



COMPREHENSIVE EMERGENCY MANAGMENT PLAN

July 2015

INTRODUCTION

The City of Mill Creek *Comprehensive Emergency Management Plan* (CEMP) describes the basic strategies, assumptions, objectives and operational protocols which will guide the City's emergency management efforts through preparedness, response, recovery, and mitigation. To facilitate effective operations, the Mill Creek *CEMP* utilizes an Emergency Support Function (ESF) approach. Each ESF identifies the City Department primarily responsible for organizing response actions related to that ESF, as well as support departments and agencies.

The Mill Creek *CEMP* is designed to be flexible, adaptable, and scalable. It articulates the roles and responsibilities among City Departments, contract service providers, and community partners. The *CEMP* includes a Basic Plan and supplemental documents that provide more detailed information to assist City officials and others implementing the *CEMP*. The Mill Creek *CEMP* is organized as follows:

- Basic Plan – The Basic Plan describes the process for preparedness, response, recovery, and mitigation activities within the City of Mill Creek
- Emergency Support Functions (ESFs) – The ESFs describe, in more detail, responsibilities and processes necessary for specific response actions
- Incident Specific Annexes – Each Annex outlines the response to a specific event or situation. The Mill Creek *CEMP* includes annexes for Evacuation; Damage Assessment; and Animal Protection.

Once an incident occurs within Mill Creek, the CEMP is engaged at the discretion of the City's senior leadership. The nature of the incident will dictate which plans and procedures are initiated, as well as which ESFs may be required.

The intent of the CEMP is to reduce the possible consequences of an emergency or disaster, by preventing loss of life, limiting damage to infrastructure, and supporting the City's return to normalcy.



**CITY OF MILL CREEK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
PROMULGATION DOCUMENT**

The Revised Code of Washington, Chapter 39.34 allows local governments to coordinate their services and facilities to their best mutual advantage. By inter-local agreement dated May 24, 1999, the City Governments of Brier, Edmonds, Kenmore, Lake Forest Park, Lynnwood, Mill Creek, Mountlake Terrace, Mukilteo, Woodinville and the Town of Woodway have authorized the Emergency Services Coordinating Agency (ESCA) to coordinate emergency management services on their behalf.

This Comprehensive Emergency Management Plan is intended to meet the planning requirements of the Washington Administrative Code, Chapter 118-30; the Revised Code of Washington, Title 38, Chapter 38.52.070 as revised; the Revised Code of Washington, Chapter 34.05 Administrative Procedures Act; Title III Superfund Amendment and Re-authorization Act of 1986 and local City Ordinances. Pursuant to these laws, the City of Mill Creek Comprehensive Emergency Management Plan is hereby promulgated by the City of Mill Creek to provide guidance concerning emergency response policies, responsibilities, training and actions. This Plan provides guidelines only and does not guarantee a perfect response. Rather, the City of Mill Creek, the Emergency Services Coordinating Agency and supporting agencies can only endeavor to make every reasonable effort to respond based on the situation and resources available at the time.

The City of Mill Creek Comprehensive Emergency Management Plan supports and is compatible with the Emergency Services Coordinating Agency and Washington State Plans. This Plan provides support to the Snohomish County Hazardous Materials and WMD Response Plan and other plans required by State and Federal law.

The provisions of this Plan shall be considered a part of the Inter-local Agreement in compliance with Section 2 of the Inter-local Cooperation Agreement for the Emergency Services Coordinating Agency (ESCA) dated May 24, 1999. All previous editions are considered obsolete and should be destroyed.

DATED THIS 21st DAY OF July, 2015


Rebecca Polizzotto, City Manager
City of Mill Creek


Linda Pillo, Director
Emergency Services Coordinating Agency

DISTRIBUTION LIST

NAME	DEPARTMENT OR AGENCY	PLAN #

RECORD OF CHANGES

DATE	CHANGE MADE	LOCATION IN PLAN

CITY OF MILL CREEK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
JULY 2015

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CITY OF MILL CREEK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

BASIC PLAN

I. MISSION AND SITUATION

MISSION

It is the policy of the City of Mill Creek, in order to protect lives and property, and in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

The City of Mill Creek Emergency Preparedness Goals are:

1. To coordinate the development and maintenance of the City's *Comprehensive Emergency Management Plan* which provides the framework for organizational activities during disaster operations.
2. Provide a community education and preparedness program for the residential and business community to assist them in developing self sufficiency.
3. Provide assistance to City Departments in training activities for the development of first responder capabilities.
4. Foster an interdepartmental cooperation within the City of Mill Creek and with adjacent jurisdictions as well as with county, state, and federal agencies.

The City of Mill Creek *Comprehensive Emergency Management Plan* provides guidance to the Emergency Management Organization for mitigation, preparedness, response, and recovery operations. This includes: disaster and emergency responsibilities and procedures, and training and community education activities.

The *Plan*, including its Emergency Support Functions, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City of Mill Creek.

The *Plan* establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the Emergency Management Organization.

All directions contained in this *Plan* apply to preparedness and emergency activities undertaken by the City of Mill Creek and supporting organizations required to minimize the

effects of disaster, and facilitate recovery activities. The City of Mill Creek provides on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and man-made disasters. Under the guidance of the *National Response Framework*, this *Plan* addresses all activities related to local incident management, including mitigation, preparedness, response, and recovery actions.

The City of Mill Creek *Comprehensive Emergency Management Plan* supports and is compatible with the Snohomish County, Washington State, and Federal Emergency Response Plans. This document provides support to the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*, Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be handled on a case by case basis.

AUTHORITY

The City of Mill Creek *Comprehensive Emergency Management Plan* is developed under the authority of the following local, state, and federal statutes and regulations.

1. Mill Creek City Code Chapter 8.08
2. Mill Creek City Ordinance 94-342
3. Revised Code of Washington 35.33.081, 35.33.101, 38.52.070
4. Washington Administrative Codes 118-30, and 296-824-50010
5. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended
6. Public Law, 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
7. Title III Superfund Amendment and Re-authorization Act of 1986
8. Homeland Security Presidential Directives 1 - 8
9. The Homeland Security Act of 2002
10. National Pets Evacuation and Transportation Standards Act (H.R. 3858-PETS)
11. *The National Response Framework*

SITUATION

Disasters and emergencies have occurred in Mill Creek and will likely occur again in the future. Through a process of hazard vulnerability analysis it has been determined that the City of Mill Creek is vulnerable to numerous technological and natural hazards. The *Snohomish County Hazard Identification and Vulnerability Analysis (HIVA)*, a separately published document, provides information on the potential risks of natural and technological hazards throughout the County. These hazards include: wind, rain and snow storms, earthquake, flood, landslide, common and private carrier accident, search and rescue emergencies, civil disturbance, terrorist activity, conventional and nuclear war, explosion, structural collapse, hazardous material incident, major fire, and energy and utility system failure.

ASSUMPTIONS

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 Mill Creek. These situations may also create significant financial, psychological and sociological impact on citizens of the community and the City governmental organization.

It is reasonable to assume that with impending incidents such as storms, floods and acts of war, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state or federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses and residents within the city for initial response operations.

The role of the individual citizen is of key importance in the response and recovery from disasters. The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will have to be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore, each citizen must be personally responsible for preparing to meet their own emergency needs for at least seven (7) days. These preparedness items include having a plan, stocking supplies, learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.

Mill Creek may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

LIMITATIONS

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 that a perfect response to all incidents will be practical or possible. As Mill Creek response resources may

be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

II. ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

The City of Mill Creek operates under a City Manager/Council form of government. The City Manager leads the executive branch and the Members of the City Council make up the legislative branch of Mill Creek city government. The executive and legislative branches of the City of Mill Creek are responsible for overall policy direction within the City.

As the chief executive officer, the City Manager has designated the Public Works Director to serve as the City's Disaster Coordinator.

Through Inter-local Agreement, the Emergency Services Coordinating Agency serves as the City's emergency management agency and provides guidance and direction to the City in mitigation, preparedness, response, and recovery activities. A new Inter-local Agreement between the City and Snohomish County DEM will go into effect January 1, 2016.

The day-to-day organizational structure of Mill Creek City Departments will be maintained as much as practical 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.

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

CONTINUITY OF GOVERNMENT

The Continuity of Government Act RCW 42.12 establishes provisions for the continuity of government in the event a jurisdiction's leadership is incapacitated. RCW 35A.13.020, 35A.42.030, 42.12.070 provide for filling vacancies of elected officials in the City.

EMERGENCY MANAGEMENT ORGANIZATION

The Emergency Management Organization shall be compatible with the existing City organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

EMERGENCY OPERATIONS BOARD

The Emergency Operations Board oversees and provides policy recommendation to the City

Council during emergency and recovery periods and provides direction for the development and maintenance of the *Comprehensive Emergency Management Plan*. The Emergency Operations Board shall oversee the activities of, and provide direction to the Emergency Management Committee during major emergencies and disasters. The Emergency Operations Board provides policy direction for emergency preparedness and mitigation.

The Emergency Operations Board consists of the following members:

City Manager - Committee Chair
Public Works Director - Vice Chair (Disaster Coordinator)
Planning and Community Development Director
Finance Director
Police Chief

EMERGENCY SERVICES COORDINATING AGENCY

The Emergency Services Coordinating Agency (ESCA) provides direction and coordination for *Comprehensive Emergency Management Plan* development; ongoing Plan maintenance; and related planning and preparedness activities within the City, in coordination with the Mill Creek Disaster Coordinator. ESCA provides for coordination with outside agencies and organizations involved in emergency planning. The ESCA Director manages the ESCA Emergency Operations Center during activation and interacts with outside agencies to coordinate emergency support activities. ESCA provides public education, volunteer recruitment and management, training, and exercise development services to the City of Mill Creek.

SNOHOMISH COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

In the event of a large-scale emergency or disaster beyond the response capability of the City and ESCA, the City may request assistance from the Snohomish County Department of Emergency Management. After a Delegation of Authority, SnoCo DEM will coordinate emergency management activities, and request resources and support on behalf of the City as necessary and appropriate. SnoCo DEM may provide a liaison to the City to assist with incident management, technical support, etc. Effective January 1, 2016, Snohomish County DEM will be the Emergency Management service provider for the City of Mill Creek.

EMERGENCY OPERATIONS CENTER STAFF

The Emergency Management Committee provides staff support, direction, and expertise in development of the Plan and all supporting documents. The Disaster Coordinator or designee shall serve as Chair of the Committee. The Committee is comprised of key personnel designated by each City Department Director and members of outside professional and volunteer organizations having key roles in emergency preparedness, planning and response

activities. Members of the Emergency Management Committee will normally staff the Mill Creek Emergency Operations Center as necessary during activation and coordinate the activities in their respective divisions or area of responsibility during major emergencies and disasters.

The Emergency Management Committee consists of the following members:

Public Works Department, Disaster Coordinator - Chair
Executive Department
Finance Department
Planning and Community Development Department
Snohomish County Fire District #7
Police Department
Parks and Recreation Division

SUB-COMMITTEES

Sub-committees as determined necessary by the Emergency Management Committee and the Committee Chair may include individuals from outside organizations. Sub-committees will be chaired by a member of the Emergency Management Committee. Oversight of sub-committee work will be the responsibility of the Disaster Coordinator or his/her designee.

RESPONSIBILITIES - CITY OF MILL CREEK

CITY MANAGER

1. Proclaim local emergency.
2. Provide visible leadership to the community and makes announcements to the media.
3. The City Manager or his/her successor may proclaim special emergency orders under Mill Creek City Code 8.08.
4. Provide policy direction through the Emergency Operations Board.
5. Request assistance, when necessary, from the Snohomish County Department of Emergency Management (SnoCo DEM), Washington State Emergency Management Division and the Federal Emergency Management Agency (FEMA) through SnoCo DEM.
6. Provide for emergency preparedness, mitigation, response and recovery activities to be carried out within the City.
7. Appoint a Public Information Officer to coordinate preparation and dissemination of

information to the public and the media.

8. Issue notice of evacuation when necessary.
9. Provide assistance to the City Council to maintain continuity of government.
10. Provide for coordination of visiting officials from other jurisdictions and levels of government.

CITY COUNCIL

1. Appropriate funds to meet emergency needs.
2. Maintain continuity of government.
3. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

ESCA DIRECTOR

1. In cooperation with the City Disaster Coordinator, coordinate the development and maintenance of the City's *Comprehensive Emergency Management Plan*.
2. Assign ESCA staff to assist with the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.
3. Manage the ESCA Emergency Operations Center during activation.
4. Assist City with Proclamation of Local Emergency and coordinate requests for outside assistance through city, county, state and federal agencies.
5. Assist responsible City staff in the preparation of disaster assistance paperwork and submission to the appropriate agencies.
6. Provide for public information and education on emergency preparedness.
7. Coordinate dissemination of emergency warning information through the Emergency Alert System, AlertSense System, and other available communication resources.
8. Assist with coordination of mitigation and preparedness activities as requested by the City Manager or Disaster Coordinator.
9. Coordinate amateur radio operators during disaster operations.

10. Act as liaison between City personnel and military personnel responding to an emergency.
11. Coordinate the establishment of disaster assistance centers to support community recovery efforts.

SNOHOMISH COUNTY DEM DIRECTOR

1. Manage the County Emergency Operations Center during activation.
2. Assign DEM staff to assist the City in response activities as necessary and appropriate.
3. Provide for public information and warning.
4. Coordinate dissemination of emergency warning information through the Emergency Alert System, AlertSense System, and other available communication resources.
5. Coordinate the establishment of disaster assistance centers to support community recovery efforts.

DISASTER COORDINATOR

1. Coordinate the development, maintenance, promulgation, and distribution of the City's *Comprehensive Emergency Management Plan*.
2. Act as chair of the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.
3. Manage the Mill Creek EOC during activation.
4. Coordinate Proclamation of Local Emergency with the City Manager and ESCA Director.
5. Request outside assistance (other than mutual aid) through ESCA and/or SnoCo DEM.
6. Coordinate dissemination of emergency warning information through available City resources.
7. Coordinate mitigation and preparedness activities as appropriate.
8. Submit completed disaster assistance paperwork to ESCA for submittal to appropriate county, state and federal agencies.

SNOCOM COMMUNICATIONS CENTER

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the center.
2. Provide recommendations for Emergency Operations Center communications equipment.
3. Provide emergency communications service to the Communications Center service area.
4. Provide information on emergency situations and locations to the Emergency Operations Center during activation.
5. Coordinate re-establishment of communications system if disrupted.
6. Provide for the dissemination of warning and emergency information through the Emergency Alert and AlertSense systems when appropriate.
7. Provide for the identification and preservation of essential Communications Center records.
8. Document emergency related costs and activities.

CITY CLERK

1. Act as the City's Public Information Officer.
2. Coordinate preparation and dissemination of information to the public and media
3. Liaison with the County Joint information Center (JIC), if activated.

COMMUNITY DEVELOPMENT DEPARTMENT

All Community Development Divisions

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Develop emergency and evacuation plans for facilities used by the Department.
3. Provide support to city-wide evacuation planning and assist in evacuation efforts as appropriate.
4. Provide clerical staff to support administrative activities.

5. Provide for the identification and preservation of essential department records.
6. Document emergency-related costs and activities.

Planning Division

1. Develop plans to deal with land use, environmental impact, and related mitigation issues following disasters.
2. Coordinate and compile information received at the Emergency Operations Center. Forward information to appropriate staff and display on status boards or document as appropriate.
3. Provide support in the development of plans to deal with land use, environmental impact, and related mitigation issues following disasters.
4. Provide streamlined permit process for disaster recovery efforts.

Building Division

1. Provide support to Public Works in assessment of transportation routes, identify alternate routes and deploy temporary traffic control measures as appropriate.
2. Provide support to the Fire District in the safety evaluation of structures during rescue operations.
3. Determine building safety and recommend evacuation as appropriate.
4. Provide expertise and recommendation for reconstruction, demolition and structural mitigation during recovery period.
5. Assist Public Works with providing or contracting for engineering and architectural services for transportation and municipal infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during the recovery period.
6. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
7. Provide field communications support with existing communications equipment when requested.

PUBLIC WORKS DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of

Operations as they relate to the department.

2. Provide support in the development of plans to deal with public works related mitigation issues following disasters.
3. Develop plans for, coordinate, and provide for the initial damage assessment of City infrastructure.
4. Coordinate debris removal, traffic control, road closures and protection of public property.
5. Provide assessment of transportation routes, identify alternate routes and provide temporary traffic control measures/devices and operational control of traffic signals.
6. Provide damage assessment, debris removal, emergency protective measures, emergency and temporary repairs and/or construction for public works infrastructure.
7. Provide support in initial damage assessment and safety evaluation of essential city-wide facilities.
8. Provide equipment and supplies.
9. Coordinate with area utility providers for restoration of services.
10. Perform or contract for major recovery work as appropriate.
11. Provide support to the Fire District and/or Hazardous Materials Team in hazardous material incident response, as appropriate.
12. Provide field communications support through existing communications equipment when requested.
13. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
14. Provide support to other departments in field activities as appropriate.
15. Perform or contract for major recovery work as appropriate. Including, engineering and architectural services for transportation and municipal infrastructure, expertise and recommendations for reconstruction, demolition and mitigation during the recovery period.
16. Provide support to city-wide evacuation planning and assist in evacuation efforts as appropriate.

17. Provide for the identification and preservation of essential department records.
18. Document emergency related costs and activities.

EXECUTIVE DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Develop plans for employee notification and support during disaster activities.
3. Develop plans for emergency feeding and shelter for City staff during disaster activities.
4. Provide support to the Parks Division in the development of plans for providing limited assistance to "special needs" individuals.
5. Coordinate city-wide planning efforts for the evacuation of city buildings through the City Safety Committee.
6. Provide support in the coordination of food and water distribution until Red Cross Mass Care Program is activated.
7. Provide for the identification and preservation of essential Department records.
8. Document emergency related activities and costs.

PARKS & RECREATION DIVISION

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the division.
2. Develop plans for the coordination of emergency feeding and shelter for the public during disaster activities.
3. Develop plans for and coordinate the utilization of City facilities for temporary emergency shelters.
4. Assist in the development of plans to coordinate emergency feeding and shelter for City staff during disaster activities.
5. Develop plans to coordinate volunteer groups to assist individuals with functional and access needs in their homes.

6. Develop plans for providing limited temporary shelter for individuals with functional and access needs.
7. Coordinate provision of food and water until Red Cross Mass Care Program is activated.
8. Coordinate the use of City parks for staging areas for disaster operations, mass care and temporary housing.
9. Coordinate the use of City vehicles for emergency transportation as appropriate.
10. Provide field communications support through existing communications equipment, when requested.
11. Provide for the identification and preservation of essential Department records.
12. Document emergency related costs and activities.

FINANCE DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Review contracts for emergency work and procurement.
3. Assist in identifying sources of disaster funds.
4. Assist other Departments with the compilation of disaster related financial information.
5. Coordinate disaster related purchases and expenditures.
6. Develops plans for and coordinates the recovery operations of the City's telephone and computer systems following disaster situations.
7. Provide liaison for coordination with telephone service providers for the re-establishment of telephone services to the city.
8. Provide computer and telecommunications support to the Emergency Operations Center.
9. Provide City Departments with guidance and direction for the protection of computer hardware, software and data.
10. Provide for the identification and preservation of essential department records.

11. Document emergency related activities and costs.

SNOHOMISH COUNTY FIRE DISTRICT 7

The City of Mill Creek contracts with Snohomish County Fire District 7 for the provision of fire suppression and emergency medical services. The Fire District will provide a representative to assist in planning activities and EOC activations as deemed necessary at the time of the incident.

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the district.
2. Provide command and control for field operations through established command posts as appropriate.
3. Provide fire suppression services.
4. Provide hazardous materials incident command and coordinate with outside agencies as appropriate.
5. Provide direction and control for search and rescue activities.
6. Provide light and limited heavy rescue.
7. Provide emergency medical services with limited transportation to hospitals.
8. Provide support to the Police Department in evacuation efforts, as appropriate.
9. Provide support to the Police Department in the rapid dissemination of emergency warning information to the public.
10. Participate in initial city-wide damage assessment as appropriate.
11. Provide for the identification and preservation of essential department records.
12. Document emergency-related activities and costs.

POLICE DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Provide law enforcement activities within the City.

3. Provide command and control for field operations through established command posts as appropriate.
4. Provide emergency traffic control.
5. Provide direction and control for evacuation efforts as appropriate.
6. Provide security at the Emergency Operations Center during activation.
7. Provide support to the Snohomish County Medical Examiner in the identification of the deceased.
8. Provide support in the dissemination of emergency warning information to the public.
9. Coordinate the registration of temporary emergency workers and volunteers.
10. Participate in initial city-wide damage assessment as appropriate.
11. Provide coordination of explosive device identification, handling, and disposal through outside agencies.
12. Provide for the identification and preservation of essential department records.
13. Document emergency related costs and activities.

LAW ENFORCEMENT ASSISTANCE

The Mill Creek Police Department is the agency of primary jurisdiction within the City under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the state. Requests for supplemental law enforcement assistance should be made through the County EOC.

Additional information on Law Enforcement Mutual Aid can be found in Emergency Support Function (ESF) 13 – Public Safety and Security and/or in the *Snohomish County Law Enforcement Mobilization Plan*, a separately published document.

RESPONSIBILITIES – STATE

WA STATE EMERGENCY OPERATIONS CENTER

1. Through the Washington State *Comprehensive Emergency Management Plan* and the Emergency Operations Center, coordinate all emergency management activities of the

State.

2. Take appropriate actions to mitigate the effects of, prepare for, respond to and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment and resources in support of State and local government emergency operations.

RESPONSIBILITIES – FEDERAL

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

1. Provide assistance to State and local agencies to save lives and protect property, the economy and the environment.
2. Facilitate the delivery of all types of Federal response assistance to state and local governments.
3. Assist states in recovering from an emergency or disaster.

EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

Incident Management Assistance Teams (IMATs) may be available to assist in incident management, set up of response facilities, and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate establishment of the Joint Field Office (JFO).

DEFENSE SUPPORT OF CIVIL AUTHORITIES

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies after approval by the Secretary of Defense, or at the direction of the President. The DOD responds to requests for assistance when local, state and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.

Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

III. CONCEPT OF OPERATIONS

CONCEPT

1. It is the policy of the City of Mill Creek to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City of Mill Creek to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. Should the emergency or disaster occur:
 - a. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to Department Standard Operating Procedures (SOPs).
 - b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of the families and homes, provided that doing so does not compromise emergency response functions as defined in this *Plan*.
3. It is the policy of the City of Mill Creek to conduct all emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
4. It is the policy of the City of Mill Creek that each City Department take an active role in emergency planning and develop Standard Operating Procedures. It is the responsibility of the Director of each City Department and office to:
 - a. Serve as members of and designate alternates to the Emergency Operations Board to actively participate in the preparation and maintenance of the City's *Comprehensive Emergency Management Plan*.
 - b. Establish a departmental line of succession to activate and carry out emergency and 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 Standard Operating Procedures (SOP) which include the following:
 - 1) Department chain of command.

- 2) Location for managing departmental emergency operations.
 - 3) Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.
 - 4) Information needed to manage the department during emergency operations and means of communication for obtaining that information.
 - 5) Information on how the Department will coordinate with the Emergency Operations Center.
 - 6) Methods to ensure that all Department staff are aware of Standard Operating Procedures and of the concepts of the *Comprehensive Emergency Management Plan*.
5. It is the policy of the City of Mill Creek that City Departments make staff and resources available at the request of the Disaster Coordinator for training activities and emergency operations assignments.
 6. When a major emergency or disaster occurs, City Department management shall use the following general checklist as a basis for managing disaster operations:
 - a. Report to the pre-determined site to manage department operations
 - b. Account for personnel
 - c. Assess damages to facilities and resources
 - d. Assess personnel and resources available
 - e. Assess problems and needs
 - f. Report situation, damages and capabilities to the Emergency Operations Center
 - g. Send designated representatives to the Emergency Operations Center to participate as members of the Emergency Operations Board
 - h. Carry out departmental responsibilities and assigned tasks
 - i. Continue assessment of Department resources, needs and actions
 - j. Continue reports to the Emergency Operations Center regarding actions, problems, needs, damages, etc.

- k. Keep detailed and accurate records, document actions, costs, situations, etc.
7. The Mill Creek Emergency Operations Center (EOC) is activated by the Disaster Coordinator at his/her discretion or at the request of the City Manager or any City Department Director 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 Emergency Management Organization and/or 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.
8. In the event of a regional emergency affecting a wide-spread area, the County EOC will be activated by the SnoCo DEM Director.
9. The Emergency Operations Board shall be responsible for evaluating a situation to determine if a Proclamation of Emergency by the City Manager is necessary.
10. Mill Creek City Departments are expected to carry out their responsibilities outlined in this *Plan*, utilizing their best judgment and in a coordinated manner. The Emergency Operations Board will act as advisors to the City Manager in dealing with problems caused by the disaster and in the coordination of the situation. This coordination will normally be done through the City's Emergency Operations Center.
11. 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 County Emergency Operations Center. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.
12. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Mill Creek and those provided through mutual aid, the City Manager may request assistance from Snohomish County.
13. In the event of communications failure in a disaster, any City facility or temporarily established site may function as a remote Emergency Operations Center for its local area until coordination can be established from the Mill Creek Emergency Operations Center. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.
14. The registration of temporary emergency workers and other volunteers will be

coordinated through the Executive Department. Permanent emergency worker registration is handled through Snohomish County.

