESEL	PORTABLE	
11	SOUTH ROSE HILL	13013 NE 65TH ST	3GAL/HR	DIESEL	PORTABLE	
12	WAVERLY LIFT STA	633 WAVERLY PARK WAY	3GAL/HR	DIESEL	PORTABLE	
13	PLAZA LIFT STA	70 KIRKLAND AVE	3GAL/HR	DIESEL	PORTABLE	
14	YARROW LIFT STA	3701 101ST WAY NE	3GAL/HR	DIESEL	PORTABLE	
15	SEWER TRAILER	904 8TH ST	3GAL/HR	DIESEL	PORTABLE	
16	OVERLAKE OIL	1021 8TH ST	3GAL/HR	DIESEL	VENDOR	
17	NKCC	12421 103RD AVE NE	6.5 GAL/HR	DIESEL	PORTABLE	(LATE 2008)

6.5 Refueling Crew Assignments and Responsibilities

The Street Leadperson may choose to assign any members of the field crew to deliver and dispense fuel to all activated generator sites. All sites will include Fire Stations that are outside the City limits. Fuel delivery crews must keep accurate records using the Power Outage Master Log to record the date, location, time of day, and amount of fuel delivered/dispensed at each activated generator site. General information that is pertinent should also be recorded and reported to the Street Leadperson. The Street Leadperson will enter this new information into Hansen. Any new workload will be prioritized.

SECTION 7 – CONCLUSION

The City of Kirkland has a commitment to protecting both the safety and quality of life of its residents. The Street section of the Street Division of Public Works is designed to maximize both of these goals through proactive management of the public R.O.W. in the community. Mitigation activities such as R.O.W mowing, regular monitoring, and ensuring proper pruning of trees all contribute to minimizing the impact of power outages.

It is important to re-evaluate the Emergency Power Outage and Generator Refueling Response Plan after each event, minor and major, through input from critical members of the operation. Each process should be evaluated and refined as necessary so as to ensure efficient operations are maintained.

This Plan is based upon successful procedures in use by many municipalities throughout the country. Its primary function is, however, as a guide. There may be circumstances following a power outage event that will require deviation from this plan.

APPENDIX 2
ESF #12 – ENERGY
EMERGENCY GENERATOR LIST

EMERGENCY GENERATOR LIST

	Location	Address	Consumption Rate	Fuel	Supply
1	CITY HALL	123 5TH AVE	N/A	DIESEL	VENDOR
2	MAINTENANCE CENTER	915 8TH ST	N/A	DIESEL	VENDOR
3	PARKING GARAGE	308 KIRKLAND AVE	3GAL/HR	DIESEL	PORTABLE
4	FIRE STATION - 21	9816 FORBES CR DR	3GAL/HR	DIESEL	PORTABLE
5	FIRE STATION - 22	6602 108TH AVE NE	3GAL/HR	DIESEL	PORTABLE
6	FIRE STATION - 24	8411 NE 141ST ST	N/A	NAT.GAS	N/A
7	FIRE STATION - 25	12033 76TH PL NE	3GAL/HR	DIESEL	PORTABLE
8	FIRE STATION - 26	9930 124TH AVE NE	3GAL/HR	DIESEL	PORTABLE
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11	SOUTH ROSE HILL	13013 NE 65TH ST	3GAL/HR	DIESEL	PORTABLE
12	WAVERLY LIFT STA	633 WAVERLY PARK WAY	3GAL/HR	DIESEL	PORTABLE
13	PLAZA LIFT STA	70 KIRKLAND AVE	3GAL/HR	DIESEL	PORTABLE
14	YARROW LIFT STA	3701 101ST WAY NE	3GAL/HR	DIESEL	PORTABLE
15	SEWER TRAILER	904 8TH ST	3GAL/HR	DIESEL	PORTABLE
16	OVERLAKE OIL	1021 8TH ST	3GAL/HR	DIESEL	VENDOR
17	NKCC	12421 103RD AVE NE	6.5GAL/HR	DIESEL	PORTABLE

EMERGENCY SUPPORT FUNCTION #13
PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

LEAD AGENCY: **Police Department**

SUPPORT AGENCIES: **Fire Department**
NORCOM
Zone 1 Emergency Coordination Center
King County Office of Emergency Management
Washington Emergency Management Department
Washington State Patrol

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

B. Scope

This ESF addresses the coordination and provision of law enforcement and public safety related activities during a disaster or major emergency within the City of Kirkland. Response activities related to terrorism are addressed in a Terrorism Annex to this plan.

