Kitsap County
Department of Emergency Management

Chico Creek Bridge December 2007 Flooding – Photo: Kitsap Sun Photographer: Larry Steagall

Kitsap County Comprehensive Emergency Management Plan

March 2010

Nisqually Earthquake February 2001

December 22, 2008

Kitsap Sun Photographer
Larry Steagall

All-Hazards Planning Earthquakes, Fires, Floods, Terrorism, Tsunamis, Wind Storms and Winter Storms

KCDEM

KITSAP COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

Phyllis Mann, Director

KITSAP COUNTY
EMERGENCY MANAGEMENT
COUNCIL – 2010

Kitsap County
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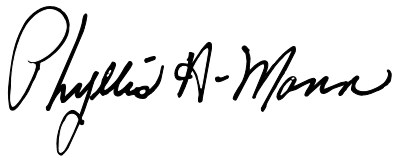
The Kitsap County Department of Emergency Management sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the revision and publication of the 2010 Kitsap County Comprehensive Emergency Management Plan (CEMP). Coordination of the Plan represents a committed and concerted effort by county agencies and local jurisdictions to emergency management. The Plan demonstrates the ability of a large number of agencies to work together to achieve a common goal.

The CEMP was revised through the synergistic efforts of over 30 county agencies, Emergency Management staff, American Red Cross, local jurisdiction emergency coordinators and staff, and other Kitsap County organizations. The Department of Emergency Management coordinated with these groups to provide a forum for those with identified responsibilities in the CEMP. They participated in planning and coordinating emergency management activities in order to identify, develop, maintain, and enhance county emergency management capabilities.

The CEMP is one of the many efforts to prepare all people in Kitsap County for emergencies or disasters. The CEMP is formatted to be consistent with the State Comprehensive Emergency Management Plan as well as the National Response Framework, complete with Emergency Support Functions (ESFs), or single function activities. This is to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of Kitsap County. Our sincere thanks and congratulations to all who have made this possible.



Phyllis A. Mann, Director

ADOPTION OF KITSAP COUNTY REVISED COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

RESOLUTION NO. 106-2010

Before the Board of County Commissioners of Kitsap County, Washington
In the Matter of adopting revised Kitsap County CEMP

WHEREAS, the Kitsap County Department of Emergency Management has reported to the Board of County Commissioners, the completion of the revision of the Kitsap County Comprehensive Emergency Management Plan; and

WHEREAS, the plan has been updated to be compatible with the Washington State Comprehensive Emergency Management Plan and the National Response Framework; and

WHEREAS, the CEMP specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, state, tribal, federal, volunteer, public and private sector organizations; therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS:

That the revised Kitsap County Comprehensive Emergency Management Plan be adopted this day and as a reminder to Kitsap County elected officials, directors of county departments, division managers, and public and private organizations, the primary response and recover goals for emergency management in any hazard that impacts the county are to:

1. Support local jurisdictions during an emergency/disaster
2. Maintain a comprehensive internal process for conducting daily business before, during, and after a catastrophic event.

DATED this 24th day of May, 2010

BOARD OF COUNTY COMMISSIONERS OF KITSAP COUNTY, WASHINGTON

Josh Brown, Chair Board of Commissioner

Steve Bauer, Commissioner

Charlotte Garrido, Commissioner

Attest:

Opal Robertson
Clerk of the Board

Kitsap County, Washington
Comprehensive Emergency Management Plan (CEMP)
February 2010
TABLE OF CONTENTS

Cover Memo
Resolution
Table of Contents
Record of Revisions
Executive Summary

BASIC PLAN
I. General Information
II. Policies
III. Situation
IV. Concept of Operations
V. Responsibilities

APPENDICES

Appendix 1 Direction and Control
Appendix 2 Definitions
Appendix 3 Authorizations and References
Appendix 4 Training and Exercises
Appendix 5 Distribution List

EMERGENCY SUPPORT FUNCTIONS (ESF)