OPERATIONS BY TIME PHASE

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Mill Creek Emergency Management Organization and City Departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

MITIGATION AND PREPAREDNESS PHASE

1. Develop and maintain the City of Mill Creek *Comprehensive Emergency Management Plan*.
2. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
3. Develop appropriate resource lists and standard operating procedures in support of the *Comprehensive Emergency Management Plan*.
4. Conduct public education to enhance citizen self sufficiency.
5. Initiate efforts toward detection and prevention of impacts to public health and safety.
6. Identify and implement actions to reduce hazards and risks faced by first responders in order to protect responder health and safety.
7. Report any threats, incidents and/or potential incidents using established communications and reporting channels.
8. Immediately report any suspicious activity, terrorist threats and/or actual incidents with a potential or actual terrorist nexus to the regional Joint Terrorism Task Force (JTTF) in Seattle.
9. Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.
10. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
11. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.

12. Conduct training activities to enhance response capabilities.
13. Additional information on specific mitigation activities can be found in the *Snohomish County Multi-Hazard Mitigation Plan*, a separately published document.

INCREASED READINESS/WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the Emergency Operations Center as required for the situation.
3. Disseminate emergency warning as appropriate.
4. Take incident specific mitigation actions to protect public and private property.

RESPONSE PHASE

1. Initiate actions necessary to preserve life and property utilizing available resources.
2. Carry out initial damage assessment and evaluate overall situation.
3. Coordinate response and support functions with outside agencies and volunteer organizations.
4. Coordinate operations, logistics, and planning functions.
5. Compile event status information and report to appropriate agencies.
6. Prepare and maintain detailed documentation of events and activities.
7. Provide public information and warning as appropriate.
8. Prepare Proclamation of Local Emergency as appropriate.

RECOVERY PHASE

1. Carry out damage assessment functions and assess community needs.
2. Prioritize recovery projects and assign functions accordingly.
3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

4. Prepare documentation of event, including event log, cost analysis and estimated recovery costs.
5. Facilitate the establishment of disaster assistance centers to assist private business and citizens with individual recovery.
6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate long range plans into recovery and restoration activities.
8. Additional information on recovery activities can be found in Emergency Support Function (ESF) 14 – Long-term Community Recovery.

IV. ADMINISTRATIVE AND FISCAL PROCEDURES

1. It is the policy of the City of Mill Creek that each City Department will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day-to-day activities and expenditures.
2. Financial documentation and associated reports shall be the responsibility of the Finance Director or designee.
3. The Finance Director or designee shall develop effective methods and procedures for documenting disaster expenditures and shall provide each City Department with documentation forms and completion instructions.
4. The Finance Director or designee in coordination with other City Departments shall identify records which are vital for the operation of the City, in order to effectively resume normal business after a disaster or emergency.
5. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
6. The City of Mill Creek will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The City Manager and City Council in coordination with the Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
7. Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster.
8. The City of Mill Creek will submit reports required by both state and federal agencies in a disaster situation 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 Emergency
 - Requests for Assistance
 - Damage Assessment Reports

It will be the responsibility of the Finance Director, or designee, to coordinate the preparation of all required reports and ensure that they are delivered to the appropriate agencies.

9. A streamlined plan review and permit process may be instituted within the City in order to facilitate recovery and repair activities.
10. 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 Control Act.
11. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
12. 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.
13. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability.
14. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 -Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
15. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
16. It is the policy of the City of Mill Creek that all City Departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Finance 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 response and recovery activities. It may be necessary to hire temporary employees to meet staffing requirements.
17. City Departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with the Finance 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), existing labor contracts and City policies and procedures shall apply.

18. The City Manager may designate an Emergency Operations Center (EOC) representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist City employees in obtaining recovery assistance.
19. 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.
20. Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. The Police Department will be responsible for the recruitment, registration and assignment of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

V. LOGISTICS

1. The City Manager is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations, Chapter 38.52.390 RCW.
2. It is the policy of the City of Mill Creek that all City Departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations.
3. The City Public Works and Parks and Recreation Departments will pre-identify locations within the City for use as Logistics Staging Areas and Points of Distribution for response and relief supplies. Additional information on Staging Areas and Point of Distribution can be found in Emergency Support Function (ESF) 7 – Logistics Management and Resource Support.
4. The City Manager or Disaster Coordinator, following a Proclamation of Emergency, has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, Chapter 38.52.110(2) RCW.
5. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements, ESCA, Snohomish County DEM and the Washington State Emergency Operations Center.

VI. DIRECTION, CONTROL AND COORDINATION

DIRECTION AND CONTROL

1. All emergency and disaster preparedness, mitigation, response and recovery activities shall be conducted in accordance with the National Incident Management System (NIMS).
2. Direction and control of emergency management activities rests with the Disaster Coordinator. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52 and Mill Creek City Code 8.08. Overall control during disaster response operations will be divided into three levels.
 - a. Emergency Operations Board: deals primarily with policy issues brought about by the disaster.
 - b. Emergency Management Committee: coordinates disaster resources, monitors the disaster situation, and reports to the Board.
 - c. Field Operations: operate in field locations or command posts and will direct and coordinate disaster field operations.
3. Overall direction, control and coordination will normally be conducted through the Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies.
4. The Emergency Operations Center is currently located at the Mill Creek City Hall, 15728 Main Street. It is equipped with alternate power supplies for use during general system failures.
5. The Emergency Operations Center may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed as required by the level of activation. Initial establishment of the Emergency Operations Center following activation will be the responsibility of the Disaster Coordinator.
6. Individual City Departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the Emergency Operations Center informed of their situation and activities and shall act in coordination with the Emergency Operations Center.
7. The City Manager or designee, in coordination with the Emergency Operations Board, is responsible for ensuring that emergency preparedness activities,

response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Mill Creek.

8. The City Council is responsible for policy decisions. The City Manager provides policy recommendations to the City Council during times of emergency or disaster, or in anticipation of large scale emergencies or disasters.
9. The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event its leadership is incapacitated. RCW 35A.13.020, 35A.42.030 and 42.12.070 provide for filling vacancies of elected officials in the City.
10. The day-to-day organizational structure of the City Departments shall be maintained as much as practical during emergency and disaster operations. Each City Department shall have a line of succession to the Director.
11. Overall direction, control and coordination will normally be conducted through the Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies.
12. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
 - a. Protect life and health
 - b. Protect public and private property
 - c. Develop and disseminate public information
 - d. Protect the environment
 - e. Restore essential services and facilities
 - f. Minimize economic disruption to the community
 - g. Preserve existing institutions and organizations

ON-SCENE MANAGEMENT

1. In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will normally follow the Incident Command System (ICS) as published by the Department of Homeland Security, National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include but are not limited to:
 - a. Incident Commander - Directs on-scene operations
 - b. Safety Officer - Oversees safety of operations at the scene

- c. Liaison Officer - Coordinates information with support function groups
 - d. Public Information Officer - Coordinates media relations and emergency public information. This shall be done in cooperation with the EOC when activated.
 - e. Operations Section - Implements strategic and tactical actions at the incident scene, such as: perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, and decontamination.
 - f. Logistics Section - Responsible for communications, transportation, supplies and special equipment
 - g. Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, and demobilization
 - h. Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, claims
2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
- a. Assess the situation
 - b. Develop incident organization objectives, action plans and priorities
 - c. Ensure safety issues are addressed
 - d. Contact appropriate agencies, dispatch, or the Emergency Operations Center to request necessary resources
 - e. Keep the EOC informed of field activities
3. When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. As necessary, a unified command should be implemented. Personnel working in support of the Incident Commander will

maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the Emergency Operations Center when instructed.

4. WAC 296-62-3112 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
5. The Incident Commander may appoint a Public Information Officer, when the situation warrants, to liaison with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the Emergency Operations Center. The Public Information Officer shall be responsible for communicating released information to the Emergency Operations Center.

COORDINATION

1. Coordination of emergency activities and information among local, state, federal and private sector agencies serving the City of Mill Creek shall be done through the Emergency Operations Center.
2. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Back-up and supporting communication activities will be provided by organized volunteer radio operators.
3. Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer, existing City communications systems, the Emergency Alert System, and/or the AlertSense system activated by SNOCOM. In a regional or wide-spread event, public information will be coordinated through Snohomish County's Joint Information Center (JIC).

PROCLAMATION OF EMERGENCY

1. The Proclamation of Local Emergency is made by the City Manager and is the legal method which 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 Local Emergency must be ratified by the City Council as soon as practical following the emergency.
2. The City Manager or designee shall cause any proclamation made, to be delivered to all news media within the city and shall use other methods as

necessary, to give notice of such declaration to the public.

3. 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.
4. The City Manager, assisted by the Disaster Coordinator, shall be responsible for the preparation of emergency proclamations.
5. The Disaster Coordinator will notify the ESCA or SnoCo DEM Director when a Proclamation of Local Emergency is made.

SAMPLE EMERGENCY PROCLAMATION

The City Manager of the City of Mill Creek has determined that the (type of event) has/will cause (type of damage) in the City of Mill Creek, and,

(Incident Description), and,

These problems have created a threat to life and property, and

All available resources are/will be committed to disaster work, and

The City requires supplemental assistance, and

The severity of this disaster is beyond the capability of local resources:

Therefore, this event constitutes an emergency as defined by the City of Mill Creek Comprehensive Emergency Management Plan and necessitates the utilization of emergency powers granted under Chapter 38.52.070 RCW; Therefore,

IT IS PROCLAIMED BY THE CITY MANAGER OF THE CITY OF MILL CREEK:

Signed _____ Date _____

REQUEST FOR EMERGENCY ASSISTANCE

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Disaster Coordinator will request additional resources through ESCA and/or SnoCo DEM for local, county, state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the County Executive through the County. This declaration by the Governor is necessary to obtain federal disaster relief funds.

DEMOBILIZATION

When the Disaster Coordinator (or designee) determines that the activation of the EOC is no longer required, he/she will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event.

VII. PUBLIC INFORMATION

Providing current and accurate information to the public is of great importance following an emergency or disaster. The City shall strive to provide both emergency and general information in a timely and coordinated manner. For the purposes of this plan, the City of Mill Creek defines “emergency information” as information which has direct relevance to the safety and/or health of the citizens of Mill Creek, i.e. evacuation orders and routes, boil water orders, shelter-in-place notices, curfews, etc. “General information” may consist of information such as debris pick-up schedules, permit fee schedules, facility hours of operation, etc.

1. The City Clerk shall be the Public Information Officer; and shall coordinate the dissemination of emergency public information through the Emergency Operations Center (EOC).
2. Any available methods may be used to relay emergency information to the public.
3. Activation of the Amateur Radio Emergency Services, the Emergency Alert System, and/or the AlertSense system shall be requested through SnoCo DEM when necessary.
4. Printed education and information materials are available at City Hall.
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 of the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.
6. Additional information on public information activities can be found in Emergency Support Function (ESF) 15 – External Affairs and Emergency Public Information.

VIII. TRAINING, EXERCISES AND EDUCATION

PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Mill Creek employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

1. The City Manager, in coordination with the Disaster Coordinator, will be responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
2. Public Education programs are available from ESCA as requested, to all segments of the community designed to increase awareness of hazards, explain how best to safely respond and promote self-preparedness. Available programs may include:
 - a. Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties and school administrators. The development and practice of emergency plans will be encouraged.
 - b. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be available through community education programs to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of emergency.
 - c. Businesses: Information on local hazards and how to prepare for and respond to their effects will be available to the corporate community. The corporate community will be encouraged to engage in business recovery and contingency planning.
 - d. City employees: Information on local hazards and how to prepare for their effects will be provided to City employees.
3. The City will utilize all types of exercise formats, including both tabletop and full-scale exercises.
4. Each City Department Director is responsible for ensuring that their employees are trained in the concepts of the *Comprehensive Emergency Management Plan* (CEMP) and in the Department-specific standard operating procedures (SOPs).
5. The City will use outside resources to provide specialized training, if appropriate.

6. The Disaster Coordinator is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.
7. The Disaster Coordinator, with assistance from ESCA, the Police Department, and Fire District, is responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the CEMP.

RESPONSIBILITIES

1. City of Mill Creek
 - a. City Departments
 - 1) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
 - 2) Provide necessary training to enable employees to carry out those responsibilities in coordination with the City EOC.
 - 3) Provide assistance to the Disaster Coordinator in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.
 - b. Disaster Coordinator

Design, conduct and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employees' level of training.
2. Emergency Services Coordinating Agency (ESCA)
 - a. Ensure preparedness education programs are available to members of the community.
 - b. Provide training in all hazards self-preparedness for City employees, as requested by the City.
 - c. 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.

- d. Assist the Disaster Coordinator in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.
3. All Other Support Agencies
- Participate in training and exercises, if requested and as resources allow.

IX. ON-GOING PLAN MANAGEMENT AND MAINTENANCE

COORDINATION

The City of Mill Creek Disaster Coordinator will coordinate and reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

PLAN MAINTENANCE

1. The Disaster Coordinator will ensure that exercises of this plan are conducted on an on-going, annual basis.
2. This CEMP will be updated every four years. The revised CEMP will be submitted to the Washington State Emergency Operations Center for review.

NIMS INTEGRATION

1. The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
2. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.
3. It is the policy of the City of Mill Creek that all emergency management activities will be conducted in accordance with NIMS.

EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

PRIMARY AGENCY: City of Mill Creek Public Works Department

SUPPORT AGENCIES: City of Mill Creek Community Development Department
Snohomish County Transportation Division
Community Transit
City of Mill Creek Parks and Recreation Division
Washington State Department of Transportation

I. INTRODUCTION

A. Purpose

To coordinate the activities and agencies involved in transportation related operations.

B. Scope

This Emergency Support Function is designed to provide guidance in allocating transportation resources, determining priority of highway repair and coordinating activities carried out by transportation agencies operating within the city.

II. POLICIES

A. Local transportation planning and emergency response shall be done in coordination with supporting agencies in order to ensure the integrity of the transportation system.

B. Transportation routes and services shall be prioritized in order to provide access for emergency services, delivery of essential resources and for the re-opening of major transportation routes.

III. SITUATION

A significant disaster may cause severe damage to the transportation infrastructure. Secondary damage may include utility networks constructed adjacent to or as part of roads and bridges. Damage to transportation systems

will cause major disruption of both routine and emergency services.

IV. CONCEPT OF OPERATIONS

- A. The Public Works Director or designee shall be responsible for coordinating surface transportation related activities within the city. Priorities established for the clearing and emergency repair of City roads shall be coordinated with the Police Department, Fire District, and adjacent jurisdictions to ensure the timely restoration of emergency services and the transportation network.
- B. Repair and restoration of state and interstate highways will be coordinated with the appropriate state and federal agencies. Washington State Department of Transportation shall be the primary contact for the coordination of these activities. The Public Works Director or designee may authorize emergency road clearing work to be done on state and interstate highways in order to re-establish highway systems.
- C. The Public Works Department will provide an assessment of roadway conditions and provide information to the Emergency Operations Center and all appropriate agencies. All appropriate agencies shall be notified of ongoing repair and roadway status.
- D. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center.
- E. The Public Works Director, or designee, in coordination with the Emergency Operations Center, shall coordinate the priority use of public transportation assets. Private transportation sources are available within the city and should be integrated into overall emergency transportation needs.
- F. In situations where City vehicles are to be utilized to support transportation activities within the city, the Parks and Recreation Division will coordinate the use of these resources in support of the Public Works Department.

V. PROCEDURES

- A. Individual agencies responsible for managing transportation routes are responsible for the developing transportation recovery plans and for

establishing transportation route priorities within their area. Agencies which provide support resources for the restoration of damaged transportation routes should be included in the overall process to ensure a coordinated and efficient response.

- B. Emergency operations plans for the Washington State Department of Transportation, Community Transit, and Snohomish County are separately published documents which provide guidance for the overall restoration of damaged transportation routes in the area.
- C. The City of Mill Creek Public Works Department will establish re-opening and restoration priorities for the City and allocate local resources accordingly. When appropriate, work will be coordinated with other affected agencies and jurisdictions.

VI. RESPONSIBILITIES

- A. City of Mill Creek Public Works Department
 - 1. Coordinate damage assessment, emergency road clearing and repair activities for roadways within the city.
 - 2. Coordinate repair and restoration activities on state on and off-system highways with appropriate agencies.
 - 3. Coordinate with other City agencies and adjacent jurisdictions to establish immediate priorities for road re-opening.
 - 4. Provide or contract for repair and recovery work.
 - 5. Coordinate with other public and private transportation service providers to establish emergency transportation networks and resources.
- B. City of Mill Creek Community Development Department
 - 1. Provide maps for transportation route planning.
- C. Snohomish County Transportation Division
 - 1. Coordinate area-wide transportation route recovery projects with affected agencies and jurisdictions. Provide support to the City in re-opening emergency transportation routes.

- D. Community and Sound Transit
 - 1. Coordinate mass transportation activities within their service areas. Incorporate emergency city needs into the overall emergency transportation and system restoration program.
- E. City of Mill Creek Parks and Recreation Division
 - 1. Coordinate the use of city transportation resources to support emergency activities as appropriate.
- F. Washington State Department of Transportation
 - 1. Coordinate emergency and permanent repairs of state and interstate highways.
 - 2. Provide assistance to the City repair and restoration work as appropriate.

EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS

PRIMARY AGENCIES: City of Mill Creek Police Department
Snohomish County Fire District 7

SUPPORT AGENCIES: City of Mill Creek Public Works Department
City of Mill Creek Public Information Officer
City of Mill Creek Finance Department
SNOCOM Communications Center
Emergency Services Coordinating Agency
WA State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To establish, organize and maintain communications capabilities necessary to meet operational requirements during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in coordinating local communication capabilities and establishing back-up systems to support emergency and disaster operations.

II. POLICIES

A. The procedures established in local and state communications plans shall be utilized during emergency and disaster operations.

B. Local communication procedures shall support county and state communication plans and shall be developed in coordination with local, county and state agencies responsible for providing communications during emergency and disaster operations.

III. SITUATION

Emergency and disaster situations require reliable communication capabilities in

order to gather essential information, request and deploy resources and communicate information to the Emergency Operations Center, field operations personnel and supporting agencies.

In nearly all major events, communication systems become overloaded making it difficult to communicate essential information in a timely manner. It is anticipated that in addition to communications needs exceeding local equipment capacity, there will be equipment and system failures associated with events such as windstorms, earthquakes and terrorist incidents.

In many emergency and disaster situations it is necessary to provide important information and/or warnings to public officials and the general public. This must be accomplished in a timely manner utilizing the most efficient means possible in order to protect life and property at the time of the event.

There are no fixed or automatic emergency warning systems currently in place within the city to warn the general public of emergency conditions.

IV. CONCEPT OF OPERATIONS

Communications

- A. The SNOCOM Communications Center shall be the focal point for coordinating emergency communications for emergency services providers within the City. The facility is the central answering point for 911 calls requesting emergency assistance.
- B. Calls for fire, emergency medical services, and law enforcement are dispatched by SNOCOM. During major events with resource limitations, the Fire District and Police Department may determine that resources will be dispatched through the Emergency Operations Center according to incident priority.
- C. Various individual radio systems are utilized by other departments and supporting agencies. These departments and agencies maintain their own dispatching and communication services.
- D. Communications will be through Nextel, cellular and landline telephone and existing radio systems using established frequencies and existing procedures.
- E. During major emergency and disaster situations, communications equipment may be re-distributed in order to provide common equipment

and frequency access. This will facilitate effective communications between departments/agencies, the Emergency Operations Center and field command posts.

- F. Amateur Radio Operators may be available. The amateur radio operators can provide essential, reliable communications support between departments/agencies, the Emergency Operations Center and field operation locations. Use of amateur radio relieves congestion on other radio frequencies and cellular and landline phone systems.
- G. The Finance Director or designee is responsible for coordinating with telephone service providers for the re-establishment of telephone service to City government locations.

Warning

- A. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. This system may be activated by Snohomish County DEM and/or SNOCOM.
- B. AlertSense provides emergency information to the public via phone, text message, and/or email. This system may be activated by SNOCOM and/or SnoCo DEM. Citizens without land-line phones will be given the opportunity to “opt-in” to the system.
- C. The National Warning System (NAWAS) is the primary system utilized by the federal government to disseminate warning information. Warnings received via NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points. Warning information for Mill Creek is received at SNOCOM which notifies local emergency authorities.
- D. The National Oceanographic and Atmospheric Administration (NOAA) weather radio system may be utilized to obtain weather related warnings. Weather warnings from NOAA are normally broadcast over EAS and local radio and television stations.
- E. Weather advisories and warnings are provided via teletype by the National Weather Service and received at SNOCOM. Communications center personnel monitor this information on a 24 hour basis and determine when to notify appropriate public safety services.
- F. Emergency service agencies will be notified by SNOCOM and/or SnoCo DEM when the nature of the warning would indicate a need to increase

staffing levels or warn the public of impending danger.

- G. Having no fixed or automatic emergency warning systems in place, notifications of citizens regarding emergency information and instructions may be through the Emergency Alert System (EAS), AlertSense, door-to-door by uniformed personnel, mobile loud speakers, or any other means available to the command agency at the time.

Emergency Public Information

- A. The City Clerk will act as the Public Information Officer who will coordinate the dissemination of emergency public information through the Emergency Operations Center. When the situation warrants, the Public Information Officer may appoint assistants in order to provide media briefings from multiple locations.
- B. Media briefings, if held in the City, will normally take place at the Mill Creek Emergency Operations Center. In the event that this location is not functional or communications are inadequate, an alternate site will be identified and announced by the Public Information Officer.
- C. During events where the Snohomish County Emergency Operations Center is activated, area-wide information will normally be coordinated through the County's Joint Information Center (JIC) on behalf of the City.
- D. Any or all of the following methods may be utilized to relay emergency information to the public:
 - * Print, radio, cable and television media
 - * Printed education/information materials
 - * City radio systems
 - * Amateur radio systems
 - * Public address systems or mobile speakers
 - * AlertSense System
 - * Emergency Alert System
 - * Door to door contact
- E. SNOCOM will develop Emergency Alert System releases when necessary. Except in immediate life threatening situations, activation of the Emergency Alert System should be coordinated with surrounding jurisdictions. SNOCOM is responsible for activation of the Emergency Alert System.
- F. Incident commanders should contact SnoCo DEM or SNOCOM for

activation of the AlertSense messaging system.

- G. 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 about the release.
- H. Printed education and information materials for distribution to the public are available through ESCA and the Police Department.
- I. Additional information on Public Emergency Information can be found in Emergency Support Function (ESF) 15 – External Affairs and Emergency Public Information.

V. PROCEDURES

- A. Emergency Communications, Warning and Public Information Procedures are the joint responsibility of the Mill Creek Police and the Fire District.
- B. Response procedures are separately published documents and should be developed in coordination with other agencies involved in this Emergency Support Function.

VI. RESPONSIBILITIES

- A. City of Mill Creek Police and Fire District 7
 - 1. Develop and maintain communications, warning and public information procedures for the City.
 - 2. Recommend relocation or redistribution of radio and cellular telephone resources as necessary to most effectively maintain adequate communications in emergency situations.
 - 3. Arrange for additional communication resources when necessary.
 - 4. Provide for coordination of warning efforts and for the dissemination of warning and emergency public information.

- B. City of Mill Creek Public Works Department
 - 1. Provide communications equipment and staff to support communication efforts.
 - 2. Provide support in the dissemination of warning information to the public.

- C. City of Mill Creek Disaster Coordinator or Public Information Officer
 - 1. Contact SnoCo DEM when information is to be released over the Emergency Alert System and/or AlertSense.
 - 2. Gather and coordinate emergency public information for timely release and provide informational briefings to City officials, news media and the public.
 - 3. Notify appropriate agencies to assist in the dissemination of information.
 - 4. Provide educational/informational brochures to the public as appropriate.
 - 5. Determine appropriate location(s) for public official and news media briefings.
 - 6. Assist in the development of Public Information Officer procedures and checklists for use during emergencies.

- D. City of Mill Creek Finance Department
 - 1. Coordinate with communication services providers for additional emergency service or the re-establishment of disrupted services when necessary.

- E. SNOCOM Communications Center
 - 1. Develop procedures and provide for the release of information over the AlertSense and Emergency Alert Systems.
 - 2. Provide dissemination of National Warning System and National Weather Service information to public safety agencies.
 - 3. Coordinate back up communication systems and the re-

establishment of disrupted 911 and communications center service.

F. Snohomish County DEM

1. Provide for the release of information over the AlertSense and Emergency Alert Systems.
2. Provide for the release of public information through the Snohomish County Joint Information Center when activated.

G. Emergency Services Coordinating Agency

1. Provide trained amateur radio operators to assist the City with emergency communications.

H. Washington State Emergency Operations Center

1. Provide supplemental communication equipment and assistance in the dissemination of public information when appropriate.

EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY: City of Mill Creek Public Works Department

SUPPORT AGENCIES: Alderwood Water and Wastewater District
Silver Lake Water and Wastewater District
Waste Management Northwest
WA State Department of Enterprise Services

I. INTRODUCTION

A. Purpose

To provide for the coordination of public works and engineering operations and resources during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide for the coordination of departments and agencies involved in public works and engineering activities. These activities include debris removal, repair and restoration of facilities and systems, technical advice, structural evaluation, engineering services and emergency contracting.