II. POLICIES

1. All activities within ESF #13 – Public Safety, Law Enforcement, and Security will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).

2. The day to day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

3. Local authorities have primary responsibility for public safety and security within the City, and are typically the first line of response and support in these activities.

4. The City's Police Department (PD) will coordinate activities within ESF #13. It is anticipated that the City will retain primary authority and responsibility for law enforcement activities, utilizing the ICS for all response and recovery activities.

5. Law enforcement agencies that are assisting the City of Kirkland will operate under the direction and control of the Kirkland Police Department while operating within the City. Federal agencies may operate independently from the City of Kirkland.

6. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

7. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC); who will in turn request resources through the Washington State Emergency Operations Center (State EOC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. Any large scale emergency or disaster, natural or man-made, holds potential for causing disruption and the need for control and coordination by law enforcement, to insure the safety and security of our citizens.

2. The City will periodically experience emergency situations that may overwhelm current law enforcement capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed. The Hazard Identification and Vulnerability Assessment (HIVA), and the Comprehensive Emergency Management Plan describe situations and planning assumptions that affect our area that may impact resource availability.

B. Planning Assumptions

1. City personnel will provide assistance and resources as available, during an emergency or disaster.

2. State agency personnel and resources will provide assistance, as available, during an emergency or disaster.

3. Landline communications may be interrupted. Cellular and radio communication will be relied upon heavily, if available. Congested frequencies should be expected.

4. Normal response will be hampered by such occurrences as bridge failures, landslides, fallen debris, flooding or fire. Police response times will be delayed and response to incidents may need to be prioritized.

5. The Washington State Patrol maintains jurisdiction for traffic enforcement and control on all state and interstate roadways within the county.

IV. CONCEPT OF OPERATIONS

A. General

1. The City's PD is the lead agency for the coordination of public safety, law enforcement, and security activities within the City.

2. In time of an emergency or disaster, law enforcement agencies perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications, access control, and enforcement of emergency traffic regulations.

3. On-scene management of multi-agency emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

4. Mutual aid agreements exist with King County Sheriff's Office. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

B. Organization

1. Kirkland Police Department Headquarters is located at City Hall: 123 5th Ave, Kirkland, WA 98033.

2. The Police Department will follow all departmental policies and procedures relating to chain of command and on-scene management. (See Kirkland Police Department Manual).

3. Command posts 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 EOC. Co-location of command posts will be preferred method of field operations when multiple departments/agencies have command posts established.

C. Procedures

1. When the scope of an incident requires going beyond normal field operations, the Police Department will respond in the following manner.

   A. The Police Department will follow all departmental policies and procedures relating to chain of command and on-scene management and will utilize the ICS.

   B. A unified command structure will normally be established when law enforcement agencies from outside the City of Kirkland are assisting with operational activities within the City.

   C. The Emergency Mobilization Plan (PAT-011) will be used to mobilize PD personnel. As communication systems may fail in a major event, Police staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

   D. A designee of the Police Department will report to the City EOC, if activated, to coordinate law enforcement activities with other response functions.

E. Communications between the EOC and the IC will be through established channels.

F. PD units, with the use of their sirens and public address systems, may be used to disseminate warning and emergency information.

D. Prevention and Mitigation Activities

1. Participate in recovery efforts as they relate to law enforcement and overall City of Kirkland prevention and mitigation activities.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 13.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 13.

F. Response Activities

a. Provides law enforcement operations within the City of Kirkland.
b. Provides direction and control for search and rescue and coordination of heavy rescue operations.
c. Provides command representatives to the City EOC and coordinates requests for additional law enforcement assistance through the Incident Management System.
d. Assists in the receipt and dissemination of warning information.
e. Provides security to city facilities, as requested.
f. Coordinates law enforcement and emergency traffic control throughout the City.

g. Provides communication resources in support of emergency operational needs.

h. Provides Public Information Officer support to the JIC, if requested.