ESF-1 Transportation
ESF-2 Communications
ESF-3 Public Works & Engineering
ESF-4 Firefighting
ESF-5 Emergency Management
ESF-6 Mass Care, Emergency Assistance, Housing, & Human Services
ESF-7 Resource Management
ESF-8 Public Health & Medical Services
ESF-9 Search & Rescue
ESF-10 Oil & Hazardous Materials Response
ESF-11 Agriculture & Natural Resources
ESF-12 Energy
ESF-13 Public Safety & Security
ESF-14 Long-term Community Recovery & Mitigation
ESF-15 External Affairs
ESF-20 State & Federal Support
ESF-21 Damage Assessment
ESF-22 Military Support to Civilian Authority

ANNEXES (under separate cover)

A Multi-Hazard Mitigation Plan
B Emergency Operations Plan
C Homeland Security Plan
D Disaster Recovery Plan
E Continuity of Operations (COOP) Plan (under development)
F Damage Assessment Plan
G Homeland Security Strategic Plan
H Animal Emergency & Disaster Preparedness Plan (under development)

KITSAP COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Record of Revisions

Change #	Date Entered	Contents of Change	Initials

KITSAP COUNTY, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
INTRODUCTION & EXECUTIVE SUMMARY

The Kitsap County Emergency Management Plan (CEMP) is for the use of elected and appointed County officials, Kitsap County government department directors, managers and staff, response and communality organizations who have a role in mitigating, preparing for, responding to, and recovering from natural, technological and terrorist related disasters.

The Kitsap County Emergency Management Plan is a product of the coordinated planning efforts between the Kitsap County Department of Emergency Management, County Departments, emergency management representatives from selected political jurisdictions, and selected private and volunteer sector interests. It meets the requirements of RCW 38.52 and the Washington State Emergency Management Division's Comprehensive Emergency Management Planning Guide, the Federal Emergency Management Agency's (FEMA) guidance for the National Response Framework and the National Incident Management System (NIMS) compliance.

The Kitsap County Comprehensive Emergency Management Plan is organized in four parts:

A. The Basic Plan outlines the disaster missions and responsibilities of County Government, branches and departments. It also incorporates the Direction and Control appendix from the previous Kitsap County CEMP in an effort to consolidate and streamline the critical information needed for an incident.

B. The Appendices to the Basic Plan include a variety of topics such as terms and definitions, acronyms and abbreviations, legal authorities, and training requirements.

C. Emergency Support Functions (ESFs) describe the policies, situation, planning assumptions, concept of operations, and responsibilities for each ESF for Kitsap County government agencies.

D. This plan includes other specific plans or annexes that delineate specific response roles and responsibilities for responders. The annexes are:

A	Multi-Hazard Mitigation Plan
B	Emergency Operations Plan
C	Terrorism Plan
D	Disaster Recovery Plan
E	Continuity of Operations (COOP) Plan (under development)
F	Damage Assessment Plan
G	Homeland Security Strategic Plan

H Animal Emergency & Disaster Preparedness Plan (under development)

These plans are revised and promulgated separately from this plan. Figure 1 in the Basic Plan provides a diagram of plans and other supporting documents which support comprehensive emergency management and disaster response.

Kitsap County
Comprehensive Emergency Management Plan (CEMP)

Basic Plan

I. GENERAL INFORMATION

A. Mission

1. It is the policy of the government of Kitsap County, Washington, in order to protect lives, property and the economic base of the community and in cooperation with other public and private organizations of the community, to endeavor to mitigate, prepare for, respond to and recover from all natural, terrorist related and technological emergencies and disasters.

2. To carry out the mission, the Kitsap County Department of Emergency Management (DEM) goals are to develop citizen awareness and self-sufficiency, develop responder capabilities, have procedures in an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

B. Purpose

The purpose of this Plan is to establish emergency management functions and the responsibilities of the Kitsap County Department of Emergency Management (DEM), county departments and divisions, and public and private organizations that aid in the response and recovery from any hazard that could impact Kitsap County.

The Kitsap County CEMP uses the National Incident Management System (NIMS) and is an all-hazards plan that provides the structure and mechanisms for policy and operational coordination for incident management. Consistent with the model provided in the National Response Framework (NRF) and NIMS, the CEMP can be partially or fully implemented in the context of a threat, or anticipation of or response to a significant incident or event. Selective implementation through the activation of one or more of the Emergency Support Functions (ESFs) or Annexes allows maximum flexibility in responding to and recovering from an incident, meeting the unique operational and information-sharing requirements of the situation at hand, and enabling effective interaction between various county and non-county entities. This plan will facilitate restoration of basic county government operations and services following emergencies or disasters.