II. POLICIES

Public works and engineering activities shall be done in coordination with departments and agencies having roles and authority within the City to provide public works related services.

III. SITUATION

Emergencies and disasters may cause significant damage to facilities, infrastructure and buildings. It may be necessary in some cases to carry out reinforcement or demolition activities. Debris may make roads and highways impassable. Utilities which have suffered damage may be partially or totally inoperable. Equipment necessary for repair and restoration activities may be damaged or insufficient in quantity to meet emergency needs. Outside assistance may be necessary to ensure timely and efficient response and

recovery operations.

Water distribution and sewer collection services within the City are provided by Alderwood Water and Wastewater District and Silver Lake Water and Sewer District.

IV. CONCEPT OF OPERATIONS

- A. The Public Works Department is the lead agency for day-to-day and emergency public works and engineering services within the City. These services include construction and maintenance of transportation routes; coordination of solid waste collection; vehicle and equipment maintenance; right of way and construction permit services.
- B. Water and sewer services within the City are provided by separate water and sewer districts. The Public Works Director shall ensure that coordination of response and recovery activities takes place between these agencies and the Public Works Department. This coordination may include mutual support with staff and equipment and the prioritization of restoration and recovery activities.
- C. The Public Works Department shall provide direction and control over its resources and coordinate information with the Emergency Operations Center. Personnel shall operate according to specific directives, department procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- D. The Public Works Department shall coordinate with private utility companies responsible for electricity, natural gas, telephone, and cable to ensure recovery operations are conducted in as orderly manner as possible.
- E. The Public Works Department shall coordinate with Waste Management Northwest to ensure the removal and collection of disaster-generated debris.
- F. In situations where roadways are damaged or blocked it will be the responsibility of the Public Works Department to establish road clearing and restoration priorities in coordination with Police Department and Fire District to ensure critical emergency operations and resource movement can be accomplished.

- G. The Public Works Director, or designee, will report to the Emergency Operations Center to coordinate public works field operations and resources when it is activated.
- H. Additional resources and public works and engineering assistance may be obtained through existing mutual aid agreements and/or through contracts with private contractors.
- I. Public Works staff will be mobilized according to the needs presented by the emergency or disaster. This will normally be done by telephone or pager.
- J. The Public Works Department will provide, or contract, for engineering services and perform, or contract for, major recovery work as appropriate for City-owned buildings, operational facilities, roads and other public works infrastructure. These services include structural inspections to determine building and transportation route safety as appropriate.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. City of Mill Creek Public Works Department
 - 1. Clear and provide emergency repair of transportation routes.
 - 2. Coordinate with water and sewer service providers to ensure priority restoration of services and for emergency potable water supplies.
 - 3. Provide or contract for solid waste and debris removal services on public property and right of ways.
 - 4. Provide or contract for engineering services.

5. Coordinate with private utility providers in the repair and re-establishment of services to the City.
- B. Alderwood and Silver Lake Water and Wastewater Districts
1. Coordinate the prioritization of repair and restoration activities with the Public Works department.
- C. Waste Management Northwest
1. Provide for the continuation of regularly scheduled household waste pick-up services.
 2. Coordinate with the Mill Creek Public Works Department for the collection and management of disaster-generated debris.
- D. WA State Department of Enterprise Services
1. Provide support services after the City has exhausted their supplies and response capacity. This support may include: technical advice and evaluations; engineering services; and construction management.

EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

PRIMARY AGENCY: Snohomish County Fire District 7

SUPPORT AGENCIES: Mutual Aid Fire Agencies
City of Mill Creek Police Department
City of Mill Creek Public Works Department
Snohomish County DEM
WA State Patrol - Fire Protection Bureau
WA State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To define agency responsibilities in fire response and establish policies for coordinating multi-agency firefighting activities.

B. Scope

This Emergency Support Function augments existing mutual aid agreements and fire response plans existing at the local, county and state levels. It provides guidance for managing and coordinating firefighting activities and resources.

II. POLICIES

A. The procedures established in local and county-wide plans and mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. The Washington State Fire Services Resources Mobilization Plan shall be activated through Snohomish County DEM and the Washington State Emergency Operations Center when mutual aid resources have been exhausted.

III. SITUATION

Fires may occur at anytime and under many circumstances within the city. Fires are most likely to occur in residential or commercial structures. However, it is

also common for fires to occur in transportation accidents and in open fields or wooded areas posing a threat to the surrounding community.

A significant natural disaster or technological event may result in many urban and rural fires. Ignition sources of little concern during normal circumstances could cause many fires following an earthquake or other natural disaster. Fire may also result from a technological event such as an air-line crash or hazardous material incident.

IV. CONCEPT OF OPERATIONS

- A. Snohomish County Fire District 7 is the lead agency for firefighting activities within the City. Supporting agencies shall report to and operate under the direction of the Incident Commander. The Fire District may establish a unified command system with supporting agencies during large scale incidents.
- B. The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce, and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through Snohomish County DEM.
- C. The Police Chief or designee will allocate necessary resources to support operations and will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when it is activated.
- D. On-scene management of emergencies shall follow the Incident Command System in accordance with the National Incident Management System (NIMS).
- E. Communications and emergency notifications will be through established channels. Additional information can be found in Emergency Support Function (ESF) 2 – Communications.
- F. Off-duty personnel will normally be notified and mobilized by telephone or pager.
- G. The Fire Chief or designee shall provide direction and control over District resources and shall coordinate activities with the Emergency Operations Center. District personnel shall operate according to specific directives,

department policies and procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

- H. Command posts may be established for the coordination of field operations. The Incident Commander shall provide regular status reports to the Emergency Operations Center. The coordination of resources will normally be through the Emergency Operations Center. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

V. PROCEDURES

- A. Responding agencies are responsible for developing response procedures for their agency, and for training employees involved in emergency response operations.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Snohomish County Fire District 7
 - 1. Provide 24-hour response to fire emergencies.
 - 2. Coordinate fire resources, and direct and control emergency scenes.
 - 3. Develop and maintain resource lists for equipment, personnel and supply sources.
 - 4. Develop policies and procedures for District operations during emergencies and provide training for appropriate City staff.
 - 5. Provide a representative to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities.

- B. Mutual Aid Fire Agencies
 - 1. Provide resources including equipment, staffing and supplies to support emergency operations.
- C. City of Mill Creek Police Department
 - 1. Provide incident scene security, traffic control and evacuation operation support.
 - 2. Conduct crime investigation if required by the incident.
- D. City of Mill Creek Public Works Department
 - 1. Provide operational support with equipment, staffing, traffic control and coordination of utility providers during emergencies.
- E. Snohomish County DEM
 - 1. Support and coordinate resource requests during major incidents.
 - 2. Coordinate with Washington State Emergency Operations Center when activated.
 - 3. Work in coordination with the Regional Fire Mobilization Coordinator.
- F. WA State Patrol - Fire Protection Bureau
 - 1. Coordinate resources through the Washington State Fire Services Resources Mobilization Plan, when activated.
- G. WA State Emergency Operations Center
 - 1. Coordinate requests for state and federal resources as appropriate.

EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT

PRIMARY AGENCY: City of Mill Creek Community Development Department

SUPPORT AGENCIES: All City of Mill Creek Departments
Mill Creek City Clerk
All Contract and Government Service Agencies and Districts
All Agencies Providing Human Services

I. INTRODUCTION

A. Purpose

1. To provide a method to collect, analyze and share information about a potential or actual emergency or disaster in order to enhance the response and recovery activities of the City.
2. To provide guidance in reporting response and recovery information to local and State emergency management agencies.

B. Scope

This Emergency Support Function addresses the informational needs of the City EOC and involves all City Departments, agencies which support City operations, special districts and organizations providing support to citizens during and after emergencies and disasters.

II. POLICIES

All City Departments, special districts, and support agencies are responsible for providing incident information to the Emergency Operations Center. This information will be used by assigned staff to analyze the situation and develop appropriate action plans and obtain resources for response and recovery activities.

III. SITUATION

Any emergency or disaster creates a need for information flow between first response or field operations personnel and command or supervisory staff. In any emergency or disaster event requiring the activation of the Emergency

Operations Center it is essential that information be obtained from field personnel to assist the Emergency Operations Center in establishing response and recovery priorities and determining potential future needs.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the city is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the Emergency Operations Center (EOC) will be activated at the appropriate level to assess the situation.

All City Departments, special districts, service providers and human service organizations involved in disaster operations and represented in the Emergency Operations Center will work to meet the information requirements of the Emergency Operations Center Staff and City leaders. This will include receiving periodic reports from their field representatives. Additionally, the Emergency Operations Center staff may be required to request information from liaison coordinators to the local jurisdiction, surrounding jurisdictions or from Snohomish County to meet a specific requirement.

- B. The Community Development Department is responsible for the management of information received in the Emergency Operations Center. The assigned Department staff will be responsible to collect, analyze, report, and display the current information. From this information, action plans will be developed by Emergency Operations Center staff to meet the needs of the situation.
- C. The Community Development Department will develop periodic situation reports and provide information to SnoCo DEM through the Disaster Coordinator or designee as required by the event.
- D. Each City Department is responsible for developing their own reporting procedures. Each Department is responsible for ensuring that their field operations staff are aware of the reporting procedures and that they provide reliable, timely information to the Emergency Operations Center.
- E. Information will be shared by posting on boards or charts, making announcements, holding periodic briefings, routing to other members of the staff or through the development of situation reports.
- F. The City Clerk will be responsible for maintaining a log of information received at the Emergency Operations Center for permanent record

keeping.

- G. The Disaster Coordinator shall provide a copy of the Local Proclamation of Emergency to Snohomish County DEM for distribution to appropriate county, state and federal agencies by the most expeditious means available at the time of the event.

V. PROCEDURES

Each City Department and agency involved in emergency and disaster operations is responsible for developing reporting formats and procedures for their department or agency. Reporting forms shall follow the approved format of the Emergency Management Committee.

VI. RESPONSIBILITIES

A. City of Mill Creek Community Development Department

1. Assist City Departments and supporting agencies in the development of reporting formats.
2. Procure information display materials, maps and supplies.
3. Collect, display and analyze information at the Emergency Operations Center. Share information with appropriate staff and develop action plans to support disaster operations.
4. Request information from other local jurisdictions and outside agencies as necessary.

B. All City of Mill Creek Departments

1. Prepare reporting formats.
2. Establish departmental reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the department and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City Departments and outside agencies as appropriate.

C. All Contract and Government Service Agencies, Special Districts and Human Service Agencies

1. Prepare reporting formats.
2. Establish reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the organization and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City Departments and outside agencies as appropriate.

D. City Clerk

1. Maintain a log of information received at the Emergency Operations Center for permanent record keeping.

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

PRIMARY AGENCIES: City of Mill Creek Parks and Recreation Division
City of Mill Creek Police Department

SUPPORT AGENCIES: American Red Cross
City of Mill Creek Executive Department
Emergency Services Coordinating Agency (ESCA)
Local Human Service Agencies, Churches and Volunteer Agencies
PAWS and other Local Animal Rescue Groups / Animal Care Facilities
Local Veterinarians
WA State Department of Social and Health Services

I. INTRODUCTION

A. Purpose

To provide a coordinated method of mass care activities including: shelter of people and animals, feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of victims and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies.

Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through Federal Disaster Assistance Service Centers, as needed.

Long-term community recovery needs are addressed in ESF 14 – Long-term Community Recovery.

B. Scope

This ESF address responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between the City of Mill Creek, the Snohomish County Chapter of the American Red Cross, the Emergency Services Coordinating Agency and other community and volunteer agencies.

The *National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)*, requires local and state emergency preparedness authorities to include plans for pets and service animals in disaster plans; grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals; authorizes federal funds to help create pet-friendly emergency shelter facilities and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster. Animal care and pet sheltering issues are addressed in *Support Annex C: ESCA Animal Disaster Protection Annex*, of this document. More detail can also be found in the Washington State and Snohomish County *Comprehensive Emergency Management Plan(s)*, *ESF – 11: Agriculture & Natural Resources*.

Initial response activities will focus on meeting urgent needs of victims. Recovery assistance available through local agencies and temporary housing, loans and grants for victims under federal disaster assistance programs may need to be coordinated with mass care activities in order to provide the best service to the community. A collaborative response by City, private and non-profit organizations will greatly benefit and facilitate mass care services in the Mill Creek area.

II. POLICIES

- A. In circumstances where there is an immediate need for mass care services, the City of Mill Creek may provide limited mass care services utilizing available facilities and resources.
- B. The American Red Cross will provide staff, supplies and shelters as disaster conditions dictate and resources allow, in accordance with the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288)*, as amended and the *National Response Framework*.
- C. All mass care and shelter services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet current requirements for the *Americans with Disabilities Act* and the American Red Cross standards.
- D. Appropriate federal, state and City, volunteer agency and private sector resources will be used as available.
- E. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.

- F. The City of Mill Creek contracts with PAWS to provide animal control assistance. Shelters for pets may be activated by the City of Mill Creek Police Department / PAWS with help from local veterinary and volunteer animal care organizations. Pet shelters may be separate from shelters for citizens.
- G. The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the state which may involve the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with Appendix B (*State Animal Response Plan*) of Emergency Support Function 11 of the Washington State *Comprehensive Emergency Management Plan*.

III. SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations. Damage to roads, airports, communications and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation or be unable to reach their designated posts.

Hundreds of victims may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Transients, such as tourists and business travelers may be stranded long distances from home and require assistance.

There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

IV. CONCEPT OF OPERATIONS

- A. The City of Mill Creek Parks and Recreation Division will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as three days. The Executive Department will provide staff and resources to support Parks and Recreation Division mass care efforts as needed.

- B. Mass care activities undertaken by the City will support emergency operations by providing food, water and rest areas for City staff working during the emergency.
- C. The Parks and Recreation Division will coordinate the use of City facilities and parks for use as mass care locations.
- D. Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency.
- E. Once the Red Cross has established mass care operations, the City will assist the Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations through ESCA.
- F. Initial information to be released to the public regarding mass care facility services and locations will be coordinated through ESCA and the American Red Cross Public Information Officer if appointed. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.
- G. The Parks and Recreation Division is responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping; and for identifying appropriate shelter locations within the city and for developing plans for shelter operation.
- H. The Parks and Recreation Division is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.
- I. The Parks and Recreation Division, in cooperation with the Police Department and with assistance from local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operations. Additional information on pet shelters can be found in *Annex C: Animal Disaster Protection Plan*, of this document.
- J. The Executive Department will be the primary agency for providing food and shelter support to City employees working during emergency operations.
- K. The Police Department is responsible for providing security at shelter and mass care locations when necessary.

- L. Ongoing mass care and recovery assistance to victims after the disaster will be provided directly to the public through federal, state and county programs and through private agencies and local volunteer organizations.

V. PROCEDURES

- A. The Parks and Recreation Division, in coordination with the Executive Department, is responsible for developing policies and procedures for the use of City property and facilities for mass care operations. These Departments are also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.
- B. The American Red Cross and other agencies providing mass care services have established procedures in place for providing mass care services to the community. These are separately published documents which are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these organizations are required to operate according to these procedures.
- C. Procedures for assisting individuals with "special needs" during disasters will be the responsibility of the Parks and Recreation Division. These procedures should be coordinated with local human service agencies.

IV. RESPONSIBILITIES

- A. City of Mill Creek Parks and Recreation Division
 - 1. Identify City property and facilities suitable for use as mass care locations.
 - 2. Develop policies and procedures for the operation of City facilities as mass care centers.
 - 3. Develop resource lists for mass care supplies and identify human service and volunteer agencies that will provide support during mass care operations.
 - 4. Assign staff to the Emergency Operations Center to coordinate mass care activities and information to the public.
 - 5. Provide staff and resources for the operation of mass care centers.

B. American Red Cross

1. Provide mass care operations according to established procedures and policies.
2. Provide coordination of mass care information and activities with the Emergency Operations Center.

C. City of Mill Creek Executive Department

1. Provide assistance to the Parks and Recreation Division in the development of policies and procedures for mass care operations as appropriate.
2. Provide staff and resources for the operation of mass care centers as appropriate.
3. Provide food and shelter for City staff working during emergency operations.
4. Provide staff and resources for the operation of mass care centers.
5. Coordinate assistance to individuals with access and functional needs through local human service agencies.

D. City of Mill Creek Police Department

1. Provide law enforcement services at mass care and shelter facilities, as necessary.
2. Register volunteer workers according to established procedures.
3. With the Parks and Recreation Division, coordinate for pet sheltering and assistance with local animal welfare agencies.
4. Provide volunteers, staff and resources, if available, for the operation of pet shelters.

E. Emergency Services Coordinating Agency (ESCA)

1. Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
2. Coordinate with outside agencies which provide mass care services

to ensure the needs of the community are met.

F. Local Human Service Agencies and Volunteer Organizations

1. Provide mass care and human services according to established policies and procedures.
2. Coordinate activities with the Red Cross and the Emergency Services Coordinating Agency to ensure community needs are met.

G. PAWS and Other Local Animal Service Agencies and Volunteer Organizations

1. Provide animal care and sheltering assistance according to established policies and procedures.
2. Coordinate activities with the Emergency Services Coordinating Agency to ensure community needs are met.

H. WA State Department of Social and Health Services

1. Assist with the coordination of mass care, emergency assistance, housing and human services responses by state and non-governmental organizations.
2. Provide guidance on mass care and related issues to local jurisdictions.

EMERGENCY SUPPORT FUNCTION 7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

PRIMARY AGENCIES: City of Mill Creek Public Works Department
City of Mill Creek Police Department

SUPPORT AGENCIES: City of Mill Creek Parks and Recreation Division
Emergency Services Coordinating Agency (ESCA)
Snohomish County Department of Emergency Management
City of Mill Creek Finance Department
City of Mill Creek Executive Department
Snohomish County Fire District 7

I. INTRODUCTION

A. Purpose

To provide for the effective management of resources during emergencies and disasters.

B. Scope

Resource support involves the provision of services, personnel, supplies and facilities during disaster response and recovery.

II. POLICIES

A. Each City Department is responsible for developing and maintaining lists of Department resources, including equipment, personnel and supplies for use during emergency and disaster operations.

B. Each City Department assigned responsibilities in this emergency management plan is responsible for developing and maintaining lists of equipment and service providers necessary to support the Department's responsibilities and functions during disaster operations.

C. The City Disaster Coordinator shall provide copies of resource lists of equipment and service providers to ESCA for inclusion in the resource database.

D. Requests for resources other than contract or mutual aid from outside the local area will be coordinated through ESCA, or in large-scale incidents, Snohomish County DEM.

III. SITUATION

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize of the use of local resources according to the severity of individual incidents.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

IV. CONCEPT OF OPERATIONS

- A. Locally available public resources, and those available through mutual aid, shall be utilized prior to requesting resources through the ESCA and/or SnoCo DEM.
- B. To the greatest extent possible, a free market economy and distribution system shall be utilized during disaster operations. Controls over limited and critical resources may be put into place on a county or statewide basis when the situation warrants.
- C. The City may obtain services, equipment and supplies necessary to respond to a disaster through private sources. It will be the responsibility of the Finance Department to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated in order to facilitate an efficient operation.
- D. When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the Emergency Operations Center. Staging areas will normally be divided into two categories:
 - 1. Response Operations - The Police, Public Works and Fire Departments will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.
 - 2. Human Services - The Parks and Recreation Division and the Executive Department will be responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This may be done in coordination with local

volunteer and human services support agencies when appropriate.

- E. ESCA shall be notified regarding the location and function of all staging areas within the City in order to facilitate the locating of resources arriving from outside the local area.
- F. Allocation and distribution of resources from staging areas will be coordinated through the Emergency Operations Center. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.
- G. Monetary donations received by the City will be processed and managed by the Finance Department. All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place in an expedient manner.
- H. The Police Department shall be responsible for providing security and traffic control at staging areas and resource distribution locations as necessary.

V. PROCEDURES

- A. All requests for outside resources shall be coordinated through the Emergency Operations Center and/or ESCA.
- B. Allocation of resources located at staging areas shall be done through the Emergency Operations Center.

VI. RESPONSIBILITIES

- A. City of Mill Creek Police Department
 - 1. Pre-identify appropriate response operations staging areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.
 - 3. Provide staging area supervisors or managers as appropriate.
 - 4. Provide security and traffic control at staging and distribution areas

as necessary.

- B. City of Mill Creek Public Works Department
 - 1. Pre-identify appropriate response operations staging areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.
 - 3. Provide staging area supervisors or managers as appropriate.
- C. City of Mill Creek Parks and Recreation Division
 - 1. Pre-identify appropriate human services staging and distribution areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.
 - 3. Coordinate distribution activities with appropriate human service agencies.
- D. Emergency Services Coordinating Agency (ESCA)
 - 1. Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.
 - 2. Provide for the delivery and distribution of resources to designated staging areas.
- E. City of Mill Creek Finance Department
 - 1. Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.
 - 2. Collect and manage monetary donations. Distribute donated funds as directed by the City Council.
- F. Snohomish County Fire District 7
 - 1. Pre-identify appropriate response operations staging areas within the city.

2. Provide staging area supervisors or managers as appropriate.

G. Snohomish County DEM

1. In the event that ESCA is over-whelmed, assist with the coordination of requests for resources from outside the area, other than mutual aid and contract service providers.
2. Provide for the delivery and distribution of resources to designated staging areas.

EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: Snohomish County Fire District 7
Snohomish Health District

SUPPORT AGENCIES: Snohomish County Medical Examiner
Local Hospitals and Medical Clinics
Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM
American Red Cross
Snohomish County Medical Reserve Corps
Local Ambulance Service Providers
City of Mill Creek Police Department

I. INTRODUCTION

A. Purpose

To provide for the coordination of emergency health and medical services during major emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in the allocation of available medical resources and services in order to meet the emergency health and medical needs of the community in a major emergency or disaster.

II. POLICIES

A. The *Multiple Casualty Incident Procedures*, a separately published document, shall be utilized in order to provide timely services to those in having the most urgent medical needs and to assist in the distribution of patients to medical facilities.

B. The mass medical care procedures established by hospitals and health care support agencies shall be utilized during response to major events.

C. Additional resources necessary for emergency medical activities beyond existing mutual aid agreements shall be requested through ESCA and/or DEM.

III. SITUATION

A significant disaster with large numbers of injuries will overwhelm existing medical service capabilities. Much of the immediate medical attention to victims will be administered by well meaning volunteers at the scene who have little or no first aid training. Such a disaster may also pose public health threats, including problems related to food, water, wastewater, solid waste, disease vectors and mental health.

Medical facilities may sustain damages which affect their ability to provide services. Facilities remaining in service may be overwhelmed by the walking wounded and more seriously injured victims who are being transported to those locations. Medical supplies and pharmaceuticals may be in short supply. Disruptions to local transportation, utility and communication systems may cause delays in restocking.

Uninjured persons who require daily medication may have difficulty in obtaining medications due to reduced mobility, damage or destruction of normal supply locations and general shortages within the disaster area.

Major medical emergencies caused by a release of toxic or radioactive substances or by explosion may overwhelm medical resources and facilities as these types of incidents require specialized treatment that are only available at a limited number of medical facilities.

IV. CONCEPT OF OPERATIONS

- A. The Snohomish County Fire District 7 is the lead agency for providing pre-hospital medical services during emergencies within the city.
- B. The Fire Chief or designee shall provide direction and control over department resources and coordination with the Emergency Operations Center.
- C. On-scene management of emergencies shall follow the Incident Command System (ICS), in accordance with the National Incident Management System (NIMS).
- D. Notification and activation of emergency response personnel will be through established channels and procedures. Additional information is available in ESF 2 – Communications.
- E. In the event of structural failure or inaccessibility of medical facilities in a

disaster, any City facility or temporarily established site may serve as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established. The establishment of these temporary facilities shall be coordinated with supporting agencies, the Emergency Operations Center, ESCA or SnoCo DEM.

- F. Any site designated by the Incident Commander may serve as a command post, staging area, triage or treatment area or transportation station.
- G. Mutual Aid Agreements exist with numerous agencies throughout the Puget Sound Area. Requests for assistance will be coordinated through the Emergency Operations Center, ESCA, and/or SnoCo DEM.
- H. It is anticipated that in major medical emergencies, assistance beyond what may be available through the existing mutual aid agreements will be necessary. In these cases, assistance and resources from state and federal agencies may be requested through SnoCo DEM.
- I. The Snohomish Health District shall provide direction to private and governmental service agencies and the general public in the prevention of disease, handling of food, water, wastewater and solid waste. The Health District will also oversee the activities in public facilities to ensure health standards are maintained to the greatest degree possible.
- J. The Snohomish Health District shall provide direction and assistance in the care and sheltering of medically fragile citizens.
- K. The Snohomish Health District shall assist in the coordination between city, county, state and federal agencies providing medical and health support services within the county.
- L. The Snohomish County Medical Examiner is responsible for the identification of the deceased, body recovery, storage and transportation, and disposition of personal effects and unclaimed bodies, and notification of next of kin. The medical examiner shall coordinate with supporting service agencies and maintain records on all deaths resulting from a disaster.
- M. Mental health services may be provided through a variety of private, public and volunteer mental health counseling services. Coordination of these services shall be through ESCA and/or SnoCo DEM.