G. Recovery Activities

a. Participate in recovery efforts as they relate to law enforcement and overall City of Kirkland recovery efforts.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

a. Provide support to the Office of Emergency Management in the dissemination of emergency warning information to the public and in the operation of the EOC.

b. Provide command and control for field operations through established command posts as appropriate.

c. Provide law enforcement activities within the City of Kirkland that includes the enforcement of any special emergency orders issued.

d. Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.

e. Provide emergency traffic control.

f. Assist and support Public Works Department in determining satisfactory evacuation routes.

g. Provide direction and control for evacuation efforts as appropriate.

h. Provide assistance and control for urban search and rescue activities.

i. Assist the Fire Department in locating and setting up possible temporary morgue sites and provide site security.

j. Conduct windshield surveys and initial City-wide damage assessments in coordination with the Kirkland Fire Department and other city teams as appropriate.

k. Document costs and activities.

l. Develop emergency and evacuation plans for facilities under department management.

m. Document field activities and emergency service actions.

n. Develop and maintain resource lists for equipment, personnel and supply sources.

o. Develop and maintain departmental plans and standard operating procedures for emergency operations.

p. Provide support to the Emergency Preparedness Manager in the dissemination of emergency warning information to the public.

q. Provide explosive device identification, handling, and disposal.

B. Support Agencies

1. NORCOM

a. 911 operations will provide for the continuation of day to day emergency communication, whenever possible. They have back-up contingencies in place if their 911 lines are not operational.

2. Zone 1 Emergency Coordination Center

a. Communicate and coordinate with jurisdictions within Zone

1 and KC ECC.

b. Submit and coordinate requests for assistance from Zone 1 jurisdictions with KC ECC to ensure proper distribution of resources.

3. King County Office of Emergency Management

a. Communicate with Zone 1, 3, and 5 ECCs and cities, Washington State EMD and all related agencies regarding law enforcement activities.

b. Provide warning and alert support when requested

4. Washington Emergency Management Department

a. Provide coordination of State resources to provide support, as appropriate, when all local, regional and county resources have been expended.

b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).

c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

5. Washington State Patrol

a. Assist the PD in law enforcement operations, when requested and as available.

b. Coordinate and maintain liaison with the appropriate state departments, as identified in the Washington State Comprehensive Emergency Management Plan.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. Kirkland Police Department Manual

CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION #14
LONG-TERM COMMUNITY RECOVERY

LEAD AGENCY: **Planning and Community Development Department**

SUPPORT AGENCIES: **Finance Department and Administration**
City Manager Office
Office of Emergency Management
All City Kirkland Departments
King County Emergency Coordination Center
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To provide guidance for the implementation of local, county, state, federal, and private resources to help facilitate the long term recovery of the community and to reduce risk from future incidents, whenever possible.

B. Scope

Recovery and restoration actions following any emergency or disaster will be determined by the specific incident. ESF 14 will likely be utilized for major or catastrophic incidents that require federal assistance to address significant long-term recovery issues such as housing, community infrastructure, social services, and business recovery.

II. POLICIES

A. Activities within ESF 14, Long-Term Community Recovery, will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

D. The Mayor or his/her successor may proclaim special emergency

orders under Kirkland City Code 9.22 which could affect the utilization of emergency resources.

E. The Finance Director (or designee) is designated as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency or Major Disaster Declaration which would require the City to file a Preliminary Damage Assessment (PDA) and submit Project Worksheets for reimbursement.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact individuals, businesses, and government facilities and services.

2. Natural and man-made hazards may disrupt or damage communications systems, public or private utilities systems, transportation systems and other critical infrastructure, and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's communications, transportation, and utilities systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. Recovery and restoration activities are operational in nature and begin while response operation activities are still underway.

6. Recovery may be a long-term process which will impact individuals, businesses, and government, for weeks, months, or possibly years.

7. Response and recovery efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation, and transportation may be delayed following an emergency or disaster.

8. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. Regional guidelines train citizens to be prepared for a minimum of three (3) days, but the City of Kirkland strongly encourages citizens and businesses to build their supplies to be self-sufficient for seven (7) days or longer during an emergency or disaster.

9. 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, and interrupt government services and impact tax revenues.

IV. CONCEPT OF OPERATIONS

A. General

1. The phases of response, recovery, and reconstruction will likely overlap and at times occur simultaneously. Immediate life saving efforts, and damage assessment to determine needs, will be followed by short-term recovery actions and planning, and a transition from on-scene incident command and EOC operations to a long-term recovery process when necessary.

2. Coordination between ESF 14, Long-Term Recovery and other ESFs will be necessary to function in an effective and efficient manner and to provide a smooth transition from response to recovery operations.

3. The City Manager's Office will advise the City Council on long-term recovery issues, implications of response activities, any recommended revisions to policy or ordinances, and will coordinate the transition from response to long-term recovery.

4. The City will conduct assessments of the social and economic consequences of the disaster within the City to better understand the requirements needed to develop an effective long-term recovery plan.

5. The Planning and Community Development Department will determine/identify responsibilities for long term recovery activities within the City and will oversee coordination with all agencies involved to ensure follow-through of recovery and mitigation efforts.