The Kitsap County CEMP is the umbrella document for all other plans associated with County Emergency Management. This plan includes other specific plans or

annexes that delineate specific response roles and responsibilities for responders. The annexes are:

Annex	Plan
A	Multi-Hazard Mitigation Plan
B	Emergency Operations Plan
C	Terrorism Plan
D	Disaster Recovery Plan
E	Continuity of Operations (COOP) Plan
F	Damage Assessment Plan
G	Homeland Security Strategic Plan
H	Animal Emergency & Disaster Preparedness Plan (under development)

These plans are revised and promulgated separately from this plan. Figure 1 provides a diagram of plans and other supporting documents which support comprehensive emergency management and disaster response.

C. Scope

This Plan considers that emergencies and disasters are likely to occur as described in the Kitsap County Hazard Identification and Vulnerability Assessment (HIVA) and describes:

1. Functions and activities necessary to implement the five phases of emergency management – prevention, mitigation, preparedness, response and recovery.

2. Responsibilities in relation to Kitsap County Code title 2.104, Chapter RCW 38.52, Public Law 93-288, as amended and other applicable laws as appropriate.

D. Organization

1. Emergency Management in Kitsap County is organized as shown in Figure 2, Emergency Management Organizational Chart, and operates in accordance with the Emergency Operations Center Assignments Chart, Figure 3. Under Kitsap County Code, Chapter 2.104, Emergency Management is responsible for the carrying out of all emergency management functions to prevent, to mitigate, prepare for, respond to, and recover from emergencies and disasters resulting from natural and technological hazards and terrorism events.

2. RCW 38.52, the Washington Emergency Management Act and Kitsap County Code, Chapter 2.104, empower local governmental entities to establish a program to deal with emergencies and specifically authorizes

two or more entities to join together to establish such a program. In 1986 the Kitsap County Emergency Management Council was formed. All city and county governments are represented on the council as follows: 1) the three elected county commissioners, 2) the mayor and two at-large council members of Bremerton, 3) the mayors of Port Orchard and Poulsbo, and 4) City Council member from Bainbridge Island.

3. DEM is a governmental office staffed Monday through Friday 8:00 a.m. - 4:30 p.m. After hours incidents are handled by an assigned DEM Duty Officer who is available 24 hours per day, seven days a week. During an emergency or disaster, the office assumes enhanced operations under the Incident Management System. This could include opening the Emergency Operations Center (EOC). The level of enhancement is dependent on the severity of the event.

4. The Comprehensive Emergency Management Plan (CEMP) employs an Emergency Support Function (ESF) approach. This approach identifies sources for direct assistance and operational support through the Emergency Operations Center (EOC) that the county and its cities may need in order to address response and recovery from an emergency or disaster.

   a. The Basic Plan presents the policies and concepts of operations that guide how the county will conduct mitigation, preparedness, and response and recovery activities.

   b. The Appendices describe emergency management activities and give details supporting the Basic Plan.

   c. The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

II. POLICIES

A. Authorities

This Plan is developed, promulgated, and maintained pursuant to the following state and federal statutes and regulations:

1. Kitsap County Code, Chapter 2.104.

2. Revised Code of Washington (RCW) Chapters 38.52 and 39.34.

3. Chapter 38.54 RCW, Fire Mobilization.

4. Washington Administrative Codes (WAC) 118.04, 118.30, and 296-62-3112.

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

6. Public Law 96-342, Improved Civil Defense, 1980.

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

B. Assignment of Responsibilities

1. This Plan presents responsibilities of county departments, agencies and other organizations. These are listed in Section V of this document.

2. Emergency Support Functions (ESFs) establish prevention, mitigation, preparedness, response, and recovery activities. There is either one agency or joint agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1-15 correspond to the State Response Plan (SRP) and National Response Framework (NRF) numbering system. ESFs 16-19 are reserved for future ESFs. ESFs 20-30 are used by Kitsap County.

C. Limitations

It is the policy of Kitsap County that no guarantee is implied by this Plan of a perfect response system. As Kitsap County assets and systems may be overwhelmed, Kitsap County can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time.

D. Nondiscrimination

It is the policy of Kitsap County that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the *Federal/State Agreement for Major Disaster Recovery* will be carried out in accordance with Title 44, CFR, Section 205.16 - Non-discrimination. Federal disaster assistance is conditional on full compliance with this rule.