V. PROCEDURES

- A. Field response agencies, medical facilities and supporting organizations are responsible for the development of operating procedures for their specific agencies and facilities, and for training employees involved in medical operations.
- B. The *Snohomish County Multiple Casualty Incident Procedures* is a separately published document which was developed by the Fire Departments, Districts, and emergency medical service providers in Snohomish County to provide for coordinated operations in a mass casualty incident. These procedures are utilized by all Snohomish County Fire Departments, Districts and emergency medical service providers and transporters. It is updated periodically.

VI. RESPONSIBILITIES

- A. Snohomish County Fire District 7
 - 1. Establish incident command at emergency scenes and provide initial incident evaluation to ensure appropriate allocation and coordination of resources.
 - 2. Provide on scene emergency medical treatment and implement the *Multiple Casualty Incident Procedures* for on-scene management.
 - 3. Provide ongoing incident status and pertinent information to the Emergency Operations Center or the Command Officer on duty as appropriate.
 - 4. Coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues as appropriate.
 - 5. Maintain medical resource lists.
- B. Snohomish Health District
 - 1. Provide information to appropriate agencies and the general public regarding disease prevention and sanitation precautions.
 - 2. Coordinate with local public works departments to determine the potential for water contamination and sewage and solid waste disposal system failures which may pose a health risk to the

community. Notify the appropriate agencies and the general public.

3. Coordinate and provide care and sheltering services for the medically fragile.
4. Monitor overall community support activities as they relate to the health department and respond to situations that may pose a risk to the public, including; food storage, handling and distribution; contamination by toxic releases; and public shelter operations.
5. Provide necessary assistance, equipment and health related services as appropriate, including mass immunization, infectious disease control, medical care at health department clinics and coordination of personnel and resource support to area hospitals and medical facilities as required.
6. Assist the Snohomish County Medical Examiner in coordinating mortuary services as needed.
7. Additional information can be found in the Snohomish Health District *Strategic National Stockpile Activation Plan*, and the Snohomish Health District *Pandemic Flu Response Plan*, separately published documents.

D. Snohomish County Medical Examiner

1. Provide for the recovery and disposition of bodies, determination of cause of death, notification of next of kin and maintain records of disaster related deaths.
2. Coordination temporary morgue and mortuary services.
3. Provide information to the news media and the public regarding medical examiner operations and status of activities.

E. Local Hospitals and Medical Facilities

1. Receive any injured person without regard to the person's ability to pay for services. Maintain cost records and treatment documentation.
2. Triage and provide treatment for patients according to established mass casualty procedures. Direct ambulatory patients to alternate care facilities, when appropriate.

3. Establish and maintain communications with Hospital Control. Provide information and facility status as required, including frequent updates of the Hospital Capacity web-page.
 4. Dispatch personnel and equipment to disaster scenes or temporary medical facilities as required.
 5. Maintain records and field assessment reports for patients treated and transported.
 6. Maintain records and accountability of all medical staff and personnel reporting for work, including volunteers.
- F. Emergency Services Coordinating Agency or SnoCo DEM
1. Provide for coordination of area-wide health care related activities through the ESCA Emergency Operations Center.
 2. Coordinate requests for, and the distribution of, resources obtained locally and from state and federal support agencies as requested by health care facilities and local jurisdictions.
- G. American Red Cross
1. Provide nursing services and medical treatment at temporary shelters and medical treatment centers as appropriate.
 2. Coordinate requests for blood and blood products from Red Cross Regional Centers.
 3. Mobilize volunteers to assist in the relief efforts and provide emergency feeding for disaster workers.
- H. Snohomish County Medical Reserve Corps
1. Provide volunteer assistance in the set-up and operation of shelters for the medically fragile.
- I. Local Ambulance Service Providers
1. Provide basic life support services to injured victims.
 2. Provide transport of victims to medical treatment facilities.

3. Provide advanced life support services as appropriate.

J. City of Mill Creek Police Department

1. Provide security at temporary morgue facilities as required.
2. Provide supplemental security at medical treatment facilities as required.

EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

PRIMARY AGENCIES: City of Mill Creek Police Department
Snohomish County Fire District 7

SUPPORT AGENCIES: City of Mill Creek Public Works Department
Snohomish County Search and Rescue
Snohomish County Technical Rescue Team
WA State Department of Transportation

I. INTRODUCTION

A. Purpose

To provide for the coordinated use of available search and rescue resources.

B. Scope

The scope of the search and rescue emergency support function is divided into three operational areas:

- Land search and rescue - primarily utilized for locating the lost or missing in urban, rural or wilderness areas
- Air search and rescue - locating missing or downed civil aircraft. This is the responsibility of the Washington State Department of Transportation, Aviation Division.
- Disaster, or urban search and rescue - encompasses searches for individuals missing due to disasters affecting primarily urban areas such as explosions, storms or earthquakes where severe structural damage is incurred.

The City of Mill Creek has limited capability for providing search and rescue functions during disaster operations and will rely, when necessary, on outside resources for providing this service.

II. POLICIES

- #### **A.**
- Plans for search and rescue operations are separately published documents for each operational area. The City of Mill Creek shall follow the procedures established in these plans in support of the agencies and jurisdictions providing search and rescue activities within the city.

- B. During initial operations, and until primary agencies which provide search and rescue services arrive on scene, the Mill Creek City Police and Snohomish County Fire District 7 will establish a Unified Command and will be responsible for direction and control during all search and rescue operations.
- C. City resource support for outside agencies providing air search and rescue will be provided to the command agency upon request.

III. SITUATION

The City of Mill Creek is primarily urban area with some areas of wild-land and recreational area interface. Most individuals who become lost will be within a few minutes travel from their homes. In addition to individuals becoming lost in wild-land or recreational areas, there is a potential for children and the elderly or confused to become lost or disoriented in the urban environment.

Earthquake poses a particularly severe threat to the City. Given the high population density, the number of vulnerable buildings, the likelihood of structural damage with trapped and injured individuals is very high.

IV. CONCEPT OF OPERATIONS

- A. The Mill Creek Police Department is responsible for the command and control of land search and rescue activities within the city. The primary resource for land search and rescue is the Snohomish County Search and Rescue Group, composed primarily of volunteers. The group is organized under the Snohomish County Sheriff's Department. Resource requests will be coordinated by the Police Department.
- B. Search and rescue operations for missing civil aircraft are the responsibility of the Washington State Department of Transportation, Aviation Division. The United States Air Force is responsible for missing military aircraft and aircraft of international origin. Requests for these resources will be made through ESCA or SnoCo DEM. The City of Mill Creek Police Department will be responsible for coordinating ground support of these operations upon request.
- C. Snohomish County Fire District 7 will be responsible for the coordination of disaster and urban search and rescue operations within the City. The City has minimal resources for carrying out heavy rescue operations. Operational activities associated with disaster search and rescue at the

local level may require support from the Police and Community Development Departments.

- D. Regional and Federal Urban Search and Rescue Teams for large scale operations are available to respond within 12 to 72 hours. The closest urban search and rescue team is Washington Task Force 1, located within the Puget Sound area. The Task Force should be requested through Snohomish County DEM. However, it should be noted that in the event of a large-scale, regional disaster, the Task Force may not be available as members will be responding with their home agencies.
- E. Search and Rescue Teams responding from outside jurisdictions will follow established plans, guidelines and procedures while operating within the city. City staff and Departments will provide coordination and support for these activities whenever necessary.
- F. The search for and recovery of bodies will normally be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by search and recovery personnel.

V. PROCEDURES

- A. Individual agencies responsible for managing the various types of search and rescue operations are responsible for the development of operating procedures for their specific agencies and for training employees and volunteers involved in these activities. The plans and procedures are separately published documents.
- B. Snohomish County Fire District 7 and City of Mill Creek Departments involved in the operations and/or support of search and rescue activities shall establish command posts and operate according to the Incident Command System as defined in the National Incident Management System (NIMS).

VI. RESPONSIBILITIES

- A. City of Mill Creek Police Department
 - 1. Provide direction and control for air and land search and rescue activities within the City of Mill Creek.
 - 2. Provide support to search and rescue activities and operations

being conducted by teams responding from outside the city.

- B. Snohomish County Fire District 7
 - 1. Coordinate and support disaster and urban search and rescue activities.
 - 2. Provide staff and resources for disaster and urban search and rescue activities within the capabilities of the City and Fire District 7.
- C. City of Mill Creek Public Works Department
 - 1. Provide staff and resources in support of search and rescue activities as appropriate.
- D. Emergency Services Coordinating Agency (ESCA) or Snohomish County DEM
 - 1. Request search and rescue resources as necessary and provide support to the City and outside agencies as appropriate.
- E. Snohomish County Search and Rescue
 - 1. Provide staff and resources to carry out land search and rescue activities.
- F. Snohomish County Technical Rescue Task Force
 - 1. Provide expertise and equipment in disaster and urban search and rescue situations.

EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

PRIMARY AGENCY: Snohomish County Fire District 7
Snohomish County Haz-Mat Team

SUPPORT AGENCIES: City of Mill Creek Public Works Department
City of Mill Creek Police Department
SNOCOM Communications Center
Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM
WA State Patrol
Snohomish Health District
Snohomish County Sheriff's Department
WA State Department of Ecology
WA State Department of Health
WA State Military Department/National Guard CST
WA State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To define the overall responsibilities of local agencies in Hazardous Materials Emergencies.

B. Scope

This Emergency Support Function augments the response procedures of the local Hazardous Materials Response Team, first responder agencies and the Emergency Services Coordinating Agency *Hazardous Materials and Weapons of Mass Destruction Response Plan*. This Emergency Support Function also provides for coordination with the Emergency Services Coordinating Agency (ESCA) Local Emergency Planning Committee and all state, federal and private agencies and organizations that may have a role in hazardous materials response and recovery activities within the city.

II. POLICIES

- A.** Federal regulations require each state to establish a State Emergency Response Commission (SERC), to identify local jurisdiction emergency planning districts and form Local Emergency Planning Committees (LEPC). The local LEPC is required to develop hazardous materials response plans. The City of Mill Creek shall be part of the ESCA Local Emergency Planning Committee for the purpose of hazardous materials planning. Effective January 1, 2016, the City of Mill

Creek will be part of the Snohomish County Local Emergency Planning Committee (LEPC).

- B. The ESCA Local Emergency Planning Committee has developed the Emergency Services Coordinating Agency *Hazardous Materials and Weapons of Mass Destruction Response Plan*. This plan is a separately published document. It shall serve as the hazardous materials plan for the City.

III. SITUATION

Hazardous material incidents may occur anywhere and at anytime within the city. The city is impacted by major transportation routes which are used to transport hazardous materials. These include Interstate Highways 5 and 405. Other primary routes include State Routes 527 and 96.

Several locations within the city are at low risk of terrorist activities which may include the intentional release of chemical, radiological, biological or explosive devices which would impact the city. These locations include the Snohomish County Sheriff's Office, US Fish and Wildlife, various power sub-stations and City government buildings and facilities. Terrorist activities may include the intentional release of chemical, radiological or biological materials; or the detonation of explosive devices.

The threat presented by hazardous materials incidents may be to both public health and safety and to the environment. Hazardous materials incidents require response and clean-up procedures to vary with the type and quantity of material released. Hazardous material incidents may require multi-agency and multi-disciplinary responses to adequately handle the situation.

IV. CONCEPT OF OPERATIONS

- A. Snohomish County Fire District 7 is the designated Incident Command agency for hazardous materials incidents within the city. The Fire District will establish unified command with the Haz-Mat Team, Fire District, emergency medical services, public works, Police, and other local and state agencies as appropriate for the specific incident.
- B. The WA State Patrol will function as the designated Incident Commander for any hazardous materials incidents taking place on State highways.
- C. The Incident Command System (ICS) will be used when responding to all hazardous material incidents.
- D. Initial requests for qualified hazardous material team assistance shall be made to SNOCOM.
- E. The Incident Commander and/or SNOCOM shall be responsible for notifying

ESCA or SnoCo DEM when hazardous material releases occur within the city. This notification may be done through the dispatch center, haz-mat pager or by telephone. ESCA will notify the Washington State Emergency Operations Center as needed. Additional notifications may be made when appropriate.

- F. The Washington State Department of Health, and the Snohomish and King Health Districts shall be notified in the event of a release of radioactive materials. Radiation detection and monitoring equipment is maintained by the Snohomish County Hazardous Materials Team.
- G. The individual, business or agency responsible for the spill is responsible for assuring effective abatement of the release or threatened release of any hazardous substance. The Washington State Department of Ecology is responsible for monitoring clean-up activities to assure compliance standards are met.
- H. The Fire District, in cooperation with the Police Department, is responsible for overseeing the protection of public health and safety during hazardous material incidents this shall include evacuation and perimeter control. Long-term site isolation and security shall be the responsibility of the Washington State Department of Ecology or their designee.
- I. The Washington State Patrol and Snohomish County Sheriff may provide specialty response teams for clandestine drug lab and explosive device responses.
- J. The Mill Creek Public Works Department shall be the primary agency for coordinating with water and sewer utilities for the protection of water and sewer systems within the city which may be affected by a hazardous material release.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations for releases of hazardous substances in accordance with current state and federal guidelines.
- B. The ESCA Local Emergency Planning Committee is responsible for the development, maintenance and distribution of the Emergency Services Coordinating Agency *Hazardous Materials and Weapons of Mass Destruction Response Plan*.
- C. Response procedures and plans are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Snohomish County Fire District 7 and Snohomish County Haz-Mat Team
 - 1. Provide 24-hour response to hazardous material emergencies.
 - 2. Serve as Incident Command agency or serve as part of a unified command as appropriate during hazardous materials emergencies.
 - 3. Assist with law enforcement, emergency notifications and warning and evacuations as necessary.
 - 4. Coordinate and maintain liaison with other agencies involved in the incident.
 - 5. Provide communications and technical support, including radiological monitoring to the incident
 - 6. Coordinate fire resources when emergency mobilization is authorized for a hazardous materials incident.
 - 7. Take initial steps to size-up the situation, isolate the scene and protect life and property.
 - 8. Request assistance and make initial notifications to ESCA and/or SnoCo DEM, local agencies and provide warning to the public as appropriate.
 - 9. Provide on-scene City liaison and public information officer during the emergency.

- B. City of Mill Creek Public Works Department
 - 1. Assist water and sewer providers in protecting city water and sewer supplies and systems as appropriate, and provide notification to other utility providers which may be affected by the emergency.
 - 2. Establish coordination with other utilities providers during response activities.

- C. City of Mill Creek Police Department
 - 1. Provide for perimeter control, re-routing of traffic and initial security.
 - 2. Assist with emergency notification of the public and evacuation as appropriate.
 - 3. Provide public information officer if requested.

- D. SNOCOM Communications Center
 - 1. Provide emergency dispatch services in support of haz-mat operations.
- E. Emergency Services Coordinating Agency (ESCA) or SnoCo DEM
 - 1. Activate Emergency Operations Center as necessary to coordinate support activities for the incident such as emergency notifications, public shelters, resource support, public information and liaison with county and state emergency operation centers.
 - 2. Coordinate activities of outside agencies and departments in support of the incident as requested.
 - 3. Make notifications to appropriate county, state and federal agencies.
 - 4. Support activities on-scene when requested by the Incident Commander.
- F. Washington State Patrol and Snohomish County Sheriff's Department
 - 1. Provide response teams for clandestine drug lab and explosive device responses.
- G. Snohomish Health District
 - 1. Provide notifications to the general public regarding precautionary measures and health effects related to released materials, as necessary.
- H. Washington State Department of Health
 - 1. Provide response, monitoring and clean-up to radiological incidents.
 - 2. Provide notifications to the general public regarding precautionary measures and health effects related to released materials as necessary.
- I. Washington State Department of Ecology
 - 1. Provide 24-hour response to serious hazardous material incidents.
 - 2. Provide expertise in containment and clean-up of hazardous materials and ensure that source control, containment, clean-up and disposal are accomplished.
 - 3. Assume responsibility of incident management and clean-up if the responsible party is unavailable, unresponsive or unidentified.
 - 4. Provide coordination with other environmental and state agencies involved in clean-up and/or recovery.

5. Initiate enforcement actions as appropriate.
- J. Washington State Emergency Operations Center
1. Maintain 24-hour communication and notification capability.
 2. Coordinate state agency response activities through the state EOC, including procurement of state resources as needed for response activities.
 3. Provide a public information officer to support a joint information center if needed.
- K. Washington State Military Department/National Guard CST
1. Provide technical support, response, decontamination and monitoring at hazardous materials incidents of significant size and/or duration.

EMERGENCY SUPPORT FUNCTION 11 AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCY: City of Mill Creek Parks and Recreation Division

SUPPORT AGENCIES: City of Mill Creek Executive Department
City of Mill Creek Community Development Department
City of Mill Creek Police Department
Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM
Snohomish Health District
American Red Cross
Local Volunteer Agencies
WA State Emergency Operations Center
WA State Department of Agriculture
WA State Department of Social and Health Services
Federal Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to provide food and water for mass feeding and distribution; and to provide transportation to distribution sites during a catastrophic disaster.

B. Scope

This Emergency Support Function is applicable to catastrophic events which exceed the capabilities of the local resources available through city, county, private and volunteer agencies and organizations. This Emergency Support Function is designed to closely support Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing and Human Services.

II. POLICIES

A. The City will coordinate with county, state and federal officials and follow the policies of these agencies in the execution of this Emergency Support Function.

B. The City will work with all community, humanitarian and social service

organizations to coordinate this activity.

- C. The Snohomish Health District will provide guidance to City Departments and other agencies to ensure the safety of food and water to the public.
- D. The priority of providing food will be to areas of acute need then to areas of moderate need.
- E. The City will incorporate preservation and conservation measures for critical areas into response activities.

III. SITUATION

An event of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to disruption to the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies will be insufficient in supply due to damage to the local distribution system, contamination or both. This will require potable water or beverage supplies to be distributed in mass quantities.

The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event; and if not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by local and State Health authorities when appropriate.

The City of Mill Creek has no properties of cultural or historical significance within the City limits.

IV. CONCEPT OF OPERATIONS

- A. The Parks and Recreation Division assisted by the Executive Department will be responsible for coordinating the functions of this Emergency Support Function with county, state and federal agencies on behalf of the City as required by the nature and extent of the disaster.
- B. All requests for food and water of this magnitude will be processed through the ESCA or SnoCo DEM Emergency Operations Center. The City will determine needs based on the information available and make request to the state through ESCA or SnoCo DEM.

- C. Distribution locations will be coordinated on a countywide level. The City will provide information to ESCA or SnoCo DEM regarding suitable locations for storage, distribution and mass feeding within the city.
- D. Locations suitable for providing storage, distribution and mass feeding capability from a single location will be preferred sites.
- E. The operational concepts and resources established for Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing and Human Services, will be utilized in support of this function.
- F. Mass distribution of food and water will be provided for as short a period of time as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

V. PROCEDURES

- A. Procedures established to carry out the responsibilities of Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing and Human Services will be utilized to guide the activities of City staff and agencies.
- B. Procedures established by state and federal agencies which are charged with food and water distribution under the state and federal response plans will be followed when these agencies are working within the city. City officials will support state and federal efforts as necessary.
- C. Rehabilitation, recovery and/or restoration of critical areas such as stream beds and wetlands within the City will be accomplished in a manner consistent with WA State Department of Ecology recommendations and requirements.

VI. RESPONSIBILITIES

- A. City of Mill Creek Parks and Recreation Division
 - 1. Coordinate with ESCA, SnoCo DEM, and county, state and federal agencies regarding the need for food and water distribution within the city.
 - 2. Make requests for food and water resources through the ESCA or

SnoCo Emergency Operations Center when local resources are/or will be inadequate to meet area needs.

3. Provide support to county, state and federal agencies with City staff and resources available to support food and water distribution.
4. Identify suitable locations within the city for food and water distribution and mass feeding operations.

B. City of Mill Creek Executive Department

1. Provide support to the Parks and Recreation Division with staff and resources as requested to support food and water distribution activities.

C. Local Volunteer Agencies

1. Coordinate distribution activities and provide volunteer resources for distribution site management.

D. Emergency Services Coordinating Agency or SnoCo DEM

1. Coordinate area wide activities in coordination with county, state and federal officials.

E. City of Mill Creek Police Department

1. Provide law enforcement activities in support of food and water distribution.

F. City of Mill Creek Community Development Department

1. Provide support as directed in support of food and water distribution.

G. WA State Department of Agriculture and Department of Social and Health Services

1. Provide for nutrition assistance through the Food and Nutrition Service. This assistance may include: determination of need; obtaining appropriate food supplies; arrangement of delivery; and authorization of disaster food stamps.

- H. WA State Department of Ecology
 - 1. Provide guidance and technical assistance for the rehabilitation, recovery and restoration of critical areas.
- I. Other County, State and Federal Agencies
 - 1. Provide food and water supplies, and coordination and distribution of food and water supplies, utilizing all available resources and procedures established in the agencies' response plans.

EMERGENCY SUPPORT FUNCTION 12 ENERGY

PRIMARY AGENCIES: City of Mill Creek Emergency Operations Board
Puget Sound Energy
Snohomish County PUD

SUPPORT AGENCIES: WA State Emergency Operations Center
WA State Department of Commerce
WA Utilities and Transportation Commission
Emergency Services Coordinating Agency
Snohomish County DEM

I. INTRODUCTION

A. Purpose

To provide for the coordination between the City of Mill Creek, county, state and federal agencies and local utility providers for the effective use of electric power, natural gas and petroleum supplies.

B. Scope

The level to which energy supplies are restricted due to damages suffered during an emergency or disaster will be determined by the nature and scope of the event.

II. POLICIES

A. The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Mill Creek shall comply with all orders issued regarding the curtailment of energy resources.

B. The City of Mill Creek shall provide a liaison to coordinate energy related issues with county, state and federal officials, and utility providers as necessary. This may be done through the Emergency Services Coordinating Agency or SnoCo DEM.

III. SITUATION

Electric utilities which provide service to the City of Mill Creek are an organized collection of public and private generating and distribution facilities. They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations.

Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

IV. CONCEPT OF OPERATIONS

- A. In the event of state or federally imposed energy restrictions, or in times of emergency when supplies of resources are strictly limited due to damage or shortage of energy supplies, the city will assign a liaison to communicate local needs with utility providers and county, state and federal authorities. This will normally be a member of the Emergency Operations Board.
- B. Public and private utility providers are expected to manage and operate the utility within their own jurisdiction, providing energy resources based on requirements and capabilities.
- C. Public utility resources will be used to meet immediate and essential emergency needs, to include restoration of utilities to critical and essential facilities within the city. Outside resources may be requested through other utility providers, mutual aid agreements or through Washington State Emergency Management.
- D. To the maximum extent practical, and within the limitations imposed by state or federal government, public utilities will continue to provide services through their normal means. In the event curtailment orders are issued by the state or federal government, all utilities will comply with such

orders.

- E. In the event that energy restrictions affect the delivery of supplies to the general public, the City may be required to enforce such restrictions locally. The need to provide enforcement will be evaluated and handled on a case by case basis.

V. PROCEDURES

- A. Each utility provider has plans established for the restoration of utility services and for the emergency allocation of resources during times of restriction or shortage. These plans comply with state and federal plans for the curtailment of energy and petroleum products. These plans which are developed and maintained by the state and federal government, and utility providers are separately published documents.
- B. The City will follow guidelines and procedures as provided by state and federal officials at the time of emergency.

VI. RESPONSIBILITIES

- A. City of Mill Creek Emergency Operations Board
 - 1. Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the city.
 - 2. Provide information to local agencies and officials, and the general public.
- B. Puget Sound Energy and Snohomish County PUD
 - 1. Operate utilities according to established procedures during times of energy emergency.
 - 2. Provide for the restoration of utility services when disrupted.
 - 3. Provide information on status of utilities to county and state officials for dissemination to local jurisdictions.

- C. WA State Emergency Operations Center
 - 1. Coordinate state assets to support local jurisdictions.
 - 2. Provide information and guidance to local jurisdictions during energy emergencies.
 - 3. Develop and maintain plans for the priority allocation of energy resources.
 - 4. Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.

- D. WA State Department of Commerce
 - 1. Prepare and update energy supply contingency plans.
 - 2. Administer energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.
 - 3. Provide information regarding the location and quantity of petroleum supplies, status of electrical supply, and status of natural gas supply.

- E. WA Utilities and Transportation Commission
 - 1. Provide informational assistance and expedite processing of requests from utilities under the Commission's jurisdiction for authority to provide specific services or take specific action related to the emergency or disaster.

EMERGENCY SUPPORT FUNCTION 13 PUBLIC SAFETY AND SECURITY

PRIMARY AGENCY: City of Mill Creek Police Department

SUPPORT AGENCIES: Snohomish County Sheriff's Office
Mutual Aid Police Agencies
WA State Patrol
WA State Emergency Operations Center
Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM

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 Emergency Support Function augments existing mutual aid agreements, emergency response plans and procedures existing at the local, county and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses all public safety activities within the city.