6. The City of Kirkland will coordinate with King County, state, and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate sites for Disaster Recovery Centers.

7. In managing short-term and long-term recovery efforts, the City Manager may form ad hoc committees or partnerships with other jurisdictions, state and federal agencies, and the private sector to advise and assist in the development of recovery plans for Kirkland after a major emergency or disaster.

8. Long-term community recovery efforts will focus on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, whenever possible.

9. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community mitigation efforts and consider necessary changes to mitigation plans when appropriate.

B. Organization

1. The Planning and Community Development Department will serve as the lead agency for the coordination of long-term recovery and mitigation activities within the City of Kirkland.

2. The long-term recovery efforts for the City will be coordinated through the Emergency Operations Center (EOC) until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the City Manager's Office until all recovery and mitigation activities have been concluded.

3. The Department of Planning & Community Development will coordinate post-disaster safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment (see ESF 14 Appendix A).

4. The Finance Director (or designee) is designated as the Applicant Agent for the City in events where there is a

Presidential Declaration of Emergency or Major Disaster Declaration.

5. All City departments will participate in post-incident coordination activities to ensure an effective long-term recovery process.

C. Procedures

1. The Kirkland Emergency Operations Center will be activated and staffed with the necessary department representatives to coordinate response efforts and support field operations, and will gather and provide situational information to assist in the development of a recovery plan.

2. Short-term recovery will begin as soon as immediate life saving efforts in response to the disaster are completed.

3. The City's Communications Director (or designated PIO) will disseminate information about the FEMA disaster assistance registration process and other available programs to assist individuals and businesses. This information will be coordinated with the King County Emergency Coordination Center whenever possible.

4. When necessary, the Department of Planning and Community Development will serve as a liaison between businesses and local, state, and federal entities; and assist businesses with relocation within Kirkland.

5. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the State Office of Archeology and Historic Preservation.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 14.

2. Conduct drills and exercises as needed to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support Emergency Support Function 14.

6. Maintain updated mutual aid agreements.

F. Response Activities

1. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 14.

2. Coordinate ESF 14 activities with other response functions and support agencies.

3. Request additional resources as needed.

G. Recovery Activities

1. Develop a prioritized list of damaged infrastructure and assets in Kirkland.

2. Continue gathering, documenting and reporting damage assessment information and financial information for potential reimbursement.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Provide direction for and overall coordination/management of restoration of City systems and infrastructure.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Planning and Community Development Department

a. Coordinate the development of ESF 14 operational procedures.

b. Lead long-term recovery planning efforts within the City.

c. Coordinate/direct the post-incident assistance efforts within the City.

d. Coordinate with the EOC for the transition from response activities to long-term recovery activities.

e. Coordinate post-disaster safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment.

B. Support Agencies

1. City Manager's Office

a. Advise and work with the City Council on long-term recovery issues, implications of response activities and any recommended revisions to policy or ordinances.

b. Determine/identify responsibilities for long-term recovery activities within the City and oversee coordination with all agencies involved to ensure follow-through of recovery and mitigation efforts.

c. When necessary, serve as a liaison between businesses and local, state, and federal entities; and assist businesses with relocation within Kirkland.

2. Finance and Administration Department

a. Finance Director (or designee) will act as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency or Major Disaster Declaration.

b. Coordinate the collection of data and records to document disaster expenses for the City.

c. Coordinate and process disaster-related emergency purchases and emergency contracts (in consultation with the City Attorney's Office).

d. Assist in identifying sources of disaster funds if departmental budgets are exceeded.

e. Provide documentation and claims information to the City's insurance carriers following a disaster and process claims.

f. Complete and submit Preliminary Damage Assessment (PDA) and Project Worksheets for reimbursement.

3. Office of Emergency Management

a. Manage the EOC to coordinate response efforts and support field operations.

b. Assist with gathering and provide situational information to assist in the development of a recovery plan.

c. Assist with transition from response and EOC activities to long-term recovery activities.

d. Coordinate with federal, state, county, local and private organizations involved in long term recovery activities in the City.

4. All City Departments

a. Document all costs associated with long-term recovery and mitigation.

b. Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.

c. Assist with the development of a city-wide long-term recovery plan and operational procedures as needed.

d. Train departmental personnel in the implementation of the recovery plan and operational procedures.

5. King County Emergency Coordination Center

a. Coordinate county, state and federal long-term recovery assistance with communities within King County.

b. Forward requests from the City to the State Emergency Operations Center and facilitate communication between the two agencies.