E. Citizen Preparedness Policy

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of Kitsap County that citizens are encouraged to be self-sufficient for at least three (3) days should an emergency or disaster occurs.

III. SITUATION

A. Disaster Conditions and Hazards

The *Kitsap County Hazard Identification and Vulnerability Assessment (HIVA)*, updated December 2008, provides information on potential hazards threatening Kitsap County. Disasters have occurred in Kitsap County and will occur again, some with warning and others with no warning at all. This plan prepares for the worst-case scenario.

B. Planning Assumptions

1. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning.

2. The county may be unable to satisfy all emergency resource requests during a major emergency or disaster.

3. Citizens, businesses, county and city departments, and industries need to provide for their own resources for the first three days after an emergency or disaster.

4. Kitsap County and its cities will comply with the intent of RCW 38.52 and WAC 118 and will:

    a. Establish procedures for continuity of government.

    b. Establish an emergency management organization and facility.

    c. Prepare plans and procedures and maintain a comprehensive Emergency Management program.

    d. Communicate with the State Emergency Management Division (EMD) Emergency Operations Center (EOC) on the status of activities during or following any emergency or disaster.

    e. Issue local emergency proclamations and request state assistance when appropriate.

f. Preserve essential records.

IV. CONCEPT OF OPERATIONS

A. General

The Kitsap County Department of Emergency Management and Emergency Operations Center (EOC) is the focal point of the emergency management organization in Kitsap County government, **FIGURE 1** (page 14). Prior to a disaster, mitigation and preparedness activities are the responsibility of each county department and supporting agency. During emergency and disaster events, the Kitsap County Emergency Operations Center (EOC) includes all county department representatives as needed and selected representatives of other support agencies within the county. Those support agencies consist of volunteer organizations like the American Red Cross; incorporated cities' fire, police and public works organizations; special purpose districts and utilities. During large events, liaison personnel from selected cities, Washington State and Federal agencies may be in the Emergency Operations Center (EOC).

The Kitsap County EOC utilizes the Incident Command System (ICS) to manage emergencies in the County. The County EOC is the coordination hub of a multi-agency coordination system (MACS) made up of city EOCs, CenCom (911), fire district Area Commands, and other agency coordination centers. Figure 4 shows a relationship among these coordinating centers.

B. Emergency Management Concepts

Protection of human life, public property, the economy and environment are the primary concerns of county government. Local governments are mandated by law, and special purpose jurisdictions are advised, to perform emergency management functions within their jurisdictional boundaries. Local governments may conduct functions outside identified territorial limits as required pursuant to RCW 38.52 as amended, current resolutions, ordinances, and mutual aid agreements.

Normal day-to-day organizational structures and chains-of-command will be maintained insofar as possible in government and supporting organizations.

The government of Kitsap County and its employees, augmented by trained reservist, volunteers and appointed emergency management officials, will take all possible action to respond to the effects of a disaster and expedite response and recovery. Top priority is the preservation of human life. The elected and appointed county officials, departments and offices of Kitsap County, and supporting organizations, agencies, or individuals, will retain their identity and

autonomy, but will function under this plan as an emergency organization under the direction of the Kitsap County Commissioners through the Department of Emergency Management. The essential activities of the emergency organization will be coordinated through the Kitsap County Emergency Operations Center (EOC). Emergency operations are conducted on a 24-hour basis, as required.

The chief official of each county government department and office is responsible for providing qualified and trained personnel to the County EOC and to their respective organizations to carry out essential assigned activities.

Supervisors and employees use department plans and procedures to carry out essential activities necessary to the accomplishment of responsibilities assigned to county government offices. Other governmental entities within Kitsap County are responsible for ensuring effective operations and using all available resources including mutual aid to manage the emergency within their respective jurisdictions, prior to requesting assistance from county government.

County government will use all locally available resources before requesting assistance from state government.

All public information disseminated to the news media about Kitsap County government emergency operations and emergency services by county departments, offices, and elected or appointed officials, will be released only with the approval of the County Joint Information Center (JIC) to ensure release of consistent and accurate information.

When mutual aid is requested, the responsible requesting organization will be in charge unless the specific mutual aid agreements direct otherwise.