II. POLICIES

A. The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of mutual aid consent are in place.

III. SITUATION

Law enforcement emergencies may occur at anytime and under many circumstances. Major emergencies affecting law enforcement agencies include

civil disturbances, crowd control at large public gatherings, evacuation activities, major transportation route disruptions and threats and acts of terrorism. General law enforcement problems may be compounded by disaster-related community disruption. Law enforcement agencies may also be required to provide support activities to other City Departments at emergencies.

The Department of Homeland Security utilizes the National Terrorism Advisory System (NTAS) to better coordinate information sharing among all levels of Law Enforcement and other stakeholders; and provide more specific guidance for the public, as well. With NTAS, the Department of Homeland Security will coordinate the development and issuance of formal, detailed alerts regarding specific or credible terrorist threats. The alerts will clearly identify threats as either "imminent" or "elevated;" and provide a concise summary of the potential threat, actions being taken at the Federal level, and recommended steps for local government, business and private individuals.

The Mill Creek Police Department response to terrorism is dependent upon the situation presented. Within the response will be an analytical element, as information collection and disbursement would be a key component of any response. The goal of the response is two-fold: 1) to enhance the safety of the public at large, and 2) to neutralize any threat to the best of the Department's ability.

The Mill Creek Police Department participates in the Regional Intelligence Group (RIG). The RIG has access to a variety of databases that are specific to WA State Homeland Security Region 1, which includes Snohomish, Skagit, Whatcom, Island and San Juan Counties. In the event of an act of terrorism within the City of Mill Creek, the Department would be in contact with the RIG 1 analyst, in an effort to gain intelligence and useful information. The RIG may also disseminate related information to those that may find the information useful.

IV. CONCEPT OF OPERATIONS

- A. The Mill Creek Police Department is the Incident Command Agency for law enforcement activities within the city. Supporting agencies shall report to and operate under the Incident Commander. The Police Department may establish a unified command with supporting agencies during large-scale incidents.
- B. Letters of mutual aid consent exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through these agencies.

- C. The Police Chief, or designee, will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when activated.
- D. On-scene management of emergencies shall follow the Incident Command System, as mandated by the National Incident Management System (NIMS).
- E. The Police Chief, or designee, shall provide direction and control over Department resources and coordination with the Emergency Operations Center. Department personnel shall operate according to specific directives, Department policies and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- F. Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate requests through the Emergency Operations Center when activated. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
- G. Communications and emergency notifications shall be through established channels.
- H. Notification of off duty personnel shall be done according to Department procedures, by telephone, department radio, pager, or by Emergency Public Information Procedures.
- I. When the emergency warrants the involvement of state and/or federal military or law enforcement agencies, the Police Chief shall be responsible for the coordination of activities between these agencies and the City, and for providing appropriate information to the Emergency Operations Center when activated.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in

coordination with other response agencies for the jurisdiction.

- C. Additional information can be found in the *Snohomish County Law Enforcement Mobilization Plan*, a separately published document.

VI. RESPONSIBILITIES

A. City of Mill Creek Police Department

1. Provide law enforcement activities within the city.
2. Provide emergency traffic control, coordination of evacuation operations, perimeter control and assistance with citywide damage assessment.
3. Provide security at the Emergency Operations Center and other critical locations when necessary.
4. Provide communications equipment and emergency notification and warning activities within the city.
5. Provide personnel to participate in the Regional Information Group.
6. Coordination of explosive device identification, handling and disposal.
7. Provide support to the Snohomish County Medical Examiner in the identification of the deceased.
8. Serve as liaison between City personnel and military and state and federal law enforcement agencies responding to emergencies.
9. Provide direction and control for air and land search and rescue activities.

B. Mutual Aid Police Agencies

1. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing consent and/or mutual aid agreements.

C. Emergency Services Coordinating Agency (ESCA) and/or SnoCo DEM

1. Provide resource assistance and/or support to command officers as

requested.

D. WA State Patrol

1. Provide law enforcement on state and interstate highways within the city.
2. Provide law enforcement operational support with staff equipment and supplies in accordance with existing agreements and/or as requested through the State Emergency Operations Center when activated.

E. WA State Emergency Operations Center

1. Coordinate requests for state and federal resources as appropriate.
2. Provide National Guard support to law enforcement as requested and as approved by the Governor.

F. Federal

See Emergency Support Function (ESF) – 20: Defense Support to Civil Authorities

EMERGENCY SUPPORT FUNCTION 14 LONG-TERM COMMUNITY RECOVERY AND MITIGATION

PRIMARY AGENCIES: City of Mill Creek Public Works Department
City of Mill Creek Disaster Coordinator
City of Mill Creek City Manager / Executive Department
City of Mill Creek Finance Department
City of Mill Creek Community Development Department
City of Mill Creek Police Department
City of Mill Creek City Clerk
All City of Mill Creek Departments
Snohomish County Fire District 7

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM
WA State Emergency Operations Center
WA State Department of Commerce
WA State Department of Employment Security
WA State Department of Social and Health Services
County, State and Federal Agencies

I. INTRODUCTION

A. Purpose

To provide guidance for the overall recovery and restoration activities taking place in the city following a major emergency or disaster. The recovery phase includes both short-term and long-term activities. Short-term activities begin during the response phase of the disaster and can last up to six (6) months; long-term activities may continue for ten (10) years or more. Mitigation activities are on-going and will continue to be addressed throughout the response and recovery phases of a disaster.

B. Scope

Recovery and restoration activities taking place following any emergency or disaster will be determined by the specific event. The goal of long-term recovery is to restore the city to pre-disaster (or improved) condition. Some of the long-term recovery activities are extensions of short term activities; other long-term tasks begin after short term tasks are completed. City, county, state and federal agencies may be involved in activities depending upon the event and scope of the situation.

II. POLICIES

- A. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or if an assessment is requested by state or county officials. This information shall be provided to the Emergency Services Coordinating Agency or SnoCo DEM in order to support the Governor's disaster declaration to the President.
- B. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in *Support Annex B: Damage Assessment* of this document.
- C. Recovery activities of state, federal and organized volunteer agencies will be coordinated through a Joint Field Office. The location and level of operation will be determined by the extent on the disaster and upon the needs of local jurisdictions.
- D. The Emergency Services Coordinating Agency (ESCA) will provide a liaison to coordinate activities with the Joint Field Office when requested by WA State Emergency Operations Center or the Federal Emergency Management Agency. If ESCA is not available to assist, SnoCo DEM will provide coordination assistance.
- E. Detailed information regarding mitigation policies and activities of the City of Mill Creek can be found in the *Snohomish County Multi-Hazard Mitigation Plan*, a separately published document.

III. SITUATION

Recovery and restoration activities include but are not limited to: repair of damaged facilities, utilities and infrastructure; site decontamination; and broad-based assistance to citizens and businesses. Depending upon the nature of the event, one or more City Departments will have a role in restoration and recovery activities.

IV. CONCEPT OF OPERATIONS

- A. The Community Development Department shall be the lead agency for damage assessment activities within the City. The damage assessment

process will include staff from all City Departments capable of contributing to this effort and shall be carried out in a cooperative manner.

- B. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.
- C. In major events requiring the involvement of multiple City Departments, support agencies or community support groups the City Manager may appoint a Recovery Task Force to coordinate recovery activities within the city.
- D. In most disaster recovery situations a team composed of state and federal disaster assistance employees will be assigned to the City to assist with damage survey and provide restoration guidance.
- E. Following an evaluation of damage, appropriate City staff and other involved agencies will determine priorities for repair of essential facilities, utilities and infrastructure.
- F. In situations where disaster recovery is primarily composed of repair to facilities, utilities and infrastructure the Public Works Department will be the lead City agency for recovery efforts. In situations where there is contamination from hazardous materials releases requiring long term mitigation and clean-up activities the Disaster Coordinator will be the lead individual.
- G. The Finance Department will be responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.
- H. In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds will be made available to assist local jurisdiction with disaster costs. The Finance Department, with assistance from other City Departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.
- I. In disaster recovery situations involving major damage to portions of the city, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. The Planning Division of the Community Development Department will be

responsible for reviewing such areas and making recommendations regarding re-building, re-zoning and other desirable community improvements. The Planning Division will also research potential funding sources for such improvements.

- J. The City Clerk shall provide training and information to City Departments regarding the protection of vital city records prior to emergency situations. In post emergency or disaster situations where vital records have been damaged or destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. The City IT and all other Departments shall provide assistance to the City Clerk when requested.

V. PROCEDURES

- A. Specific information on Damage Assessment procedures can be found in *Support Annex B: Damage Assessment* of this document.
- B. The City of Mill Creek will follow established state and federal procedures required for the recovery of disaster costs.
- C. The City of Mill Creek may develop special policies and ordinances for zoning, development and construction following a disaster.

VI. RESPONSIBILITIES

- A. City of Mill Creek Community Development Department
 - 1. Coordinate citywide damage assessment activities with all involved departments and support agencies.
 - 2. Develop and maintain damage assessment procedures in coordination with the Public Works, Police Department and Fire District and provide training to appropriate City staff.
 - 3. Prepare necessary documentation for cost recovery through state and federal programs.
 - 4. Evaluate land use, zoning and target improvement areas following a disaster. Make appropriate recommendations.
 - 5. Provide Code Enforcement activities during the recovery process.

6. Serve as a member of the Recovery Task Force as appropriate.

B. City of Mill Creek Public Works Department

1. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
2. Provide staff and equipment to support windshield survey activities.
3. Provide damage assessment for City infrastructure.
4. Make emergency temporary repairs to City facilities as necessary.
5. Evaluate facilities and infrastructure damaged during a disaster and establish priorities for repair.
6. Work with other local, state and federal agencies involved in repair and recovery activities within the city to ensure coordinated and efficient operations.
7. When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
8. Document all costs and activities associated with disaster response and recovery activities and provide information to the Administrative Services Department.
9. Serve as a member of the Recovery Task Force as appropriate.

C. Snohomish Fire District 7

1. Provide staff and equipment to carry out windshield survey and provide information to the Emergency Operations Center or other designated location.
2. Evaluate Fire District facilities damaged during a disaster and establish priorities for repair.
3. Work with local, state and federal agencies to mitigate hazardous material contaminated areas to ensure community safety.
4. When appropriate serve as the City's liaison with disaster assistance teams from the state and federal government.

5. Document all costs and activities associated with disaster response and recovery activities and provide information to the Finance Department.
 6. Serve as a member of the Recovery Task Force as appropriate.
- D. City of Mill Creek City Manager
1. Activate the Recovery Task Force when necessary.
 2. Oversee disaster recovery operations in the city.
- E. City of Mill Creek Finance Department
1. Collect information regarding disaster related costs, prepare documentation and submit to appropriate state and federal agencies.
 2. Provide training and information to City departments regarding the protection of vital City records.
 3. Coordinate recovery and restoration activities associated with vital City records.
 4. Serve as a member of the Recovery Task Force as appropriate.
- F. City of Mill Creek Police Department
1. Provide code enforcement throughout recovery and restoration.
 2. Serve as a member of the Recovery Task Force as appropriate.
- G. All City of Mill Creek Departments
1. Provide support as directed to the damage assessment process.
 2. Evaluate City facilities as appropriate and establish priorities for repair.
 3. Document all costs and activities associated with disaster response and recovery activities and provide information to the Administrative Services Department.
 4. Serve as a member of the Recovery Task Force as appropriate.

- H. Emergency Services Coordinating Agency (ESCA) and/or SnoCo DEM
 - 1. Gather damage assessment information from the City and report information to appropriate county, state and federal agencies.
 - 2. Serve as liaison between state/federal disaster recovery teams and the City as appropriate.
 - 3. Provide a location for state/federal disaster recovery teams to work as necessary.
- I. Snohomish County Chapter American Red Cross
 - 1. Carry out damage survey activities in accordance with Red Cross Procedures; and report information to the Emergency Services Coordinating Agency Emergency Operations Center.
- J. WA State Emergency Operations Center
 - 1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.
- K. WA State Department of Employment Security
 - 1. Administer the Disaster Unemployment Assistance Program, to provide compensation to eligible emergency or disaster victims.
- L. WA State Department of Social and Health Services
 - 1. Provide comprehensive assessments of emergency or disaster impacts upon the delivery of essential human services.
 - 2. Provide for the conversion of the on-going food stamp program for use in emergencies or disasters.
- M. Other County, State and Federal Agencies
 - 1. Provide direction and support to the City during disaster recovery operations.
 - 2. Coordinate relief activities through liaisons to the state and local jurisdiction EOCs.

**EMERGENCY SUPPORT FUNCTION 15
EXTERNAL AFFAIRS AND EMERGENCY PUBLIC INFORMATION**

PRIMARY AGENCY: City of Mill Creek Disaster Coordinator
Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM

SUPPORT AGENCIES: All City Departments
Snohomish County Fire District 7
SNOCOM Communications Centers
WA State Emergency Operations Center
Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated and timely information to impacted communities and populace, first responders, governments, media and the private sector.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary, supplementing first responder public information officer (PIOs) operations with JIC resources.

B. Scope

This Emergency Support Function details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs or public information support; or whose public information support or assets may be employed during an emergency or disaster.

II. POLICIES

- A. It is the policy of the City of Mill Creek to provide consistent, accurate, complete and timely information using all available communications methods.
- B. It is the policy of the City to coordinate the development and dissemination

of all disaster-related public information through the designated Public Information Officer.

III. SITUATION

Emergency or disaster situations are typically complex and extend beyond one operational period, possibly exhausting the public information capability of the City.

IV. CONCEPT OF OPERATIONS

- A. The City Clerk will act as the City's Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the City Disaster Coordinator.
- B. Emergency public information shall be coordinated by the PIO with prior approval from the Disaster Coordinator.
- C. The Disaster Coordinator may appoint an Assistant PIO when media briefings are required from multiple locations or as the situation requires.
- D. Media briefings will normally take place at City Hall. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the EOC and announced by the PIO.
- E. Any or all of the following methods may be utilized to relay emergency information to the public:
 - Print, radio, cable and television media
 - City website
 - Printed education/information materials
 - City radio systems
 - Amateur Radio Services
 - Public address systems
 - AlertSense System
 - Emergency Alert System
- F. In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.
- G. The City will post emergency public information on the City's website. The

PIO will coordinate all posted information.

- H. In an emergency, people will turn first to traditional sources of information. The PIO will strive to ensure the same message is given to all “traditional” sources.

V. PROCEDURES

- A. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the Disaster Coordinator.
- B. Information will also be disseminated to the City Manager, City Council, emergency personnel in the field and other City employees so they will know what information and guidance is being released to the public.
- C. A Joint Information Center (JIC) may be established by ESCA and/or Snohomish County DEM, in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the City EOC, may include PIOs from other jurisdictions and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined at the time of the emergency.
- D. The designated PIO will maintain up-to-date distribution lists.
- E. Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from WA State Emergency Operations Center.
- F. Special instructions and provisions may be made for hospitals, nursing homes, schools and other groups.

VI. RESPONSIBILITIES

- A. City of Mill Creek City Manager
 - 1. Represent the City at press conferences, public hearings and other public events, as appropriate.
 - 2. Appoint a Public Information Officer (PIO) to coordinate the dissemination of emergency public information.

B. City of Mill Creek Disaster Coordinator

1. Appoint a Public Information Officer (PIO) if necessary.
2. Establish policies and procedures pertaining to the release of emergency information and instructions.
3. Approve all press releases and briefings.
4. Support the PIO in coordinating all press releases and briefings.

C. All City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
2. Coordinate requests for assistance through the EOC.
3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

D. Public Information Officer(s)

1. Represent the City at press conferences, public hearings and other public events as directed by the Disaster Coordinator.
2. Receive approval from the Disaster Coordinator for all press releases and briefings.
3. Coordinate with ESCA or SnoCo DEM when information is to be released on the EAS, AlertSense, or other shared information system(s).
4. Gather and coordinate emergency public information for timely release to the public.
5. Provide copies of all press releases to ESCA and/or SnoCo DEM.
6. Notify appropriate agencies to assist in the dissemination of emergency public information.
7. Give regular information briefings to City officials, news media and

the public, as authorized by the Disaster Coordinator.

8. Provide information to City Departments that may dispense information to ensure consistency of messaging.
9. Provide pre-printed emergency public information brochures and/or flyers for distribution to the public.
10. Recommend appropriate location(s) for public official and media briefings.
11. Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.

E. Emergency Services Coordinating Agency (ESCA)

Throughout the emergency or disaster, ESCA will coordinate with City, County and State PIOs to develop and disseminate emergency public information.

F. Snohomish County DEM

If necessitated by the situation, SnoCo DEM will assist with the coordination, development, and dissemination of emergency public information. If the emergency or disaster is large-scale or regional in nature, SnoCo DEM will activate a Joint Information Center to coordinate public messaging.

G. WA State Emergency Operations Center

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

H. Federal

The Federal Emergency Management Agency (FEMA) provides for the

assignment and establishment of Public Information operations at the Joint Field Office after a Presidential Disaster Declaration.

EMERGENCY SUPPORT FUNCTION 20 DEFENSE SUPPORT TO CIVIL AUTHORITIES

PRIMARY AGENCIES: WA State Military Department, National Guard
Emergency Services Coordinating Agency (ESCA)
City of Mill Creek Police Department

SUPPORT AGENCIES: Snohomish County DEM
WA State Emergency Operations Center
Federal Emergency Management Agency (FEMA)
US Northern Command (USNORTHCOM)

I. INTRODUCTION

A. Purpose

To establish guidelines for requesting military assistance and for coordinating military support with City response activities.

B. Scope

The scope of military involvement will be determined by the nature of the incident and the amount of support needed for the event.

II. POLICIES

A. The City of Mill Creek Police Department shall serve as liaison between military forces located within the city and the Emergency Operations Center.

B. All military forces remain under, and will follow the military chain of command.

III. SITUATION

It is anticipated that military support will be requested or authorized only under the most extreme circumstances when City, County and State resources are unable to cope with the nature or extent of the emergency or disaster.

IV. CONCEPT OF OPERATIONS

- A. The Governor of the State of Washington has the authority to order the organized militia of Washington or any part thereof into active service in order for the state to execute the laws and perform such services as the Governor shall deem proper. This power resides with the Governor or acting Governor alone and may not be delegated.
- B. The Washington Emergency Management Division, in consultation with the Adjutant General, may recommend activation of the National Guard when there is an anticipated justifiable need for the services of the military, or upon a validated request from a local jurisdiction when the need cannot be met by local or state resources.
- C. Requests for military assistance will be coordinated through ESCA. Requests must include the following: proclamation of local emergency; date, time and location of incident; damage done; casualties; extent of the event; and the severity and magnitude. In the event that ESCA is unavailable, requests may be made through SnoCo DEM.
- D. The role of the military in a disaster operation is limited to the preparation for an impending disaster and emergency response. This role may include the following: transportation; security forces; urban search and rescue; communications; air support; wild-land firefighting; limited feeding; medical; and supplemental power.
- E. The base commander of a military installation has the authority to respond to immediate life threatening emergencies. Requests under these circumstances may be made directly to the local installation.
- F. Coordination of military activities will normally occur between a military liaison assigned to the ESCA or SnoCo DEM Emergency Operations Center and the WA State Emergency Operations Center.
- G. Federal military forces may be assigned Defense Support to Civil Authorities (DSCA) missions during emergencies and disasters, after approval by the Secretary of defense, or at the direction of the President of the United States.

V. PROCEDURES

- A. Individual military organizations will follow the military chain of command and established procedures for their organization.

- B. Requests for military assistance shall be made by the City Manager or Disaster Coordinator to ESCA.

VI. RESPONSIBILITIES

- A. City of Mill Creek Police Department
 - 1. Serve as liaison between military personnel and the City Emergency Operation Center.
- B. Emergency Services Coordinating Agency
 - 1. Request military support as necessary.
 - 2. Serve as liaison between military personnel located at the ESCA Emergency Operations Center and City of Mill Creek.
 - 3. Assign military personnel as required through the military liaison at the ESCA EOC.
- C. Washington State Emergency Operations Center
 - 1. Serve as the coordination point between military forces and the ESCA Emergency Operations Center.
- D. Military Organizations
 - 1. Provide assistance as directed by the Adjutant General and approved by the Governor.
- E. Federal Emergency Management Agency
 - 1. Coordinate requests for federal military support through the US Northern Command.

SUPPORT ANNEX A: EVACUATION

PRIMARY AGENCIES: City of Mill Creek Police Department
Snohomish County Fire District 7

SUPPORT AGENCIES: City of Mill Creek Community Development Department
City of Mill Creek Public Works Department
City of Mill Creek Engineering Services Department
City of Mill Creek Parks and Recreation Department
City of Mill Creek Finance Department
Emergency Services Coordinating Agency
Snohomish County DEM
WA State Department of Transportation
WA State Patrol
WA State Emergency Operations Center

I. INTRODUCTION

A. Purpose

The purpose of this emergency support function is to provide guidance for carrying out evacuation operations within the City of Mill Creek.

B. Scope

Evacuation operations will be determined by the nature and magnitude of the specific event. Evacuations may, in some events, cross jurisdictional boundaries.

C. Assumptions

1. The City of Mill Creek has few major highways or arterials which could adequately handle traffic volumes if it were necessary to evacuate all or part of the City.
2. Daily experience demonstrates that routes into and out of Mill Creek are routinely overloaded with traffic during peak travel times. It can be safely assumed that any evacuation would overwhelm main available routes in all directions.
3. Any evacuation planning must be considered within the larger

context of regional planning. The City of Mill Creek is bordered on four (4) sides by heavily populated areas of unincorporated Snohomish County. Should the need arise to evacuate those areas as well as the City, traffic volumes will increase exponentially.

4. The majority of threats facing the City of Mill Creek occur with little or no warning, providing no opportunity to evacuate citizens.
5. While mass evacuation planning is necessary for a scenario in which the City of Mill Creek would be rendered uninhabitable due to catastrophic destruction caused by natural phenomena or terrorist attack; it is far more likely that only specific areas of the City would need to be evacuated in response to a localized threat such as a limited haz-mat incident.
6. Sheltering-in-place could be the best response to most threats faced by the City of Mill Creek.
7. Citizens evacuating from other locations may pass through the City of Mill Creek while en-route elsewhere.
8. Any evacuation operation will require the meeting of human needs during and after the movement of citizens.

II. POLICIES

- A. Evacuation orders shall be issued by the highest ranking official for emergency operations available at the time of the emergency. This will normally be the City Manager, Police Chief or Fire Chief.
- B. The Disaster Coordinator, ESCA and/or SnoCo DEM shall be notified anytime there is an evacuation affecting the City.
- C. All City-owned vehicles (not otherwise involved in emergency response) will be made available for use.

III. SITUATION

Nearly any emergency or disaster could create a need for an evacuation. Evacuation operations are utilized to remove people from areas that pose a potential or immediate danger which is extreme in nature. These situations could arise as the result of a natural or technological event and range from the

evacuation of a few individuals from a small area to large populations from a widespread area. The evacuation of people from areas of risk in the City of Mill Creek may involve the emergency responses of more than one governmental jurisdiction. The movement of people may be across jurisdictional boundaries.

There are three (3) types of evacuation order: voluntary evacuation, recommended evacuation order, and mandatory evacuation order.

A. Voluntary Evacuation Order

A voluntary evacuation order is issued when it is believed that a hazard has a moderate probability of posing a significant threat to people living or working in an area of risk. Citizens are encouraged to leave the area; however the decision if and when to evacuate will be made by the individual.

B. Recommended Evacuation Order

A recommended evacuation order is issued when it is believed that the possibility of hazard occurrence is high, but the potential impact is low to moderate. As with the voluntary evacuation order, the decision to evacuate is the responsibility of the citizen.

C. Mandatory Evacuation Order

A mandatory evacuation order is issued when it is believed that both the probability and impact of a hazard are high, and the lives of citizens and responders assisting them are at risk. The decision to evacuate still rests with the citizen; however, those who choose to remain within the danger area will be informed that emergency assistance may not be available to them.

IV. CONCEPT OF OPERATIONS

A. Evacuation Operations include the following six (6) phases:

1. Incident Analysis

Decisions to evacuate will be made on a case-by-case basis. The decision to evacuate will depend entirely upon the nature, scope and severity of the emergency. Other factors to be considered include the number of people affected; necessary protective actions; available transportation routes and resources; and the time

available in which to effect the evacuation.

2. Warning

The evacuation information will be promulgated to the public from the Incident Command Post or Emergency Operations Center (EOC). Information will be disseminated following procedures outlined in Emergency Support Function (ESF) 2 – Communications; and Emergency Support Function (ESF) 15 – External Affairs and Emergency Public Information.

3. Preparation to Move

Before the evacuation order is disseminated to the public, it is essential that all details be checked and the necessary response personnel are organized and prepared to implement the evacuation. An effective evacuation is dependent upon the close coordination of evacuation information and instructions.

4. Movement of Population

An orderly evacuation of even a small area of the City will be an immense undertaking which largely depends upon the willing cooperation of the public. For this reason, it is critical that the public information provided be timely, accurate, and reassuring. In an evacuation of limited scope, with information promulgated over the electronic media, it may be physically impossible to discourage others from leaving, regardless of their actual risk. Even with accurate and consistent messaging, it is possible for a panic to develop and create city-wide gridlock. If this situation should arise, the City will attempt to execute a traffic plan with the resources available, and continue to reinforce accurate messaging. Evacuations will be accomplished through the use of appropriate modes of transportation to include, but not be limited to: private vehicle, public transportation, and pedestrian (foot) traffic.