6. Washington State Emergency Operations Center

a. Support local long-term recovery and mitigation activities with available resources.

b. Coordinate federal assistance with King County and/or the City.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. National Response Framework.

B. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

C. King County Regional Hazard Mitigation Plan.

D. Regional Disaster Plan for Public and Private Organizations in King County.

CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION #15
PUBLIC AFFAIRS

LEAD AGENCY: **City Manager's Office**

SUPPORT AGENCIES: **Fire Department**
Police Department
All City Departments
King County Zone 1 & Regional Public Information Network Public Information Officers

I. INTRODUCTION

A. Purpose

This document is designed to provide guidance for the effective development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the citizens of the City of Kirkland (City), City personnel and their families, government and public agencies, the media and the private sector.

B. Scope

This Emergency Support Function (ESF) addresses the emergency affairs and public information needs of the City and outlines the responsibilities for processing, coordinating, and disseminating incident-related information to affected audiences.

II. POLICIES

A. Activities within ESF 15 – Public Affairs, will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. The City Communications Program Manager is designated as the lead Public Information Officer (PIO) for the Emergency Operations Center (EOC) PIO team.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact the communication systems.

2. Natural and man-made hazards may damage communication systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Kirkland's communication systems will likely sustain damage or be impacted which will result in disruption or shut-down of portions of some or all communications systems.

3. Disaster response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate.

4. In the event of a disaster or emergency situation, the public, employees, and the media will need the City to provide accurate and timely incident-related information.

5. Within affected areas, normal means of communication may be either destroyed or largely incapacitated; therefore only limited information should be anticipated from the disaster area until communication can be restored.

6. Demands for information from media outside the City will be significantly increased during and after a disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. Any or all of the following methods may be utilized to relay emergency information to the public:

    a. Print, radio and television media
    b. City and County websites
    c. Printed education/information materials
    d. Local radio systems
    g. Emergency Alert System (EAS) –King County Dispatch
    h. Reverse 9-1-1® Community Warning System - NORCOM

2. Printed education and information materials are available through the Office of Emergency Management (OEM).

3. ESF 15 – Public Affairs will coordinate with ESF 2 – Communications, Information Systems, and Warning as needed.

5. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.

6. The City of Kirkland can post emergency public information to the City's website as well as the Regional Public Information Network (RPIN). Information will be coordinated through the Office of Emergency Management or through the Emergency Operations Center (EOC). The designated Public Information Officer will coordinate the information posted on the City website and whether it is also posted on the RPIN site.

7. Information will be shared with surrounding affected and non-affected jurisdictions through a Joint Information System (JIS). Under NIMS, a JIS is designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response.

8. When activated, the King County Emergency Coordination Center (KC ECC) and the Washington Emergency Management Division (WA EMD) EOC may release incident-related information to the affected audiences and the public by working with lead agency.

9. In the event of an Incident of National Significance, the Federal Emergency Management Agency (FEMA) may provide support to the City to assist with the dissemination of accurate and timely information.

10. In the event of a terrorist incident, the release of information to the public may be coordinated with the Federal Bureau of Investigation (FBI) and other Federal agencies.

11. During an incident of national significance, the WA EMD and FEMA may establish a JIC to coordinate federal, state, and local information.

B. Organization

1. The City Communications Program Manager is designated as the lead Public Information Officer (PIO) for the Emergency Operations Center (EOC) PIO team. The rest of the PIO team is identified in the EOC and supporting documents.
2. When the EOC is not activated and information needs to be distributed the Office of Emergency Management will coordinate with staff assigned to the EOC – PIO team.

3. When the situation warrants, the designated Public Information Officer (PIO), shall appoint an Assistant Public Information Officer when media briefings are required from multiple locations or the situation requires it.

C. Procedures

1. The EOC Incident Commander will appoint a PIO to coordinate the dissemination of incident-related information to the public.

2. Media briefings will normally take place at Kirkland City Hall or whatever site the Public Information Officer designates as appropriate. In the event that these locations are not functional or communications are inadequate, alternate locations will be identified and announced by the Public Information Officer.

3. The Public Information Officer shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information.

4. The Emergency Manager and/or the EOC will help the Public Information Officer coordinate Emergency Alert System (EAS) releases with other local agencies when possible. Activation of the Emergency Alert System is coordinated through King County Office of Emergency Management. NORCOM is the backup EAS center.

5. The release of incident-related information shall be coordinated by the PIO through the EOC or JIC.

6. The PIO will maintain a log of public information released and public affairs activities.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 15.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 15.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Make emergency notifications and warnings as needed.