The specific responsibilities of Kitsap County departments, other agencies and organizations covered by and incorporated in this plan are listed in the respective Emergency Support Functions (ESFs), Appendices and other Attachments to this plan.

C. Direction and Control

The Director of Emergency Management reports to the Kitsap County Emergency Management Council. The Kitsap County Emergency Operations Center (EOC) is the focal point for emergency management activities (see Appendix 1).

D. Emergency Operations Facilities

The primary County EOC is located at 911 Carver Street, Bremerton, WA. Alternate EOC locations are utilized when necessary and are determined by the size, severity and damage levels of disaster events.

E. Resource Prioritization Strategy and Concept

Following a disaster, the County EOC will coordinate resources to support county operational departments and unincorporated Kitsap County. The resource prioritization concept is to "do the most good for the most people". Incorporated jurisdictions are responsible for their own resource management, in accordance with RCW 38.52. Special purpose districts are responsible for their own emergency response plans and resources. If the disaster is multi-jurisdictional in nature, the County EOC will assist, when possible, affected jurisdictions that have legally proclaimed a disaster. Assistance includes resource mobilization, mutual aid agreements and public and private sector resources to include local, state and federal assets (see ESF-7 Resource Management).

F. Mitigation & Preparedness Activities

All elements of Kitsap County government will ensure that personnel, property and equipment is protected from the effects of disasters by complying with Paragraph V. C. of this Basic Plan.

G. Response & Recovery Activities

All response and recovery activities are detailed in department/division procedures and Standard Operating Procedures (SOPs) and appropriate state and federal recovery guidelines.

V. RESPONSIBILITIES

A. Role of the Federal Government

The Federal government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. The *National Response Framework* facilitates the delivery of all types of federal response assistance to states and helps them deal with the consequences of significant emergencies and disasters. Further responsibilities are detailed in ESF-20.

B. Role of Washington State Government

Washington State, through its Comprehensive Emergency Management Plan (CEMP) and Emergency Operations Center (EOC), coordinates all emergency management activities of the state, protects lives and property, and preserves the environment. In addition, the state takes appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

State government departments are responsible for providing various services such as specialized skills, equipment, and resources in support of state and local government emergency operations.

C. Role of Kitsap County Government

The following are basic responsibilities for emergency management operations provided by and through Kitsap County government. Detailed responsibilities and essential activities are found in the appropriate Emergency Support Functions (ESFs) and Appendices to this document. Department-level operating procedures detail *how* individual departments shall perform their responsibilities as delineated in this Basic Plan, ESFs and Appendices. Each department in Kitsap County government has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response and recovery. Kitsap County also has a regional (county-wide) responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals plus political and special purpose jurisdictions.

Various response agencies are responsible for their own specific communication systems.

All Kitsap County departments (including judicial and legislative organizations) shall:

1. Ensure that employee work areas are safe, clear of equipment and supplies that may compromise access/egress routes, and that no equipment or supplies can injure employees.

2. Participate in emergency management training, drills and exercises to test county plans and procedures.

3. Train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response.

4. Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.).

5. Ensure that adequate disaster supplies and equipment are available for department staff.

6. Develop mutual support agreements with other “like” departments or organizations in other jurisdictions, when appropriate.

7. Develop procedures to reestablish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.

8. Provide department resources (supplies, equipment, services, and personnel), as coordinated through the Emergency Operations Center (EOC).

9. Develop procedures to document all costs of disaster response and recovery.

10. Ensure compliance with U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) Endangered Species Act Section 7 when responding during an emergency.

D. Before a disaster occurs: it is the policy of Kitsap County that the head of each county department (including elected officials) is responsible for the following:

1. Establishing policies and procedures for departmental chain of command and succession of authority.

2. Designating primary and alternate locations from which to establish direction and control of departmental activities during a disaster.

3. Identifying and obtaining necessary equipment and supplies, which may be needed to manage departmental activities.

4. Identifying the information needed to manage department activities including how it will be gathered, stored and accessed.

5. Deciding how departmental management relates to the County EOC, (Figure 2, Emergency Operations Center EOC Assignments, page 13), and who should report there when an emergency or disaster occurs.

6. Appointing a liaison and alternates to work with DEM in the development and maintenance of this plan and agency procedures.