5. Reception / Support of Evacuees

In the event of an evacuation of a small number of people, for a limited amount of time, it may be possible to set-up a reception/support facility in an area or structure with limited services. Provisions for large numbers of people or for longer periods of time will quickly overwhelm City resources. Considerations include: sanitary services, food preparation,

sleeping facilities, logistical support and security. The reception and support of large numbers of people will require a regional, state-wide and/or probable Federal coordination effort.

6. Return

The return and re-entry of people to their homes and businesses can be as difficult to manage as the initial evacuation. To assist in the management of the returning population, an orderly, phased return will be implemented to the best of the City's ability.

B. Evacuation Operational Concepts

1. All evacuation operations will utilize the Incident Command System in accordance with NIMS and the National Response Framework.
2. In the event of an incident requiring the evacuation of all or part of the City of Mill Creek, the evacuation order will be issued by the highest ranking City official available at the time of the event. This will normally be the City Manager, Police Chief, Fire Chief, or Community Development Director. On-scene Incident Commanders may issue evacuation orders when dangerous or life-threatening situations exist.
3. Except in situations where there exists an immediate life-threatening situation, evacuation orders shall be coordinated through the Emergency Operations Center.
4. The individual ordering the evacuation shall request notification of the Disaster Coordinator and ESCA or SnoCo DEM. Additionally, a request will be made for the activation of the ESCA or SnoCo DEM Emergency Operations Center any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
5. In the event of an evacuation impacting the major arterials, SR 527, SR 96, and/or I-5, every effort will be made to include WA State DOT and State Patrol in the planning process.
7. Evacuation information shall be given in as clear and direct a manner as possible in order to provoke immediate response by the affected population. Direction and control of evacuation operations and notification to the public shall be done by uniformed personnel when possible. See sample Evacuation Order on page 142 of this document.

8. The primary mode of evacuation transportation will be private vehicle. Other transportation modes and assets will be utilized as appropriate and available. If public transit assets are utilized, pedestrian traffic will be directed to transfer points to access transit vehicles.
9. Provisions for individuals with special needs and the use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the needs of the situation.
10. The threat of a detonation of a nuclear, or other explosive device may result in the spontaneous evacuation of the general public. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control and coordination through ESCA and/or SnoCo DEM with jurisdictions outside the area regarding reception and shelter needs.
11. Evacuation information shall be disseminated through procedures established in Emergency Support Function 2 – Communications; and Emergency Support Function 15 – External Affairs and Emergency Public Information.
12. Re-entry to evacuated areas will be allowed after the appropriate agencies have determined that the threat no longer exists or when appropriate controls have been put into place to protect those re-entering the area.

C. Direction and Control

1. The Police Department or Fire District shall provide direction and control over evacuation operations. The lead agency shall be dependent upon the situation and will likely be coordinated between the two departments. A Unified Command structure will be instituted as appropriate.
2. The City of Mill Creek will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and agencies involved in the evacuation operation or reception of evacuees shall be through the ESCA and/or SnoCo DEM Emergency Operations Center(s).
3. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the City EOC. Resources beyond those will be requested

through the ESCA or SnoCo DEM EOC.

V. PROCEDURES

The following procedures, coupled with existing emergency mobilization procedures located in the Mill Creek Police Department's Policy Manual, a separately published document, shall be used to guide operations.

A. Incident Analysis

1. Command and Control

- a) Identify incident and necessity for evacuation.
- b) Notify City of Mill Creek Disaster Coordinator and ESCA or SnoCo DEM Director.
- c) Determine degree of mobilization necessary and appropriate command structure.
- d) Determine assignment of personnel.

2. Planning

- a) Collect situation information from field and Incident Commander.
- b) Initiate coordination with adjacent jurisdictions.
- c) Identify emergency response routes.
- d) Identify special needs populations and develop strategies to meet their needs.
- e) Identify destination areas and needed shelters.
- f) Begin long-range staffing determinations.

3. Operations

- a) Conduct situation size-up and determine need for evacuation.
- b) Determine initial evacuation boundaries.
- c) Determine number of dwellings / citizens to be evacuated.
- d) Determine time available for evacuation.
- e) Determine resources necessary to accomplish evacuation.
- f) Provide Incident Commander with current situation report.

4. Logistics

- a) Locate resources needed to conduct an evacuation or support movement of citizens through jurisdiction.

- b) Assess resource availability, to include staffing, material assets and supplies.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

B. Warning

1. Command and Control

- a) Assign a Public Information Officer to ensure that all messaging is correct, timely, and consistent.
- b) Determine appropriate notification methods. Refer to ESF 2 – Communications.
- c) Review and re-evaluate on-going activities.

2. Planning

- a) Identify areas and/or populations to be notified.
- b) Assess communications infrastructure. Refer to ESF 2 – Communications.
- c) Determine timing of notifications.
- d) Develop messaging appropriate to notification methods in use.

3. Operations

- a) Disseminate evacuation information.
- b) Maintain record of addresses notified and/or special conditions or needs.
- c) Maintain record of evacuation refusals.

4. Logistics

- a) Support communications efforts as appropriate.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

C. Preparation to Move

1. Command and Control

- a) Approve prepared Incident Evacuation Plan.
- b) Direct personnel to carry out evacuation activities.
- c) Review and evaluate on-going activities.

2. Planning

- a) Make final determination of evacuation area.
- b) Assess transportation infrastructure. Refer to ESF 1 – Transportation.
- c) Identify destination areas and/or shelters. Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- d) Identify suitable non-public shelter locations (i.e. hotels, etc.)
- e) Establish evacuation routes and develop Incident Action Plan (IAP) for Evacuation operations.
- f) Identify transfer points if needed.
- g) Identify en-route support areas.
- h) Prepare notification documentation system.
- i) Begin return planning.

3. Operations

- a) Request assistance to support operational activities.
- b) Mark evacuation route(s).
- c) Establish needed transfer points.
- d) Identify and activate route control points.
- e) Identify critical intersections and potential problem areas along route(s).
- f) Establish dedicated routes for emergency response personnel and vehicles.
- g) Initial activation of destination areas/shelters.

4. Logistics

- a) Initiate resource tracking procedures.
- b) Identify transportation resources available.
- c) Procure needed resources for route marking/management.
- d) Deploy traffic management, mass care and sheltering staff and assets.
- e) Coordinate with ESCA and/or SnoCo DEM for additional

resources as needed.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

D. Movement and En-route Support

1. Command and Control

- a) Direct personnel to carry out evacuation activities.
- b) Review and re-evaluate on-going activities.

2. Planning

- a) Continue incident data collection.
- b) Prepare estimate of evacuation population size.

3. Operations

- a) Monitor and manage traffic flow along evacuation route(s).
- b) Fully staff transfer points.
- c) Staff critical intersections.
- d) Continue evacuation information dissemination.
- e) Identify citizens requiring assistance.
- f) Closely document evacuation process to avoid duplication of effort and/or missed areas.
- g) Maintain law enforcement presence in evacuated area(s) and along routes.
- h) Decontamination activities, if warranted by the event. Refer to ESF 10 – Hazardous Materials.

4. Logistics

- a) Coordinate deployment of transportation assets to assist citizens without private transportation, and/or those needing para-transit support.
- b) Provide supplies to en-route support areas.
- c) Respond to resource requests as necessary.
- d) Maintain resource tracking.
- e) Coordinate with ESCA and/or SnoCo DEM for additional resources as needed.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

E. Reception and Support

1. Command and Control

- a) Ensure Mass Care activities are initiated. Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- b) Coordinate with ESCA and/or SnoCo DEM to provide out-of-area shelters and reception areas, if needed.

2. Planning

- a) Identify number and type(s) of shelters needed.
- b) Prepare estimate of resources needed in support of shelter operations.
- c) Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.

3. Operations

- a) Activation of shelters and/or support centers. Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- b) Provide current and accurate information updates to evacuees.
- c) Initiate identification, registration and tracking of evacuees requiring shelter.

4. Logistics

- a) Ensure adequate supply levels at shelters and reception areas.
- b) Respond to resource requests as necessary.

5. Finance

Maintain accurate tracking, recording and documentation of all

associated costs and expenses incurred throughout all phases of evacuation operations.

F. Return

1. Command and Control

- a) Determine safety of restricted areas.
- b) Identify appropriate controls to manage re-entry.

2. Planning

- a) Determine end of evacuation and timing to begin Return phase.
- b) Determine shelter closure schedule.
- c) Identify transportation resources needed for Return phase.
- d) Determine necessary staffing levels for Return operations.

3. Operations

- a) Mark return route(s).
- b) Inform evacuees of timing and method of return.
- c) Provide transportation as needed and possible.
- d) Monitor and manage traffic flow along return route(s).
- e) Fully staff transfer points.
- f) Staff critical intersections.
- g) Deactivation of shelter operations.

4. Logistics

- a) Identify and procure transportation resources needed for return of evacuees.
- b) Coordinate return of deactivated resources.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

VI. RESPONSIBILITIES

A. City of Mill Creek Police Department and Snohomish County Fire District 7

1. Conduct rapid situation size-up to determine the need to evacuate.
2. Determine initial evacuation boundaries.
3. Obtain evacuation order from highest ranking official available at the time of the event.
4. Coordinate the dissemination of evacuation orders and emergency public information.
5. Request activation of the ESCA or Snohomish County DEM Emergency Operations Center to facilitate coordination of activities with outside agencies and jurisdictions when appropriate.
6. Provide direction and control of evacuation operations.
7. Determine appropriate routes.
8. Provide perimeter control and security of evacuation zone.
9. Establish accountability procedure for all personnel.
10. Provide EOC with current and updated information as conditions change, or as requested.
11. Determine appropriate and safe re-entry timing.

B. City of Mill Creek Public Works and Engineering Services Departments

1. Assist with situation size-up as necessary and appropriate.
2. Assess transportation routes, identify alternate routes; and provide temporary traffic control measures/devices and operations control of traffic signals.
3. Remove debris and other obstacles from evacuation routes as needed.
4. Coordinate use of City transportation resources when used to transport evacuees during evacuation operations.

5. Provide other support as requested and appropriate.
- C. City of Mill Creek Parks and Recreation Department
1. In the event of an evacuation of limited scope and/or duration, coordinate mass care activities as described in Emergency Support Function 6 – Mass Care, Emergency Assistance, Housing and Human Services.
 2. Provide support and assistance in evacuation efforts as appropriate.
- D. City of Mill Creek Finance Department
1. Maintain accurate tracking, recording and documentation of all expenses incurred throughout all phases of evacuation operations.
 2. Provide support and assistance in evacuation efforts as appropriate.
- E. Emergency Services Coordinating Agency or Snohomish County DEM
1. Activate EOC to appropriate level.
 2. Disseminate public information regarding evacuation through appropriate sources.
 3. Notify mass transit services to delay, postpone and/or re-direct incoming traffic from the evacuation area.
 4. Notify affected jurisdictions and coordinate evacuation activities as appropriate.
 5. Arrange for temporary sheltering and reception areas for evacuations that relocate populations across jurisdictional boundaries.
 6. Coordinate outside transportation resources planned for use in an evacuation.
 7. Mobilize volunteer assets as appropriate.

COMMAND AND CONTROL Evacuation Action Checklist

Incident Analysis

Identify incident and determine need for evacuation Time: _____
Notify Mill Creek Disaster Coordinator and ESCA or DEM Director Time: _____
Determine necessary degree of mobilization _____
Determine command structure _____
Begin Assignment of personnel Time: _____

Warning

Assign Public Information Officer (PIO) Time: _____
Determine appropriate notification methods
(Refer to ESF 2 – Communications) _____
Approve and release notifications Time: _____
Review and evaluate on-going activities _____
Provide briefing to City Policy group Time: _____

Preparation to Move

Approve evacuation Incident Action Plan (IAP) Time: _____
Direct personnel to carry out evacuation activities Time: _____
Review and evaluate on-going activities _____

Movement and En-route Support

Review, amend and revise evacuation orders as necessary Time: _____
Notify relevant agencies/jurisdictions of changes Time: _____
Ensure Public Information notices are consistent and on-going
(Refer to ESF 15 – External Affairs) _____
Review and evaluate on-going activities _____

Reception and Support

Ensure Mass Care activities are initiated Time: _____
(Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services)

Return

Determine safety of restricted areas Time: _____
Confirm approval to return Time: _____
Identify appropriate controls to manage re-entry Time: _____

PLANNING Evacuation Action Checklist

Incident Analysis

- Collect situation information from field personnel and Incident Commander _____
- Determine resources necessary to accomplish evacuation _____
- Initiate coordination with adjacent jurisdictions Time: _____
- Identify emergency response routes Time: _____
- Identify special needs populations and develop strategies to meet identified needs _____
- Identify destination areas and needed shelters Time: _____
- Begin long-range staffing determinations _____

Warning

- Identify areas and/or populations to be notified _____
- Assess communications infrastructure _____
(Refer to ESF 2 – Communications)
- Determine timing of notifications _____
- Develop messaging appropriate to notification methods in use Time: _____

Preparation to Move

- Make final determination of evacuation area Time: _____
- Assess transportation infrastructure _____
(Refer to ESF 1 – Transportation)
- Establish evacuation route(s) and develop Incident Action Plan (IAP) Time: _____
- Identify transfer points _____
- Identify en-route support areas _____
- Identify available transportation resources _____
- Activate shelter planning _____
(Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services)
- Prepare notification documentation system _____
- Begin return planning _____

Movement and En-route Support

- Continue incident data collection _____
- Monitor and document evacuation progress _____
- Prepare estimate of evacuation population size _____

Reception and Support

- Prepare estimate of resources needed in support of shelter operations _____
(Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services)

Return

- Determine end of evacuation and timing to begin Return phase Time: _____
- Determine shelter closure schedule _____
- Identify transportation resources needed for Return phase _____

Determine necessary staffing levels for Return operations



OPERATIONS

Evacuation Action Checklist

Incident Analysis

Conduct situation size-up and determine need for evacuation Time: _____
Determine initial evacuation boundaries Time: _____
Determine number of dwellings / citizens to be evacuated _____
Determine time available for evacuation operations _____
Provide Incident Commander with current situation report Time: _____

Warning

Disseminate evacuation information Time: _____
Maintain record of addresses notified _____
Document special conditions or needs to be addressed _____

Preparation to Move

Request assistance to support operational activities Time: _____
Establish communications between Operations Branches Time: _____
Mark evacuation route(s) Time: _____
Identify traffic management tactics to be used Time: _____
Establish needed transfer points Time: _____
Identify and activate route control points Time: _____
Identify critical intersections / possible problem areas _____
Establish dedicated emergency response routes _____
Activate destination areas/shelters Time: _____

Movement and En-route Support

Monitor and manage traffic flow along evacuation route(s) _____
Fully staff transfer points _____
Staff critical intersections _____
Continue evacuation information dissemination _____
Identify citizens requiring assistance _____
Maintain law enforcement presence in evacuated area(s) _____
and along routes _____
Quarantine and decontamination activities, if warranted by event _____
(Refer to ESF 10 – Hazardous Materials)
Request additional support resources as necessary Time: _____

Reception and Support

Activate shelters and/or support centers Time: _____
Provide current and accurate information to evacuees _____
Provide information on location of specialty shelters _____
Initiate identification, registration and tracking of evacuees _____
requiring shelter services _____

Determine level of site security necessary at activated shelters _____

Return

Mark return route(s) Time: _____

Inform evacuees of timing and method of return Time: _____

Provide transportation as needed and possible _____

Monitor and manage traffic flow along return route(s) _____

Fully staff transfer points _____

Staff critical intersections _____

Deactivate shelter operations Time: _____

LOGISTICS

Evacuation Action Checklist

Incident Analysis

Identify resources needed to conduct an evacuation or support movement of citizens through jurisdiction _____

Assess resource availability, to include staffing, material assets and supplies _____

Warning

Support communications efforts as appropriate _____

Preparation to Move

Initiate resource tracking procedures _____

Procure needed resources _____

Deploy traffic management, mass care and sheltering staff and assets Time: _____

Movement and En-route Support

Coordinate deployment of transportation assets to assist citizens without private transportation, and/or those needing para-transit support _____

Identify accommodations for transport of luggage _____

Provide supplies to en-route support areas Time: _____

Respond to resource requests as necessary _____

Maintain resource tracking _____

Monitor availability of supplies for en-route support area(s) _____

Reception and Support

Ensure adequate supply levels at shelters and reception area(s) _____

Respond to resource requests as necessary _____

Return

Identify and procure transportation resources needed for return of evacuees _____

Coordinate return of deactivated resources _____

Sample Evacuation Order

Attention!

An emergency situation exists at ____ (location)_____.

The __ (jurisdiction)_____ fire/police department has issued the following emergency evacuation order.

All persons within the area of _____ are directed to evacuate immediately. Tie a towel or cloth to your front door knob to indicate the premises are vacated. Police will secure the evacuated area.

Bring the following supplies with you _____.

Use the following evacuation routes _____.

Shelters are set up at _____.

School children will be evacuated by bus. Do not attempt to pick them up at school.

If you require special assistance, call _____.

Stay tuned to your television or radio station for further instructions and information. DO NOT CALL 911.

ITEMS TO TAKE TO A SHELTER

Depending upon the situation, evacuees may be required to remain at shelters for several hours to several days, or longer.

Take only essential items, and avoid bringing valuables (shelters are not responsible for lost or stolen items).

Be sure to lock your home when you leave.

The following are supplies you may wish to take with you when you evacuate to a shelter:

Essential items if you must leave immediately:

Emergency contact information (i.e. family members, insurance, etc.)
Change of clothing
Medications and medical supplies
Bottled water
Car and house keys

Items to take with advanced notice:

Essential items - plus
Extra clothing
Sleeping bag and/or bedding for each family member
Snacks and/or food for special dietary needs
Toiletry and hygiene supplies
First aid kit
Flashlight(s) w/ extra batteries
Books, games, cards, etc.

DO NOT bring the following items, as they will not be allowed in the shelter:

Alcohol or non-prescription drugs
Guns and/or other weapons
Pets

EVACUATING WITH YOUR PET

You are responsible for your pet in an emergency. Having a disaster kit for your pet is essential. Depending upon the situation, pet shelters may be opened; however, **NO pets will be allowed in human shelters.**

When evacuating with your pet, you will need the following to manage their care:

- Carrier or cage, including bedding
- Leash AND muzzle
- Immunization records and any required medications
- Food, water and water/food bowls
- Current photo and narrative description of pet (photo should show owner w/pet)
- Contact information for current veterinarian
- Toys (Must be washable)

SUPPORT ANNEX B: DAMAGE ASSESSMENT

PRIMARY AGENCIES: City of Mill Creek Community Development Department
City of Mill Creek Public Works Department
City of Mill Creek Police Department

SUPPORT AGENCIES: Snohomish County Fire District #7
Emergency Services Coordinating Agency (ESCA)
Snohomish County DEM
Snohomish County Red Cross
WA State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To provide instructions for conducting city-wide Windshield Damage Assessment Survey, Safety Evaluation of Buildings, and Preliminary Damage Assessment (PDA) in the post disaster environment in order to prioritize the allocation of response assets, determine building safety, and determine eligibility for recovery funds. These damage assessments apply to public property, infrastructure, key assets, businesses, and residential homes.

B. Definitions

- 1) Windshield Damage Assessment Survey: a drive-by assessment of overall damage to determine resource allocation priorities during the emergency response phase.
- 2) Preliminary Damage Assessment: an initial monetary estimate of damage to both public and private property and businesses.
- 3) Post Earthquake Safety Evaluation of Buildings: an assessment of building safety carried out by trained staff using Applied Technology Council (ATC-20) guidelines.
- 4) Grid: a designated geographic area assigned to teams for damage assessment operations.

- 5) Windshield Damage Assessment Damage Levels are defined as follows:
- a. Priority 1 (red): Immediate life threatening situations, emergencies or hazards such as fires, gas main breaks, mass casualties, occupied collapsed buildings, down live power lines, potable water contamination, sinkholes in main intersection, main arterials blocked by debris, etc.
 - b. Priority 2 (yellow): These incidents are typically non-life threatening or secondary problems (i.e. trees blocking non-arterial streets, sinkholes in low impact, vacant or unoccupied areas, damaged or collapsed vacant buildings, flooded secondary roads, persons with non-life threatening injuries, etc.).
 - c. Priority 3 (green): Priority 3 are all other problems, incidents or situations (i.e. trees down, cracks in the street, de-energized power lines down, telephone and cable wires down, signs down, street lights out, abandoned vehicles blocking non-essential streets, flooded basements, etc.).

C. Scope

This Support Annex is designed to provide guidance in the coordination and execution of damage assessment activities within the city. Damage assessment will be divided into three levels:

- Windshield Survey - a drive by assessment of overall damage to determine resource allocation priorities during the response phase of the emergency
- Preliminary Damage Assessment - an initial estimate of monetary damage
- Safety Evaluation of Damaged Buildings - an assessment of building safety carried out by trained staff utilizing Applied Technology Council (ATC-20) Guidelines.

II. POLICIES

- A. All damage assessment activities are restricted to within Mill Creek City limits, unless otherwise directed by the EOC Manager.
- B. Mill Creek City personnel will concentrate on the Windshield Damage Assessment Survey of public buildings and infrastructure, Preliminary

Damage Assessment (PDA), and Safety Evaluation of Damaged Buildings.

- C. Mill Creek personnel may be aided by ESCA registered and trained Community Emergency Response Team (CERT) volunteers. CERT damage assessment activities are confined to the Windshield Damage Assessment Survey of residential homes and schools. CERTs may assist City personnel with public buildings and infrastructure Windshield Damage Assessment Survey, PDA, and Safety Evaluation of Damaged Building activities at the discretion of the Community Development Director.
- D. All Mill Creek damage assessment activities will be coordinated through the Mill Creek Emergency Operations Center.
- E. CERT members will display a valid Washington State Emergency Worker Registration card on their person when deployed under a state mission number.
- F. CERTs will avoid contact with the public in order to stay on task. They should do nothing to delay the completion of the survey or reporting the results to the Mill Creek EOC.
- G. CERT members will not self deploy or otherwise engage in any disaster response activities until a State Mission Number is issued, and task direction is provided by the Mill Creek EOC Manager.
- H. The Mill Creek EOC is given operational control of CERT volunteers for the sole purpose of completing Windshield Damage Assessment Surveys within City limits.
- I. Mill Creek resource allocations will be prioritized based on life-threatening incidents reported in the windshield damage assessment survey results.
- J. Priority 1 damage will be reported immediately by radio or telephone to the Mill Creek Emergency Operations Center.
- K. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or it is requested by state or county officials. This information shall be provided to ESCA or SnoCo DEM in order to support the Governor's disaster declaration to the President.
- L. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs which provide support in the

overall recovery of the community.

III. SITUATION

Nearly any disaster can cause significant damage requiring a thorough assessment of its impact on the City. It is essential that procedures are in place that will expedite the damage assessment process in order to assist in the priority allocation of resources and gain access to state and federal disaster recovery funding.

IV. CONCEPT OF OPERATIONS

A. All Damage Assessment Operations

1. The Community Development Department shall be the lead agency for damage assessment activities within the city. The damage assessment process will include staff from all City Departments capable of contributing to this effort and shall be carried out in a cooperative manner.
2. Damage assessment activities will normally be coordinated through the Emergency Operations Center. The Community Development Department shall be responsible for compiling windshield survey damage assessment information as it is reported to the Emergency Operations Center to aid response operations.
3. The Community Development and Public Works Departments will provide damage assessment for City buildings and infrastructure. The Departments will be responsible for making temporary repairs and/or coordinating the relocation of City employees, if necessary.
4. The Emergency Operations Board, utilizing recommendations from staff, will prioritize repair activities of City facilities. Priority will be given to critical and essential services.
5. The Public Works Department will coordinate damage assessment information with utility services providers to facilitate priority repair activities.
6. The Disaster Coordinator will coordinate activities within the city to ensure the timely completion of Damage Survey Reports and other documentation necessary to obtain state and federal cost recovery assistance.

7. The Community Development, Public Works, Police Department, and Fire District shall carry out windshield survey damage assessment according to established procedures or as directed at the time of the emergency. Information shall be reported to the Emergency Operations Center or other designated location.
8. Evaluation of damaged buildings shall be coordinated by the Community Development Director, and be carried out by staff trained in the Applied Technology Council (ATC-20) Procedures for Post-earthquake Safety Evaluation of Buildings. This evaluation will normally take place after completion of the windshield survey and in conjunction with preliminary damage assessment activities.
9. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.
10. Structural engineers may be required for detailed evaluation of some City buildings. When necessary, this shall be coordinated by the Community Development Department.
11. The Chain of Command for all CERTs activated to assist with Mill Creek Damage Assessment activities shall be as follows: Mill Creek EOC Manager – Mill Creek Community Development Director – Mill Creek CERT Leader – CERT Operational Teams.

B. Windshield Damage Assessment for Residential Homes, Schools, and Businesses

The Windshield Damage Assessment for residential homes, schools, and businesses will be conducted by the Mill Creek Police, Mill Creek City Personnel, and CERT Volunteers.