3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 15.

4. Coordinate communications and release of information with the King County Emergency Coordination Center and other support agencies as needed.

5. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged equipment and assets associated with ESF 15 in Kirkland.

2. Continue gathering, documenting and reporting damage assessment information and financial information pertaining to public information

activities and equipment.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding for ESF 15 activities.

4. Coordinate/manage restoration/replacement of ESF 15 equipment or assets for City of Kirkland as needed.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. When the Kirkland EOC is activated, the City PIO/designee shall report immediately to the EOC Incident Commander to join the Incident Command Staff function of the EOC.

2. EOC Incident Commander is responsible for coordinating EOC functions and shall:

   a. Appoint a PIO to coordinate the dissemination of emergency public information.
   b. Approve incident-related information prior to release by PIO.

3. Public Information Officer(s) are members of the Command Staff and report to the EOC Incident Commander and shall
   a. Establish and maintain standard operating procedures for use during emergencies, pre-establish
   b. priorities for release of emergency information. Establish contact with media; develop information
   c. dissemination channels and systems.
   d. Gather and coordinate emergency public information for timely release to the public, with approval
   e. by the EOC Incident Commander.
   f. Attend informational EOC briefings.
   g. Give information briefings to City officials, King County, State Emergency Management Division,
   h. news media and the public.
   i. Provide pre-printed emergency public information brochures for distribution to the public.
   j. Coordinate with King County when information is to be released via the Emergency Alert System.
   k. Notify appropriate agencies to assist in the dissemination of emergency public information.

l. Determine appropriate location(s) for public official and media briefings.
m. Oversee all City-issued media releases.
n. Use city communications resources to disseminate information including the City website and television stations.
o. Provide liaison with Federal, State or County Public Information Officer(s).
p. Provide support for King County jurisdictions and/or the JIC, if possible.
q. Be familiar with the PIO Checklist (Appendix 1).
r. Issue news releases using the template (Appendix 2)
s. Maintain a media contact list (EOC Manual)
t. Record current updates on the 24-Hour Event Information Line (Appendix 3)
u. Maintain copies of information released.
v. Attend EOC debriefings.

B. Fire Department

1. Provide timely information to the EOC regarding field activities and incident-related public information.

2. Provide a member to the EOC – PIO Team.

C. Police Department

1. Provide timely information to the EOC regarding field activities and incident-related public information.

2. Provide a member to the EOC – PIO Team.

D. All City Departments

1. Provide timely information to the EOC regarding field activities and incident-related public information.

2. Provide a member to the EOC – PIO Team as designated in the EOC manual and supporting Documents.

E. King County

1. King County is the administrator of the Regional Public Information Network website (www.rpin.org) – a portal that grants access to participating cities, including the City of Kirkland, for the purposes of posting emergency news alerts and advisories.

VI. APPENDICES / ATTACHMENTS

Appendix 1- Public Information Officer Checklist

Appendix 2 – Emergency News Release Template

Appendix 3 - Instructions to Record the 24-Hour Event Hotline

VII. REFERENCES

A. The National Response Plan, ESF #15 External Affairs

B. The National Incident Management System

C. King County Regional Disaster Response Plan, ESF #15 – External Affairs/Public Information

APPENDIX 1
ESF #15 – PUBLIC AFFAIRS

PUBLIC INFORMATION OFFICER (PIO) EMERGENCY CHECKLIST

In a disaster or major event, when communications may have been disrupted, pre-designated PIOs should report to the EOC, if activated.

PRIOR TO YOUR ARRIVAL

1. When possible, acquire as much information regarding the event as possible.
2. Determine if the EOC is activated and who is the EOC Incident Commander.
3. Advise directors how long it will take for you to reach your assigned location.

AFTER YOUR ARRIVAL AT YOUR ASSIGNED AREA

1. Meet with the EOC Incident Commander to get an update as to the situation and any specific concerns.
2. Review written reports of past incidents.
3. Contact any on-scene PIO's for additional information. Make contact with other city PIO's. Make every effort to keep other PIOs informed. Set up regularly scheduled briefings.
4. Establish your work area as near to the EOC Incident Commander.
5. If warranted, set up an area for the media to be briefed. The media area should be a distance away from the EOC and primary operations so there is no interruption in work of the EOC. The City Council Chambers at City Hall may be established as the media center.
6. Set up the needed communications network (fax, radios, telephones, computers) to have access to the information you need.
7. Ensure field personnel know you are in place and will be doing releases.
8. Establish briefing times for update and release parameters. Make every effort to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available.
9. Try to establish a set schedule for press conferences (such as every hour, every 2 hours) if they are warranted. This will reduce interruptions and allow all to be aware when releases will be available.