7. Encouraging the development of employee response teams from within their department.

8. Establishing policy for 24-hour contact to activate department responsibilities.

9. Making staff available, when requested by DEM, for appropriate training and emergency assignments, such as EOC activities, damage assessment,

and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective county department.

10. Establishing policies and procedures for documentation of disaster costs and developing administrative methods to keep accurate disaster expenditure records.

11. Keeping an updated inventory of key departmental personnel, facilities and equipment resources.

E. It is the policy of Kitsap County that, upon the occurrence of an emergency or disaster, each county department is responsible for the following:

1. Assessing the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.

2. Reporting assessment information through the respective department's chain of command, to DEM or the EOC on a continuing basis, as appropriate.

3. Keeping complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

F. Departmental management shall utilize the following guidelines as a basis for an action checklist to manage disaster response and operations.

1. Report to the pre-designated site to manage department operations.

2. Ascertain what happened, what can be done about it and what is needed.

3. Make contact with the courthouse Campus Command Post and report key information. In the event the command post is not functioning, report information to DEM. (360) 307-5871

4. Take appropriate actions per department capabilities.

5. Keep the Campus Command Post informed of actions/activities.

6. Keep good records, document actions, costs, overtime, etc.

G. Departmental designated staff and agency liaisons report to the County EOC, when activated, to coordinate response efforts and support field operations. If necessary, alternate sites may be utilized for EOC operations. If staff is unsure if the EOC is activated and no phone contact can be made, assigned staff should **"self report"** to County EOC.

H. The Department of Emergency Management (DEM) is the lead agency for evaluating a situation to determine if the extraordinary authority of an Emergency Proclamation by the Commissioners is necessary. Any department and/or agency requiring an Emergency Proclamation pursuant to their respective authority, coordinates the process with DEM. If requested, DEM may assist cities in Kitsap County with preparing their own Emergency Proclamations.

I. When a disaster occurs, it is anticipated that Kitsap County departments, other jurisdictions, first response agencies and organizations will break down their areas of responsibility into manageable units, assess what has happened, what can be done about it and what is needed. This information is sent by whatever means available to the EOC. When resources cannot meet the needs created by a disaster, additional assistance may be requested through normal mutual aid or through the EOC Additional resources supporting county operations may be located at staging areas until a specific assignment is made (see ESF-7).

J. If the situation is, or may become, beyond the capabilities of the resources of Kitsap County and those provided by mutual aid, the Board of County Commissioners may request assistance from the Governor, or from the federal government, through the Governor. If requested, DEM may assist Kitsap County cities with this request.

K. If communication systems break down in a disaster, a remote site may act as a remote command center for its local area until coordination is established from the EOC. Each may serve as a command post, staging area, reception center, triage station, communications center or other functional capacity.