1. The Survey shall be carried out using a prepared kit containing forms, grid maps, and a vehicle placard as listed in Attachment 2: Windshield Survey Kit. Damage is documented on the Damage Assessment Survey form (Attachment 1) and reported by assigned grids. The Police Department will issue the Damage Assessment Kits to the teams. Survey grids will be assigned by the Community Development Director or designee.
2. Survey teams will consist of two individuals per vehicle. CERT volunteers will use their private vehicles, and will display a

visor/dash placard to identify the vehicle as conducting City emergency support activities. Placards are provided by the City and are included in Windshield Damage Assessment Kits (Attachment 2).

3. Each team will have communications capability. CERTs will use amateur band, VHF, or 800MHZ; Police teams will use public safety frequencies.
4. One CERT amateur radio operator will remain at the EOC to receive reports from deployed teams.
5. Damage Assessment Teams conduct street-by-street survey of buildings within their assigned grid.
 - Forms (Attachment 1) are filled out for damaged structures indicating Priority 1 (Red) and Priority 2 (Yellow) damage
 - Highlight the plat/address on each grid map using the appropriate colored highlighter. Support with narrative description of damage as appropriate on the form
 - No need to provide lengthy notes on areas of Priority 3 (Green) damage
6. Damage Assessment Teams will report damage to the EOC in accordance with Priority Reporting Procedures:
 - Priority 1 (Red) damage is reported immediately to the EOC
 - Priority 2 (Yellow) damage is reported hourly, or at the conclusion of the current grid survey, whichever occurs first
 - Priority 3 (Green) damage is reported at the conclusion of the survey
7. All Damage Assessment Teams shall report back to the Mill Creek EOC after the Windshield Survey is complete and submit all survey forms to the Community Development Director, or designee.
8. The Community Development Director will prioritize reported damage and coordinate the Building Safety Survey with the City Engineer. Resources will be deployed as appropriate.
9. At the conclusion of survey activities, the CERT Leader shall contact the Mill Creek EOC for further instructions.

C. Windshield Damage Assessment for City Buildings and Infrastructure

The Windshield Damage Assessment for City buildings and infrastructure will be conducted by Community Development, Police, and Public Works personnel.

1. The Survey shall be carried out using a prepared kit containing forms, grid maps, and a vehicle placard as listed in Attachment 2: Windshield Survey Kit. Damage is documented on the Damage Assessment Survey form (Attachment 1) and reported by assigned grids. The Police Department will issue the Damage Assessment Kits to the teams. Survey grids will be assigned by the Community Development Director or designee.
2. Survey teams will consist of two individuals per vehicle. City Staff may be paired with a trained CERT volunteer to provide additional Teams as needed.
3. Each team will have communications capability.
4. Damage Assessment Teams conduct street-by-street survey of buildings within their assigned grid.
 - Forms (Attachment 1) are filled out for damaged structures indicating Priority 1 (Red) and Priority 2 (Yellow) damage
 - Highlight the plat/address on each grid map using the appropriate colored highlighter. Support with narrative description of damage as appropriate on the form
 - No need to provide lengthy notes on areas of Priority 3 (Green) damage
5. Damage Assessment Teams will report damage to the EOC in accordance with Priority Reporting Procedures:
 - Priority 1 (Red) damage is reported immediately to the EOC
 - Priority 2 (Yellow) damage is reported hourly, or at the conclusion of the current grid survey, whichever occurs first
 - Priority 3 (Green) damage is reported at the conclusion of the survey
6. All Damage Assessment Teams shall report back to the Mill Creek EOC after the Windshield Survey is complete and submit all survey forms to the Community Development Director, or designee.
7. The Community Development Director will prioritize reported damage and coordinate the Building Safety Survey with the City Engineer. Resources will be deployed as appropriate.

D. Preliminary Damage Assessment (PDA)

The PDA is carried out any time there is the potential for a Presidential Declaration of Disaster, or when requested by state or county officials. This information is provided to ESCA and/or the Snohomish County EOC in order to support the Governor's disaster declaration to the President.

The City shall provide support to local, state, and federal officials in the completion of PDA reports in order to expedite the availability of Public and Individual Assistance Programs which provide support in the overall recovery of the community. Completed PDA results are forwarded to ESCA and/or Snohomish County EOC for conveyance to the State Emergency Management Division.

Preliminary Damage Assessment will be conducted by Public Works and Community Development personnel.

The Preliminary Damage Assessment (PDA) is a joint venture between FEMA, state, and local representatives to document disaster impacts on private property, businesses, and public property. This is accomplished by a planned tour of the City to observe damage and determine an estimated monetary amount to fund disaster recovery measures. The information gathered will be used to determine whether the State meets damage thresholds necessary for the request of Federal assistance. This process is essential to gaining a Presidential Disaster Declaration and the resulting financial support for disaster recovery.

FEMA, Small Business Administration, American Red Cross, Emergency Managers, and City representatives may participate in the City Preliminary Damage Assessment.

The PDA is conducted after the Windshield Damage Assessment and sometimes in conjunction with the Post Earthquake Safety Evaluation of Buildings.

The ESCA or SnoCo DEM will coordinate the PDA process with the Community Development Director or designee.

E. Post-Earthquake Safety Evaluation of Buildings

In the event of possible structural damage to buildings, Mill Creek Building Inspectors or Engineers shall inspect the City Hall and EOC to determine if they can be safely occupied for disaster response operations. Building status shall be reported to the Community Development Director, or designee.

Post Earthquake Safety Evaluation of Buildings (ATC-20) Team configuration and policy:

- Post Earthquake Safety Evaluation of Buildings will be conducted by Building Inspectors and Structural Engineers
- Each Team shall consist of at least two people
- Only one team member at a time shall enter a structure

- The team member that performs the structural assessment shall be trained in structural damage assessment
- Ideally, the team would consist of two Building Inspectors or a Building Inspector and a Structural Engineer
- Emergency field supply bins for use by Post Earthquake Safety Evaluation of Buildings Teams are stored in the shipping container located at Mill Creek City Hall.

Buildings designated for priority Post Earthquake Safety Evaluation are listed in Attachment 4.

The purpose of this evaluation is to determine whether damaged, or potentially damaged buildings are safe for use, or if entry should be restricted or prohibited. The goal of safety evaluation is to appropriately post buildings in an expeditious manner.

NOTE: In the event of possible structural damage to buildings, Mill Creek Building Inspectors or Engineers shall first inspect the City Hall and EOC to determine if they can be safely occupied for disaster response operations. Building status shall be reported to the Community Development Director or designee. Subsequent inspection priorities are listed in Attachment 3.

1. Staff trained in the Applied Technology Council methodology for Post Event Safety Evaluation of Buildings will conduct this inspection.
2. Based on available personnel, resources, and purpose, the type of inspection, i.e., *Detailed Evaluation Safety Assessment* or *Rapid Evaluation Safety Assessment* must be determined prior to deployment.
3. Essential facilities such as hospitals and police and fire stations are given inspection priority (Attachment 4).
4. Placards to indicate INSPECTED, RESTRICTED USE, or UNSAFE (Attachment 5) are posted on all inspected buildings.
5. A special posting category, AREA UNSAFE, is used to designate unsafe areas either inside or outside buildings.
6. The Community Development Director or designee coordinates the Structural Damage Assessment of Buildings with the Engineering Services Director.

7. Inspectors retrieve the Structural Assessment kits (Attachment 5) located in the shipping container located at Mill Creek City Hall.
8. The Police Department will issue grid map assignments with building inspection priorities (see Attachment 4).
9. The Inspection Team consists of two individuals:

The Inspector

- a) Makes building entry and completes the ATC-20 Detailed Evaluation Safety Assessment form
- b) Completes and posts appropriate placard. May update placards if conditions change. All placards, including changes are filled out in duplicate.

The Safety Observer

- a) Remains outside of the building while the Inspector is inside
- b) Notifies the EOC of any emergency situation during the inspection process
- c) Phones/radios inspection results to the Information Analysis Team at the EOC Development Services table when inspection process is complete
- d) Maintains Team inspection documents for submission to EOC Information Analysis table

V. RESPONSIBILITIES

A. Mill Creek Community Development Department

1. Responsible for over-all coordination of damage assessment activities in Mill Creek, including determination of appropriate staff and volunteer assignments.
2. Act as lead department for Windshield Damage Assessment Survey.
3. Coordinate with Public Works Department.
4. Coordinate with Police Department and CERT.

5. Request activation of CERT volunteers.
6. Coordinate with American Red Cross damage assessment activities as when possible.
7. Compile Windshield Damage Assessment Survey information for EOC Manager.
8. Coordinate with Engineering Services Director for post-earthquake Safety Evaluation of Buildings inspection.

B. Mill Creek Police Department

1. Lead department responsible for beginning Windshield Damage Assessments in the event of an after-hours emergency.
2. Coordinate Windshield Damage Assessment Survey with Planning & Development Director.
3. Coordinate deployment of CERT volunteers.
4. Provide Windshield Damage Assessment Survey Kits.
5. Maintain radio communications with ESCA or SnoCo DEM on designated amateur band.
6. Develop windshield damage assessment procedures in coordination with Planning & Development Department.

C. Public Works Department

1. Function as lead department for City building and infrastructure damage assessment.
2. Carry out city-wide Windshield Damage Assessment Survey of public buildings and infrastructure.
3. Provide damage assessment for City buildings and facilities as appropriate.
4. Support Planning & Development Departments in citywide damage assessment activities.
5. Coordinate with Community Development Director.

D. Mill Creek EOC Manager

1. Assume operational control of Mill Creek deployed CERT, including provision of food, water, first aid, logistics needs, etc.
2. Include CERT status in Situation Reports to ESCA or SnoCo DEM.
3. Forward damage assessment reports to ESCA or SnoCo DEM EOC, as appropriate.
4. Coordinate Preliminary Damage Assessment (PDA) and subsequent Safety Evaluation of Damaged Buildings using ATC-20 guidelines with Engineering Director and City Building Official.

E. All City Departments

1. Support the damage assessment process as directed.

F. CERT Leader

Pre-assigned to provide:

1. Team liaison to Mill Creek EOC Manager.
2. Maintain radio communications with City EOC on designated amateur band.
3. Maintain radio communications with CERTs in the field.
4. Direct and supervise CERT volunteers.
5. Conduct Windshield Damage Assessment Survey according to procedure.
6. May terminate volunteer activities if assigned duties are perceived to be inappropriate or unsafe.
7. May communicate directly with ESCA or SnoCo EOC.

G. CERT Volunteers:

1. Carry out Mill Creek Windshield Damage Assessment Survey according to procedure.

2. Maintain radio communications with CERT Leader in Mill Creek EOC.
 3. Provide personal safety equipment.
- H. CERT Radio Operator:
1. Stationed in Mill Creek EOC to conduct CERT radio communications regarding Priority 1 Damage and CERT status.
 2. Coordinate with ESCA RACES Radio Operator(s) assigned to Mill Creek EOC.
- I. ESCA:
1. Develop windshield damage assessment procedures in coordination with Mill Creek Police and Planning & Development Department Director.
 2. Select and train CERT volunteers.
 3. Assign CERT Leader.
 4. Obtain mission number and activate CERT.
 5. Coordinate Preliminary Damage Assessment with Mill Creek, state and FEMA representatives.
 6. Gather Mill Creek damage assessment information and report to appropriate county, state, and federal agencies.
- J. American Red Cross
1. Carry out damage survey activities in accordance with Red Cross Procedures. Report information to the ESCA or SnoCo DEM Emergency Operations Center.
- K. WA State Emergency Operations Center
1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

VI. COMMUNICATIONS

All Mill Creek (City staff) Windshield Damage Assessment Survey Teams will use cell phones or their assigned radios and frequencies to communicate Priority 1 (Red) damage assessment information to the Mill Creek EOC.

The EOC Manager will designate a City radio operator/call taker to receive incoming communications regarding Priority 1 (Red) damage.

In addition to assigned CERT and EOC amateur band radio operators, volunteer amateur band radio operators may be assigned to communicate for City teams, if available.

VII. EQUIPMENT

- A. Multiple Windshield Damage Assessment Survey Kits are assembled, stored, and ready for deployment. Grid maps provided by Snohomish County Fire District 7 are integrated into the multiple kits for the City-wide damage assessment.

The Police Department shall assemble and maintain Windshield Damage Assessment Kits.

Windshield Damage Assessment Survey Kits are stored. Inspectors retrieve the Structural Assessment kits (Attachment 5) located in the shipping container located at Mill Creek City Hall.

- B. Post Earthquake Safety Evaluation of Buildings Kits are assembled for ready deployment; and stored. Inspectors retrieve the Structural Assessment kits (Attachment 5) located in the shipping container located at Mill Creek City Hall.

- C. Safety Equipment

Although this equipment should not be necessary for a Windshield Damage Assessment Survey, it is recommended that all City Personnel and CERT volunteers be prepared with a minimum of safety equipment. This equipment should include, but is not limited to:

- Hardhat with chinstrap
- Eye protection
- Dust masks
- Leather work gloves
- Orange vest with Emergency Worker Registration ID (CERT Volunteers)
- Whistle on a lanyard
- Heavy boots

- Flashlight w/ spare batteries
- Pens/notepad
- Water and field rations for 24 hours (i.e. power bars, dried fruit, non-perishable comfort food, etc.)
- One hand-held amateur radio per two person team

Optional equipment:

- FRS/GMRS radio
- Cell phone
- First-aid kit; triage tape
- USAR symbology marker
- Backpack
- USAR Rope
- Hardhat headlamp

Attachments:

- (1) Windshield Damage Assessment Survey Form
- (2) Windshield Damage Assessment Survey Kit Contents
- (3) Vehicle Dash Placard
- (4) List of Priority Building Inspection
- (5) Post Earthquake Safety Evaluation of Buildings Placards
- (6) Post Earthquake Safety Evaluation of Buildings Kit Contents

Windshield Damage Assessment Survey

Grid/Zone: _____ **Date:** _____

Start: _____ **Finish:** _____

Street Name		Injuries (If Known)	Fire	Structural Collapse	Hazards (live power lines, gas leak, etc)	Power Outage	Broken Water Main	Road Passable	Priority (1, 2 or 3)	Other / Notes
Street Number										

Narrative:

Windshield Damage Assessment Survey Kit Contents

A successful and efficient Windshield Damage Assessment Survey of residential homes, businesses, schools, key assets, and transportation infrastructure requires essential supplies listed below. These supplies are assembled into kits and placed in a suitable container for expeditious issue to Damage Assessment Teams.

Kit Contents

- Copy of City Damage Assessment Procedures
- City grid maps
- Damage assessment forms (100)
- Paper/notebook
- Pens/pencils
- Red, yellow and green highlighters
- Vehicle placard
- City EOC contact information
- Clipboard
- Flashlight with extra batteries

Damage Assessment Team Members

- Personal identification/driver's license
- Official identification (City or Volunteer)
- Amateur band radio with spare batteries
- Bottled water/snacks/power bars
- Credit card/cash
- Mag-mount antenna
- Cellular telephone
- Safety vest
- Camera
- GPS

Dress for the weather

CITY OF MILL CREEK DAMAGE ASSESSMENT AUTHORIZED VEHICLE

The occupants of this vehicle are conducting a city-wide Windshield Damage Assessment Survey under the authority of the City Manager. Public safety personnel should allow this Survey Team to proceed unless prohibited by unstable or dangerous situations. Direct any questions to the Mill Creek Emergency Operations Center.

_____ Effective Dates: _____ to _____
(City Manager Signature)

Instructions:

- ✓ Photocopy on highly visible card stock,
- ✓ Obtain City Manager Signature,
- ✓ Cut on Dotted Line, and
- ✓ Issue to DA Teams

Recommended List of Priority Buildings to Be Inspected

1. City-Owned Facilities:

City of Mill Creek
City Hall
15728 Main Street

City Hall Annex Building
15725 Main Street

City of Mill Creek Library
15429 Bothell-Everett Highway

Remainder of list currently under development

Post Earthquake Safety Evaluation of Buildings

Building Placards

ATC-20 Posting System:

After undergoing inspection, buildings are posted with the following placards. Evaluation categories are: INSPECTED; LIMITED ENTRY; or UNSAFE. Placards should be posted in a clearly visible place near the main entrance. Buildings designated LIMITED ENTRY or UNSAFE should have additional placards posted at all other entrances.

- INSPECTED – Placard should be printed on **green** paper or cardstock. This rating is given to buildings with no apparent hazards found, although repairs may be necessary. Original lateral load capacity is not significantly decreased. **No restriction on use or occupancy.**
- LIMITED ENTRY – Placard should be printed on **yellow** paper or cardstock. This rating is given when dangerous conditions are believed to exist. Entry by owner is permitted only for emergency purposes and only at own risk. No usage on a continuous basis. **Entry by public is not permitted. Possible major aftershock hazard.**
- UNSAFE – Placard should be printed on **red** paper or cardstock. This rating is applied when extreme hazards exist. The structure may be in imminent danger of collapse from an aftershock. **Unsafe for occupancy or entry, except by authorities.**

INSPECTED

LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

Date: _____
Time: _____

- Inspected Exterior Only
- Inspected Exterior and Interior

Report any unsafe condition to local Authorities; re-inspection may be required.

This facility was inspected under emergency conditions for:

Inspector Comments:

(Jurisdiction)
on the date and time noted.

Facility Name and Address:

Inspector ID / Agency:

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority.

LIMITED ENTRY

OFF LIMITS TO UNAUTHORIZED PERSONNEL

Warning: This structure has been damaged and its safety is questionable. Enter only at own risk. Aftershocks or other events may result in death or injury.

Date: _____

Time: _____

Restrictions on use:

- Entry for emergency purposes only
- Other

Facility Name and Address:

This facility was inspected under emergency conditions for:

(Jurisdiction)
on the date and time noted.

Inspector ID / Agency:

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority.

UNSAFE

DO NOT ENTER OR OCCUPY

Warning: This structure has been seriously damaged and is unsafe. DO NOT ENTER. Entry may result in death or injury.

Date: _____

Time: _____

Comments:

This facility was inspected under emergency conditions for:

(Jurisdiction)

on the date and time noted.

Facility Name and Address:

Inspector ID / Agency:

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority.

Post Earthquake Safety Evaluation of Buildings Field Equipment

Successful and efficient inspections require the availability of essential equipment for inspectors. Each inspector is expected to provide certain items which may be kept in his or her car or backpack. Other items are recommendations. Special circumstances and personal preferences may dictate other choices (Applied Technology Council, 1989).

Personal Items

Essential:

Personal identification/driver's license	Hard hat
Official identification	Boots/sturdy shoes
Credit cards/cash/change for pay phones	Rain gear/extra clothing
Backpack	Dust masks
Eyeglasses/safety glasses (including extras)	Personal hygiene supplies
Prescription medication	

Suggested:

Bottled water/snacks/power bars	Knee pads
Safety goggles	Sleeping bag
Safety vests	First aid kit
Gloves	Sunscreen lotion
Knee pads	

Field items

Essential:

Copy of <i>Field Manual: Post Earthquake Safety Evaluation of Buildings</i>	
Clipboard	
Paper/notebook	ATC-20 Inspection forms
Pens/pencils	Building placards
Flashlight and extra batteries	Staple gun/staples/duct tape

Suggested:

Portable battery-powered radio	Tape measure
Camera equipment/extra batteries	Magnetic compass
Digital dictation device/extra batteries	Swiss army knife
Waterproof paper/notebook	GPS

Reference:

Applied Technology Council. (1989). Field Equipment. In *Field Manual: Post Earthquake Safety Evaluation of Buildings* (pp. 98 - 99). Redwood City, California: R. P. Gallagher Associates, Inc.

SUPPORT ANNEX C
ANIMAL DISASTER PROTECTION PLAN
For ESCA Member Cities

PRIMARY AGENCIES: Progressive Animal Welfare Society (PAWS)
Washington State Animal Rescue Team (WASART)

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)
ESCA Member Cities:

Brier	Mill Creek
Edmonds	Mountlake Terrace
Kenmore	Mukilteo
Lake Forest Park	Woodinville
Lynnwood	Town of Woodway

Community Transit
Everett Transit
Sound Transit
Metro Transit
Washington Animal Response Management (WARM)
Red Cross of Snohomish County
Red Cross of King/Kitsap Counties
Local veterinary clinics, kennels, and animal boarding facilities
Sarvey Wildlife Center

I. INTRODUCTION

A. SITUATION

Pets and livestock can become victims of disaster. Pets can be injured or become separated from their owners, and livestock can be displaced or threatened by emergency conditions. Recent experiences demonstrate that disaster animal welfare plans are an essential component in overall community emergency response and recovery planning.

B. PURPOSE

This document articulates how animal welfare will be coordinated, and is the basis for development of supporting plans and procedures consistent with state and national standards for dealing with animals in a disaster.

This procedure establishes a working structure for animal rescue, evacuation, shelter, veterinary services, and mortality management during disasters that occur within the boundaries of one or more of ESCA's member Cities. The plan is intended to assist volunteer organizations in addressing needs of pets, livestock, poultry, horses and captive wildlife during disasters.

C. AUTHORITIES AND REFERENCES

Comprehensive Emergency Management Plans

- Brier Comprehensive Emergency Management Plan
- Edmonds Comprehensive Emergency Management Plan
- Kenmore Comprehensive Emergency Management Plan
- Lake Forest Park Comprehensive Emergency Management Plan
- Lynnwood Comprehensive Emergency Management Plan
- Mill Creek Comprehensive Emergency Management Plan
- Mountlake Terrace Comprehensive Emergency Management Plan
- Mukilteo Comprehensive Emergency Management Plan
- Woodinville Comprehensive Emergency Management Plan
- Town of Woodway Comprehensive Emergency Management Plan

Washington State Comprehensive Emergency Management Plan, Emergency Support Function (ESF) 11, Appendix A, Tab B – Washington Animal Response Management Plan, March 2006.

RCW 38.52, *Emergency Management*

Federal Emergency Management Agency, Disaster Assistance Policy DAP9523.19, *Eligible Costs Related to Pet Evacuations and Sheltering*, dated October 24, 2007.^a

National Pets Evacuation and Transportation Standards Act (H.R. 3858-PETS)

Americans With Disabilities Act (ADA)

Inter-local Cooperation Agreement for the Emergency Services Coordinating Agency (ESCA)

^a Always refer to the most current version before assuming eligibility for possible reimbursement. FEMA policies change frequently.

D. RELEVANT DEFINITIONS

Congregate household pet shelter – Any private or public facility that provides refuge of rescued household pets and the household pets of shelter clients in response to a declared major disaster or emergency under federal regulations.^b

Household pet – Any cat, dog, or other domesticated animal normally maintained in or near the domicile of the owner or caregiver of the animal. For the purpose of this plan, household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals, and animals kept for racing purposes.

Service animal – In accordance with the Americans with Disabilities Act (rev. July 2010): A dog or miniature horse trained to perform specific tasks for a person with a sensory, emotional, mental or physical disability.

PAWS – Progressive Animal Welfare Society

- On a daily basis, PAWS operates an animal rescue, rehabilitation, and adoption center for dogs and cats. During disaster, PAWS will take the lead as the primary animal welfare coordinating group and will provide animal shelter services.
- PAWS has a wildlife rescue and rehabilitation department that may be utilized, to some degree, if captive wildlife are discovered during animal rescue and shelter operations. **Limited capability is available to assist with captive exotic animals.**

Sarvey Wildlife Center – Sarvey rescues and rehabilitates orphaned, injured, and sick wild animals from the Puget Sound area. In the event exotic or captive wildlife are discovered during animal rescue and shelter operations, Sarvey will be utilized as a backup resource and subject matter expert.

WARM – Washington Animal Response Management – Established to coordinate the response of State agencies in assisting local and volunteer organizations to provide all animals affected by natural or technological disasters. Activities include: emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner.

^b Household pets are defined separately from horses or farm animals because of eligibility for the reimbursement of eligible costs in the event of a federally declared emergency.

WASART – Washington State Animal Rescue Team – WASART is a volunteer organization that partners with government agencies and other public and private organizations to rescue, transport and shelter animals in a disaster or emergency. WASART will be the lead animal rescue agency.

II. CONCEPT OF OPERATIONS

- A. These special procedures for dealing with animals are activated by ESCA upon occurrence of an emergency or disaster as defined in Chapter 38.52, Revised Code of Washington and at the request of one or more of ESCA's member Cities.
- B. Animal rescue and shelter activities are coordinated through the ESCA Emergency Operations Center (EOC) and will be addressed on a regional basis.
- C. The primary animal disaster shelter organization is PAWS. PAWS will be activated by ESCA. Where possible, PAWS members will be registered in advance as Emergency Workers under RCW.
- D. When animal rescue activities are required, ESCA will activate WASART. Where possible, WASART members will be registered in advance as Emergency Workers under WAC 118-04.
 - WASART will work in partnership with PAWS. WASART will be the lead agency for: (a) animal search, rescue and recovery; and (b) large animal sheltering (e.g., horses, camelids, etc.).
 - WASART will support animal shelter operations as a secondary duty according to needs and staffing availability.
- E. Animal welfare response will provide for joint owner-pet rescue/evacuation whenever possible without endangering human life.
- F. Maximum attempt should be made to identify and establish animal evacuation shelters in close proximity to human sheltering facilities. Adjacent sheltering is the desired method.
- G. Household pets in cages or carriers, or are under close control will be allowed to use public transit^c for movement to shelter facilities.
- H. Those facilities that normally house multiple animals (animal hospitals, boarding kennels, etc.) are encouraged to create evacuation plans for such animals consistent with this procedure.

^c According to current transit policies.