10. If possible, develop and maintain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
11. Have maps and other visuals available for the media to see a visual representation of the affected area of the incident.
12. Take a proactive stance. Develop plans for possible situations that may occur.
    a) street closures
    b) evacuations
    c) shelter locations and instructions
    d) information sheets on purifying water
    e) guidelines for items to bring if evacuated
    f) other
12. Appoint assistants as necessary.
13. Be sure you know where key city staff and council members are located. You may need them to make statements to the public/media. Provide regular briefings on the situation.
14. Remember that the Incident Commander is in charge of the emergency incident.
15. Once the EOC is de-activated, attend any debriefing sessions.

City of Kirkland
EMERGENCY NEWS RELEASE

123 – Fifth Avenue
Kirkland, WA 98033
www.ci.kirkland.wa.us

Contact: Name
Department
Email
425-587-XXXX

Month, Date, Year (Arial font 12 pt)
Event Name: _____
News Release #_____
Time: _____

Headline (Arial font 18 pt)

Sub-headline (Arial font 14 pt italics)

Kirkland, WA –

- Body text of news release should be Arial font 12 point
- Paragraph spacing should be 1.5 spaces
- Write in 3rd person
- Lead paragraph should include the Who, What, Where, When, Why. Need to grasp reader's attention.
- 2nd paragraph may include a quote to emphasize key message. Get authorization from person attributed to quote. (i.e. Mayor)
- 3rd paragraph should give background information, facts
- Last paragraph should include contact information (name, title, phone, email, website)
- Spell check document
- Have someone proof release before issuing
- Refer to AWC "How to Write a Press Release" checklist for additional tips

Emergency Update Hotline (Public) 587-3767

How to change the voice message for the Status Message on EOC

Currently anyone on the EMAT Outlook Distribution List should be able to do this. Changes can be made later if necessary.

Step 1: Using any phone, dial 425-587-4477. From a city phone you only need to dial 4477.

Step 2: You will hear a greeting that you've reached the Announcement Recorder. Press 1 when prompted to proceed.

Step 3: Next, you will be asked to enter your ID **(your OWN voicemail box number a.k.a. the last 4 digits of your city phone number)** followed by pressing #.

Step 4: You will then be asked to enter your password **(your OWN voicemail password)** followed by pressing #.

Step 5: Next, you will be asked to enter the extension of the call handler **(enter 3767)** followed by pressing #.

Step 6: Here's where you can record your greeting. There are only 3 options you should work with as follows:

- Press 1 to Toggle between the Standard Greeting and the Alternate Greeting, or
- Press 2 to play or record your Standard Greeting
- Press 6 to play or record an Alternate Greeting

In general, you will want to record a Standard Greeting and make sure it is set up to actually play the Standard Greeting at all times. The Alternate Greeting is helpful if you want to temporarily play another message for a set period of time and then automatically return to the Standard Greeting after that time period is over.

APPENDIX 3
ESF #15 – PUBLIC AFFAIRS

Regular Message

Thanks for calling the City of Kirkland Emergency Update Hotline. Recorded updates will be provided as appropriate. If citizens have a life safety emergency, they should call 911. Citizens are reminded to have their personal Family emergency plans ready including food, water, alternative shelter, a landline telephone, transister battery operated radio, and other tools that could help them respond in an emergency.

Citizens should have enough supplies for at least 72 hours and beyond. For details, please visit www.ci.kirkland.wa.us. Thanks again for calling.

Emergency Message

You have reached the City of Kirkland's Emergency Information line. If this is an emergency, please dial 911. If you have information about damage to report to the EOC, please press 1 or call 425-587-3750. At this time there is no status message available, but we will update this recording if we have one.

Emergency Support Functions

EMERGENCY SUPPORT FUNCTIONS 16 – 19
RESERVED
FOR ADDITIONAL FEDERAL ESFs

EMERGENCY SUPPORT FUNCTION #20
DEFENSE SUPPORT TO CIVIL AUTHORITIES

LEAD AGENCY: **Police Department**

SUPPORT AGENCIES: **Fire Department – Office of Emergency Management**
King County Emergency Management
Washington Military Department
Local Federal Military Activities

I. INTRODUCTION

A. Purpose

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

B. Scope

This ESF applies to all requests for military support originated by the City of Kirkland following a local declaration of emergency.