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FIGURE 1

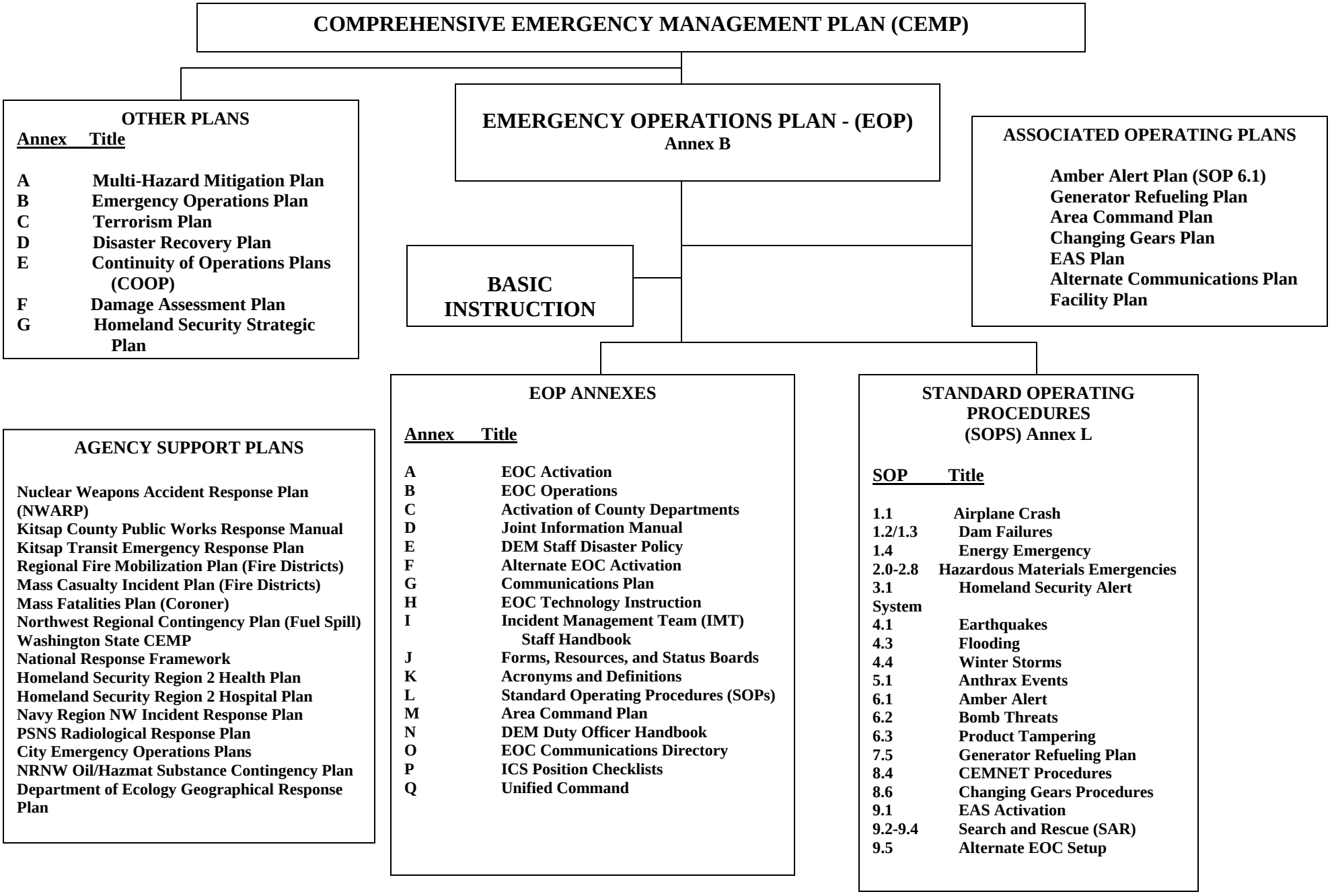
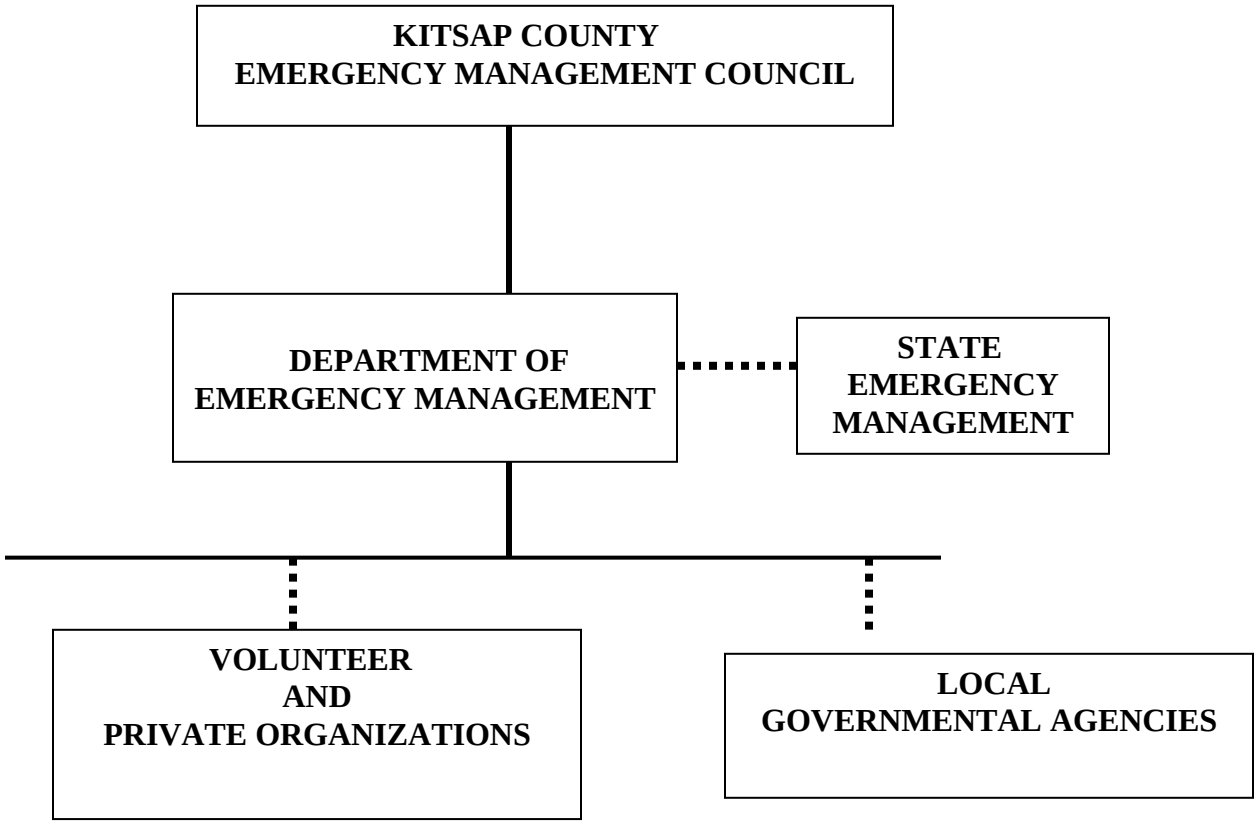