- I. Coordination of animal disaster operations will be conducted according to the standards and practices of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- J. According to updated FEMA policy, domesticated animals (not kept for commercial purposes) can travel in commercial carriers and be housed in temporary facilities. Wherever possible, household pets will be housed adjacent to established public shelters.
- K. Local governments that conduct animal shelter operations or receive evacuees from areas declared a major disaster or an emergency^d may seek reimbursement for eligible pet rescue, sheltering and evacuation-support costs. This only applies to household pets and service animals. Contractors and private nonprofit (PNP) organizations can be reimbursed through the ESCA Member Cities provided that the contractor or PNP is performing operations on behalf of the ESCA Member Cities and ESCA according to this plan, and all eligible expenses are documented. ***(Reference FEMA Disaster Assistance Policy DAP9523.19 - October 24, 2007).***
- L. It is foreseeable that some emergency operations may take priority over the rescue of animals under this plan. Although every effort will be made to include animals in all emergency response strategy, circumstances may prevent the full implementation of that strategy.
- M. Ineligibility of horses and farm animals for FEMA reimbursement in a major disaster will not impact the purpose of this plan to carry out the rescue and evacuation of such animals to the extent possible with the resources available.

III. RESPONSIBILITIES

A. ESCA

ESCA activates and coordinates animal disaster welfare operations through the Emergency Operations Center upon request of the member City(s). ESCA's responsibilities include:

1. Overall coordination of disaster mitigation, preparedness, response, and recovery in accordance with the law and the Comprehensive Emergency Management Plan.
2. Provide overall coordination of emergency/disaster animal welfare response activities.

^d Robert T. Stafford Disaster Relief and Assistance Act, as amended.

3. Activate the provisions of this plan.
4. Provide assistance where possible through the resource management capabilities of the Emergency Operations Center.

B. PAWS

PAWS is the recognized alliance of volunteers responsible for executing this animal emergency plan. Responsibilities include:

1. Develop and maintain lists of resources, including trained volunteers and animal professionals able to provide assistance in a disaster.
2. Maintain a trained volunteer base in accordance with PAWS' internal policies and procedures.
3. Coordinate just-in-time, on-site training for animal professionals and trained animal shelter/rescue volunteers as needed during an event.
4. Provide safety and awareness briefings as needed to first responders and disaster volunteers.
5. Conduct domestic animal shelter activities using PAWS personnel and coordinating the efforts of additional groups as available and appropriate.
6. Conduct *limited* exotic animal rescue and shelter activities as resources allow. (See Appendix 8 for additional details.) Assist in identifying and contacting appropriate exotic animal partners to aid in rescue and shelter efforts.
7. Develop and release public information prior to the emergency or disaster on disaster planning and safety for animals.
8. Notify and mobilize all PAWS volunteers and partnering animal groups in time of emergency.
9. Assist ESCA and the Red Cross with identification of suitable facilities for animal shelters and other animal rescue and shelter resources.
10. Be prepared to make reports to the Emergency Operations Center (EOC) on animal emergency response activities.
11. Participate, through the appropriate EOC representative, in development of animal rescue and shelter provisions in the Incident Action Plans (IAPs) prepared for each operational period.
12. Assist with the annual review and revision of plans and procedures for dealing with animals in an emergency or disaster.
13. Prepare after action reports for ESCA.

C. WASART

WASART is the lead agency for animal rescue operations. They will coordinate activities with PAWS and other regional partners as appropriate. Responsibilities include:

1. Develop and maintain lists of resources, including trained volunteers and animal professionals able to provide assistance in a disaster.
2. Maintain a trained volunteer base in accordance with WASART's internal policies and procedures.
3. Coordinate just-in-time, on-site training for animal professionals and trained animal shelter/rescue volunteers as needed during an event.
4. Provide safety and awareness briefings as needed to first responders and disaster volunteers.
5. Conduct large-animal shelter activities using WASART personnel and coordinating the efforts of additional groups as available and appropriate.
6. Conduct *limited* exotic animal rescue and shelter activities as resources allow. Assist in identifying and contacting appropriate exotic animal partners to aid in rescue and shelter efforts.
7. Develop and release public information prior to the emergency or disaster on disaster planning and safety for animals.
8. Notify and mobilize all WASART volunteers and partnering animal groups in time of emergency.
9. Assist ESCA with identification of suitable facilities for large-animal shelters and other animal rescue and shelter resources.
10. Be prepared to make reports to the Emergency Operations Center (EOC) on animal emergency response activities.
11. Participate, through the appropriate EOC representative, in development of animal rescue and shelter provisions in the Incident Action Plans (IAPs) prepared for each operational period.
12. Assist with the annual review and revision of plans and procedures for dealing with animals in an emergency or disaster.
13. Prepare after action reports for ESCA.

D. Each City's Department of Animal Control will carry out its statutory responsibilities in coordination with PAWS and WASART *to the extent possible*.

E. Washington Animal Response Management (WARM) assistance may be requested in the event local resources are overwhelmed.

IV. PROCEDURES

- A. PAWS and WASART are independent agencies. As such, each is responsible for maintaining a database of local resources to be used for animal disaster response. Resources will include, but not be limited to, trained and professionally qualified volunteers, contact information, available supplies, equipment, facilities and transportation.
- B. Animal disaster response volunteers from each agency will participate in animal handling skills and animal behavior training and disaster exercises as a part of disaster readiness. It is highly recommended that all volunteers also are “NIMS compliant” with Incident Command System courses, ICS-100 and ICS-700.
- C. PAWS will coordinate with the Red Cross chapters (King/Kitsap and Snohomish Counties) to develop co-location (adjacent facilities) of human/household pet shelters to the extent possible.
- D. ESCA will activate the provisions of this plan by contacting PAWS and WASART leadership. Activate means notification of the PAWS and WASART personnel, implementation of domestic animal evacuation and shelter operations, and conducting other animal rescue activities as Emergency Workers as defined in WAC 118-04.
- E. A designated representative from PAWS and/or WASART will coordinate with the EOC Public Information Officer (or Joint Information Center) to ensure dissemination of information on the location and availability of animal shelters and animal care resources. The joint public information process will be used for reunification of animals with their owners.
- F. The Seattle/King Health Department or Snohomish Health District and Washington State Department of Agriculture will assist with identification, prevention and control of animal diseases that may impact public and animal health.
- G. PAWS and WASART, in cooperation with Animal Control, will coordinate with the EOC for removal and disposal of animal carcasses consistent with internal policies and requirements of the Seattle/King Health Department or Snohomish Health District and Washington State Department of Agriculture.

V. TRAINING AND EXERCISING

- A. ESCA is responsible for including scenarios utilizing the Animal Plan in training and exercise opportunities as appropriate.

- B. PAWS and WASART are responsible for:
1. Providing all basic skills trainings to their volunteers, including --
 - Animal handling and care
 - Documentation and accountability procedures
 - Animal shelter set-up, management, demobilization and associated activities
 - Search and rescue (as appropriate)
 2. Participating in Animal Plan training and exercise opportunities as appropriate.

VI. PLAN MAINTENANCE

- A. ESCA will have responsibility for maintaining the basic Animal Plan.
- B. PAWS and WASART will have responsibility for formulating and updating plans, procedures, and guidelines for their respective organizations. Copies of disaster-related documents will be provided to ESCA for inclusion in this document as Appendices.
- C. Review and update cycle:
1. The basic Animal Plan will be reviewed every five years.
 2. PAWS and WASART Appendices will be reviewed every five years by the respective agencies.
 3. Interim reviews and updates may occur at any time during the cycle as necessary. The five-year cycle will then start from the date of the most current review and update.

Appendix 1

Contact Information for Participating Agencies

Progressive Animal Welfare Society (PAWS)

15305 4th Avenue W
Lynnwood, WA 98037
Main phone: 425/787-2500
Emergency Contact: Kay Joubert
Emergency phone: 425/412-4029
KJoubert@paws.org

WA State Animal Rescue Team (WASART)

Emergency Contact: Gretchen McCallum
Phone: 360/886-7276
animalresponseteam@gmail.com

Sarvey Wildlife Center
Emergency Contact: Leslie Henry
Phone: 360/435-4817
Leslie@sarveywildlife.org

Appendix 2 – Potential Pet Sheltering Sites

Develop in coordination with Red Cross and other partners

<p>Bitter Lake Community Center 13035 Linden Avenue N Seattle, WA 206/684-7524</p>	<p>Storage space within Bitter Lake Shelter House Completely enclosed ~800 sq. ft. Concrete structure and floor Single-room Bathrooms located in Community Center Water - yes Heat - no Electricity - yes Large roll-up door that opens onto wading pool</p>
<p>Magnuson Hangar 30 7400 Sand Point Way NE Seattle, WA 206/684-4946</p>	<p>20,000 sq. ft. space with 32 ft ceiling Concrete and steel construction Not earthquake retro-fitted Water – yes, hose spigot in adjoining room Heat -no Electricity -yes Not considered for human sheltering Large truck door</p>

Appendix 3 – Pet Sheltering Supplies

The City of Everett has a regional go-kit with necessary supplies for a setting up of a temporary small animal housing area. The go-kit contains enough supplies to care for 20 animals and can be requested through the Everett Office of Emergency Management. Included in this kit are:

- 20 large wire crates
- Bleach – 96 oz.
- Bucket – 5 gallon with lid
- Cat litter trays
- Duct tape
- Food bowls – 40 stainless steel, 1 quart
- Leather gloves
- Muzzles – 1 package various sizes
- Nylon leashes – 20
- Hospital name band material
- Spray bottles - 3
- Watering can - 1
- Zip ties – 7.5”

Upon opening of the shelter, the following supplies will need to be acquired:

- Pet Shelter Forms
- Cat Food
- Dog Food
- Cat Litter (preferably wood pellets or pelletized horse bedding)
- Plastic (6 mil) for walls and floor
- Plastic sheet protectors
- Rubber runners
- Microchip scanners
- Camera with printer

- Printouts of all forms
- Hoses
- Towels/Blankets
- Paper towels
- First Aid Kits
- Hand Sanitizer

Appendix 4 – Pre-Disaster Outreach and Public Education

The following pages are suggestions for pre-disaster efforts at outreach and public education.

Pets and Disasters Fact Sheet

What can I do to protect my pets BEFORE a disaster?

A disaster can hit your area with or without notice, that's why it is very important for a family to be prepared in case such an event should occur. The best preparation is a family household disaster plan, and this plan should always include your pets. There are several things a family should do before a disaster approaches to better prepare.

Contact your veterinarian, local animal shelter, humane society, or emergency management office for information on caring for pets in an emergency. Find out if there are any shelters set-up to take pets in an emergency, but keep in mind that shelters are usually full even without a disaster so any space would be very limited. Check with your veterinarian to see if he can board your pet or if there is someone he could recommend in the area or town you have designated as your family evacuation site. If you decide to take your pet with you, have a carrier that allows your pet to stand up and turn around inside. Put familiar items such as the pet's normal bedding and favorite toys inside. Train your pets to become comfortable with the carrier beforehand by using it as its "room", and feeding it in the carrier and placing a favorite toy or blanket inside. Keep a list of hotels that will accept pets, and be sure to ask if there are any size restrictions.

When assembling emergency supplies for the household, include items for pets such as extra food, kitty litter, bowls, and extra medication. Pets should have their vaccines current, and records kept in a plastic, sealable bag. If your pet gets separated from you, proper identification may be its only way home, so make sure it has a properly fitted collar or harness that includes current license, identification and rabies tags. Microchips are also a good way for your pet to be identified, but not every shelter and clinic has access to a microchip scanner, and not all scanners read all chips.

What can I do to protect my pets DURING a disaster?

During a disaster bring your pets inside immediately. Animals have instincts about severe weather changes and may isolate themselves or try to escape, especially if they are afraid. Never leave a pet outside or tied up during a storm. You may need to separate dogs and cats, because even if your pets normally get along, the anxiety of an emergency situation can cause pets to act unreasonably. If you decide to evacuate during a disaster, plan to take your pets with you. Do not leave your pet at home during a disaster because you never know what will happen when you are gone, or when you will be able to get back. Remember to take your pet's medical records and medicines with your emergency supplies. If you have a bird, make sure the bird is caged and you have a thin cloth or sheet to cover the cage. The stress of moving and the anxiety of the disaster may stress the bird, and being in a covered cage may help alleviate some

of this. Not all evacuation facilities will accept animals, so it would be better for you to evacuate early with your pet to a previously identified safe location than to wait until it is too late and you have to be evacuated by emergency personnel that may not allow you to bring your animal.

What can I do to protect my pets AFTER a disaster?

Just because a disaster has passed, do not assume that the worst is over. Do not let your pets loose in the house or yard until you have had the chance to examine everything very carefully. It is possible, especially with flooding, that there may be damage to your home which could hurt you or your pet. Carefully walk the yard to verify the fence is intact and there is nothing new and dangerous in the yard, particularly snakes or other dangerous animals which may have come into your yard during flooding.

If your pet was placed in a shelter or boarding facility, contact them as soon as possible to verify your pet is fine and let them know when you will be able to come get it. If your pet is lost during a disaster, check with your area shelters every day since strays only have to be held for 3 days before being considered unclaimed and put to sleep.

Don't be surprised if your pet is more anxious or fearful after a disaster. Familiar scents and landmarks may look different and your pet may become confused and lost. Normally quiet and friendly pets may become defensive and aggressive. It's very important to observe your pets closely after a disaster, and give them extra attention, if necessary. They won't understand everything that just happened, and will look to you to provide some stability and comfort.

Where can I get more information on protecting my pet during a disaster?

Your veterinarian is always your best source of information. You can also visit the following websites for more information.

www.countypets.com

www.bt.cdc.gov/planning

www.fema.gov

Source of information:

Federal Emergency Management Agency (FEMA)

Checklist for Disaster Preparedness for Pets

You should already have these for the people in your household:

- Written family disaster plan
- Disaster preparedness kit

Add the following items for your pet(s):

- Crate and bedding
- Food, water, manual can opener and dishes
- Plastic garbage bags, paper towels, newspaper (when shredded, can be used as cat litter), disinfectant
- Collar, leash, harnesses
- Muzzles, gauze rolls
- Identification tags
- Current medical and vaccination records
- Extra bottles of daily medications or copies of prescriptions with current expiration date
- Current photos
- Pet comfort items: towels, blankets, toys
- A list of hotels, motels and boarding kennels that accept pets
- Detailed instructions for animal care and rescue workers
- First aid kit
- Flashlights, batteries
- Copies of health certificates
- Out-of-STATE telephone contact

What to Expect if you register your pet into a Pet Shelter

In a disaster, Pet Shelters will be co-located with Human Shelters whenever possible. In this situation, owners are expected to take care of their pets. Below is a checklist of what to bring and what to expect:

What to bring to the Pet Shelter:

- Your pet on a leash or in a carrier
- Food for your animal
- Any medications your animal is taking
- Vaccination records
- A picture of *yourself with your pet*
- Your ID

What happens next?

- The Pet Shelter will have housing for your pet (usually a crate).
- You are expected to feed and water your pet every day.
- You are expected to clean up after your pet every day.
- If applicable, you are expected to exercise your pet every day.
- You are expected to check on your pet twice per day.
- Your pet must be on a leash or in its crate at all times.
- You will be given an ID band to ensure that you and your pet belong together. This ensures the safety of your pet.

What if I can't care for my pet or need help?

- If you need help caring for your pet in the Pet Shelter, volunteers are available.
- If you are completely unable to care for your pet and cannot keep ownership of your pet, you should surrender your pet to the local Animal Shelter or other rescue organization.
- If you do not care for your pet within the Pet Shelter for 48 hours or more, your pet will be considered abandoned and removed to the local Animal Shelter.

Household Pet Exposure to Potential Toxins/Chemicals Fact Sheet

What are toxins and chemicals?

Chemicals are substances produced to be used as a tool to get something done.

Toxins are a type of chemical produced by a living organism such as bacteria. Animals can have bad reactions to chemicals or toxins because they are too strong for the animal's body.

How can my pet be exposed?

Pets are at higher risk of being exposed to toxins or chemicals because they tend to get into things and places their owners cannot, particularly when the animals are outside. In addition, animals are more likely to eat or drink things found out in the environment. Some examples include: swimming in contaminated water, licking antifreeze left on a driveway, or running through a recently fertilized field. A pet does not have to live near a chemical plant to be exposed to toxins or chemicals. Anywhere there are chemicals is a perfect place for your pet to be exposed.

What signs may be present if my pet is exposed to a toxin or chemical?

The typical signs associated with a reaction to a chemical or toxin can be as different as the chemicals themselves, but some common signs include: vomiting, diarrhea, coughing up food or blood, irritated skin, drooling, behavioral changes, seizures, shaking and weakness. In other cases, the owner *might not* see any change in the animal's behavior, but can smell the chemical or see it on its coat. If your pet is showing these signs or you suspect it may have come in contact with a chemical or toxin, contact your veterinarian immediately or call Washington Poison Center at (800) 222-1222.

What can I do if my pet is exposed to a toxin or chemical?

The first thing you should do if you think your pet is exposed to a toxin or chemical is to keep it from getting exposed more by cleaning it up or removing the animal from the area. If it is on the animal's skin, don't let it run around and spread the chemical to other things. Next, try to find out what your animal was exposed to, which will help determine the appropriate treatments. If your pet is showing signs of being sick, it should be seen by a veterinarian as soon as possible.

If the animal has something on its skin or coat and is not acting sick, decontamination or removal can be done at home with water and mild, plain dish soap. Other cleaning products are too strong and can make the pet sick or damage the skin.

When washing your animal, be sure to protect yourself by wearing gloves and a long sleeve shirt and pants. Wash your pet several times and rinse very well. Dry the animal with a rag or towel and then dispose of these items to prevent further spread. If you feel you were exposed to the chemical or toxin during the bath, remove your clothes quickly and wash your entire body with soap and water. If there is a major chemical event in your area, there will likely not be decontamination areas for pets, and owners will be asked to wash their pets at home.

How can I prevent my pet from being exposed to a chemical or toxin?

The safest way to control and protect your pet from being exposed to toxins or chemicals is by controlling their activities. In King and Snohomish Counties, animals must be confined or on a leash at all times (except for off-leash parks). By keeping your pets away from areas that may contain toxins or chemicals, you are reducing their risk of being exposed. Household chemicals should also be stored away and out of the reach of pets. If you have a small chemical spill around your house, do not allow anyone near it and clean it up as quickly as possible. If the chemical spill is too large or is making you sick, call 911.

Where can I get more information if my pet is exposed to a toxin?

Your best source for pet information is always your veterinarian. If you have additional questions, please contact him/her.

Recommendations for Pet Owners in Hotels

- Clean-up pet urine and waste immediately.
- Do not keep pet urine or waste in your hotel room.
- Clean your pet's living area daily.
- Notify Housekeeping when a major clean-up is needed.
- After cleaning-up after your pet, wash your hands.
- Keep your pet on a leash or in a carrier inside and outside of the hotel.
- Make sure your pet has food and fresh water.
- If your pet has been in floodwaters, bath him or her with a non-irritating oil-stripping shampoo labeled for pets. If you are unsure what to use, contact a veterinarian.
- If your hotel allows you to keep your pet in the room while you are not present, keep your pet in a locked carrier.
- If you suspect that your pet is ill, consult a veterinarian.
- Have you lost a pet? If you or someone you know needs to be reunited with their pet, contact Seattle Animal Shelter or your local animal control organization.

Bite Prevention

Pets that were evacuated are likely under stress because they are away from their home and familiar surroundings. Sometimes stressed animals act differently than they normally would. Even though you love your pet, it is important to be cautious during these times.

To Prevent Animal Bites:

- **Be careful when new people approach your pet.**
- **Do not approach unknown animals.**
- **Loud noises and fast movements can be scary, so approach all animals calmly and quietly.**
- **Keep your pet on a leash or in a carrier, especially in unfamiliar surroundings.**
- **Keep your animal's rabies vaccine information in an accessible location in case someone does get bit.**

If you are bitten:

- **Immediately wash the wound with soap and water.**
- **Consult a physician.**
- **Report the bite to Seattle Animal Shelter or your local animal control agency.**

Pet Owner's Prescription for Health

Pets that were evacuated may have been exposed to contaminated water or other harmful substances. Being away from home and in unfamiliar surroundings may make them more susceptible to infections. The following are some recommendations to help keep them healthy and to prevent you from getting sick as well.

1. Bathe your pet if it has been exposed to flood waters.
2. Wash your hands after cleaning-up after your pet.
3. Watch your pet closely for any of the following signs:
 - a. Vomiting/diarrhea
 - b. Skin/ear infections
 - c. Conjunctivitis
4. If you suspect that your pet is ill, consult a veterinarian.

**APPENDIX 1
CITY OF MILL CREEK
FUNCTIONAL RESPONSIBILITY MATRIX**

P = Primary Role S = Support Role

	1 - Transportation	2 - Telecommunications, Information & Warning	3 - Public Works / Engineering	4 - Firefighting	5 - Information Analysis	6 - Mass Care, Housing & Human Services	7 - Resource Support	8 - Public Health & Medical	9 - Search & Rescue	10 - Hazardous Materials	11 - Food & Water	12 - Energy	13 - Public Safety	14 - Long Term Recovery & Mitigation	15 - Public Affairs	20 - Defense Support	23 - Damage Assessment	24 - Evacuation and Movement
CITY COUNCIL													S					
DISASTER COORDINATOR											P		P	P				
EXECUTIVE DEPARTMENT				S	S	S				S	P		P	P				
COMMUNITY DEVELOPMENT	S			P	S	S				S			P	S			P	S
FINANCE		S		S		S							P	S				S
FIRE DISTRICT 7		P	P	S		S	P	P	P				P	S			S	P
PARKS AND RECREATION	S			S	P	S				P	S		P	S				
POLICE		P		S	S	P	P	S	P	S	S		P	P	S	P	P	P
PUBLIC WORKS	P	S	P	S	S		P		S	S			P	S			P	S
ESCA and/or SnoCo DEM	S	S		S	S	S	S	S	S	S	S	S	S	P	P	S	S	S
SNOCOM		S							S					S				
SNOHOMISH HEALTH DISTRICT				S			P		S	S								
SNOHOMISH RED CROSS				S	S		S			S			S				S	
TRANSIT AGENCIES	S																	S
WATER DISTRICTS			S										S					
WASTE MANAGEMENT			S										S					
WA STATE DOT	S								S									S
WA STATE EOC		S		S	S				S	S	S	S	S	S	S	S	S	S
WA STATE PATROL				S					S			S						S

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CITY COUNCIL													S					
DISASTER COORDINATOR											P		P	P				
EXECUTIVE DEPARTMENT				S	S	S				S	P		P	P				
COMMUNITY DEVELOPMENT	S			P	S	S				S			P	S			P	S
FINANCE		S		S		S							P	S				S
FIRE DISTRICT 7		P	P	S		S	P	P	P				P	S			S	P
PARKS AND RECREATION	S			S	P	S				P	S		P	S				
POLICE		P		S	S	P	P	S	P	S	S		P	P	S	P	P	P
PUBLIC WORKS	P	S	P	S	S		P		S	S				P	S		P	S
ESCA and/or SnoCo DEM	S	S		S	S	S	S	S	S	S	S	S	S	P	P	S	S	S
SNOCOM		S							S					S				
SNOHOMISH HEALTH DISTRICT				S			P		S	S								
SNOHOMISH RED CROSS				S	S		S			S			S				S	
TRANSIT AGENCIES	S																	S
WATER DISTRICTS			S										S					
WASTE MANAGEMENT			S										S					
WA STATE DOT	S								S									S
WA STATE EOC		S		S	S				S	S	S	S	S	S	S	S	S	S
WA STATE PATROL				S					S			S						S

APPENDIX 2 AUTHORITIES AND REFERENCES

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

CODES AND REGULATIONS:

City of Mill Creek

Ordinance 94-342

City Code Chapter 8.08

Washington State

RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies

RCW 35.33.101, Emergency Warrants

RCW 35A.38, Emergency Services

RCW 38.52, Emergency Management

RCW 38.52.070, Local Organization and Joint Local Organizations Authorized

RCW 39.34, Inter-local Cooperation Act

RCW 42.12, Vacancies

RCW 42.14, Continuity of Government

RCW 43.43, Washington State Patrol – State Fire Service Mobilization Plan

RCW 47.68.380, Search and Rescue

RCW 49.60, Laws Against Discrimination

WAC 118-04, Emergency Worker Program

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

WAC 296-62, General Occupational Health Standards

Federal

Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

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

Homeland Security Presidential Directives 1 - 8

Homeland Security Act of 2002

Americans With Disabilities Act

National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)

PLANS

City of Mill Creek *Emergency Operations Center Procedures*

City of Mill Creek *Damage Assessment Manual*

Mill Creek City Departments *Standard Operating Procedures*

Emergency Services Coordinating Agency *Hazardous Materials and Weapons of Mass Destruction Response Plan*

Snohomish County *Multi-Hazard Mitigation Plan*

Snohomish County *Law Enforcement Mobilization Plan*

Snohomish County *Hazard Identification and Vulnerability Assessment*

Snohomish County *Comprehensive Emergency Management Plan*

Snohomish Health District *Strategic National Stockpile Activation Plan*

Snohomish Health District *Pandemic Flu Response Plan*

Washington State *Comprehensive Emergency Management Plan*

National Response Framework