II. POLICIES

A. Activities within ESF 20 Defense Support to Civil Authorities will be conducted in accordance with the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Kirkland City departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management.

D. When regional resources are exhausted and for requests for military assistance, the Kirkland EOC will request resources through the King County Emergency Coordination Center (KC-ECC); who will in turn request resources through the Washington State Emergency Operations Center (EOC).

E. Under the Posse Comitatus Act, federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting

surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Vulnerability Assessment, Kirkland is subject to a number of hazards both natural and man-made that may negatively impact transportation, and communications systems which are vital to supporting law enforcement services, firefighting, and other emergency services.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. The military is capable of providing a wide range of support to local governments in an emergency; however, its use must comply with guidelines set down in Department of Defense Directive 3025.1 and federal law.

3. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local resources have been, or will imminently be, exhausted.

4. Military support may be delayed until a state of emergency is declared by the governor or there has been a presidential declaration.

5. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

6. It may take 48-hours or longer to receive military assistance. Exceptions would be during imminently serious situations, or, in the

case of the US Army Corps of Engineers, if the county is engaged in flood fighting activities and requests their assistance.

IV. CONCEPT OF OPERATIONS

A. General

1. The Washington National Guard has many types of equipment that are available for use in emergencies. Military assistance is a supplement to local emergency response and recovery efforts and may come from any military base in the country. The Washington National Guard can provide, but is not limited to, the following capabilities:
   - air and land transportation
   - armories and tents
   - land security forces
   - traffic control
   - supplemental communication
   - air support for reconnaissance
   - limited emergency medical assistance
   - light urban search and rescue
   - limited water purification
   - power generation
   - wild-land firefighting
   - response to the use of weapons of mass destruction
   - coordination of other military services

2. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard must be requested through the Washington State Emergency Operations Center (State EOC). All other military assistance must be requested through the State EOC through the King County Emergency Coordination Center.

3. The National Guard may be available following activation by the Governor. Requesting National Guard assistance must be done by the State Division of Emergency Management through the King County Emergency Coordination Center. To obtain

National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

B. Organization

1. The Police Department shall facilitate coordination with military units during major emergency and disaster operations. A military liaison may should be requested , will, shall be established at the Kirkland EOC or field command post, or a police liaison will be assigned to any military operations Command Post as appropriate.

2. The Kirkland Office of Emergency Management maintains contact information for the King County Office of Emergency Management, King County Emergency Coordination Center, Washington State Emergency Management Division, and the Washington State Emergency Operations Center and can help facilitate requests to these agencies during EOC activations.

C. Procedures

1. When military resources are needed to assist the City of Kirkland, requests will be made through the King County Emergency Coordination Center or if necessary, directly to the Washington State Emergency Operations Center.

2. Military support may consist of: communications equipment, generators, antenna arrays, vehicles, possible helicopter landing zone, security, personnel bivouac, dining facilities, motor pool, and other support requirements. Although mostly self-supporting, space should be in proximity to power, water, and toilet facilities.

3. Military units responding to assist local authorities maintain their own chain-of-command and supervision. Perhaps we should mention the assignment assign a COK liaison.

4. Authorization by the City of Kirkland should be obtained for City personnel to ride in military transportation when required.

D. Prevention and Mitigation Activities

See City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 20.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 20.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 20.

3. Coordinate military assistance and resources with other response functions.

4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged facilities, apparatus, and equipment in Kirkland associated with ESF 20 activities.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of facilities, apparatus, and equipment associated with ESF 20 activities as needed.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

a. Act as liaison with the assigned military officer during major emergency and disaster operations.

b. Assist military in locating suitable space for equipment staging and personnel encampment.

B. Support Agencies

1. Fire Department - Office of Emergency Management

a. Establish and maintain ongoing liaison for emergencies and planning purposes with the Washington State Emergency Management Division.

2. King County Office of Emergency Management

a. Establish and maintain ongoing liaison for emergencies and planning purposes with the Washington State Emergency Management Division.

b. Coordinate requests for military support to state and federal agencies as appropriate.

4. Washington Military Department - Emergency Management Division

a. Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.

b. Coordinate emergency plans for military support to civil authorities

c. Coordinate requests for military support to state and federal

agencies as appropriate.

d. Alert the Governor and Washington National Guard for possible military support requests.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. City of Kirkland's Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. City of Kirkland's Hazard Vulnerability Assessment

C. Department of Defense Directive 3025.1

D Washington State Comprehensive Emergency Management Plan

E National Response Framework (NRF)

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

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

April 2010