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)
OTHER PLANS
Annex Title
A Multi-Hazard Mitigation Plan
B Emergency Operations Plan
C Terrorism Plan
D Disaster Recovery Plan
E Continuity of Operations Plans (COOP)
F Damage Assessment Plan
G Homeland Security Strategic Plan
EMERGENCY OPERATIONS PLAN - (EOP)
Annex B
ASSOCIATED OPERATING PLANS
Amber Alert Plan (SOP 6.1)
Generator Refueling Plan
Area Command Plan
Changing Gears Plan
EAS Plan
Alternate Communications Plan
Facility Plan
BASIC INSTRUCTION
AGENCY SUPPORT PLANS
Nuclear Weapons Accident Response Plan (NWARP)
Kitsap County Public Works Response Manual
Kitsap Transit Emergency Response Plan
Regional Fire Mobilization Plan (Fire Districts)
Mass Casualty Incident Plan (Fire Districts)
Mass Fatalities Plan (Coroner)
Northwest Regional Contingency Plan (Fuel Spill)
Washington State CEMP
National Response Framework
Homeland Security Region 2 Health Plan
Homeland Security Region 2 Hospital Plan
Navy Region NW Incident Response Plan
PSNS Radiological Response Plan
City Emergency Operations Plans
NRNW Oil/Hazmat Substance Contingency Plan
Department of Ecology Geographical Response Plan
EOP ANNEXES
Annex Title
A EOC Activation
B EOC Operations
C Activation of County Departments
D Joint Information Manual
E DEM Staff Disaster Policy
F Alternate EOC Activation
G Communications Plan
H EOC Technology Instruction
I Incident Management Team (IMT) Staff Handbook
J Forms, Resources, and Status Boards
K Acronyms and Definitions
L Standard Operating Procedures (SOPs)
M Area Command Plan
N DEM Duty Officer Handbook
O EOC Communications Directory
P ICS Position Checklists
Q Unified Command
STANDARD OPERATING PROCEDURES (SOPS) Annex L
SOP Title
1.1 Airplane Crash
1.2/1.3 Dam Failures
1.4 Energy Emergency
2.0-2.8 Hazardous Materials Emergencies
3.1 Homeland Security Alert System
4.1 Earthquakes
4.3 Flooding
4.4 Winter Storms
5.1 Anthrax Events
6.1 Amber Alert
6.2 Bomb Threats
6.3 Product Tampering
7.5 Generator Refueling Plan
8.4 CEMNET Procedures
8.6 Changing Gears Procedures
9.1 EAS Activation
9.2-9.4 Search and Rescue (SAR)
9.5 Alternate EOC Setup

FIGURE 2

EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



Legend:

Direction: _____ Coordination -------

FIGURE 3 – EMERGENCY OPERATIONS CENTER ASSIGNMENTS

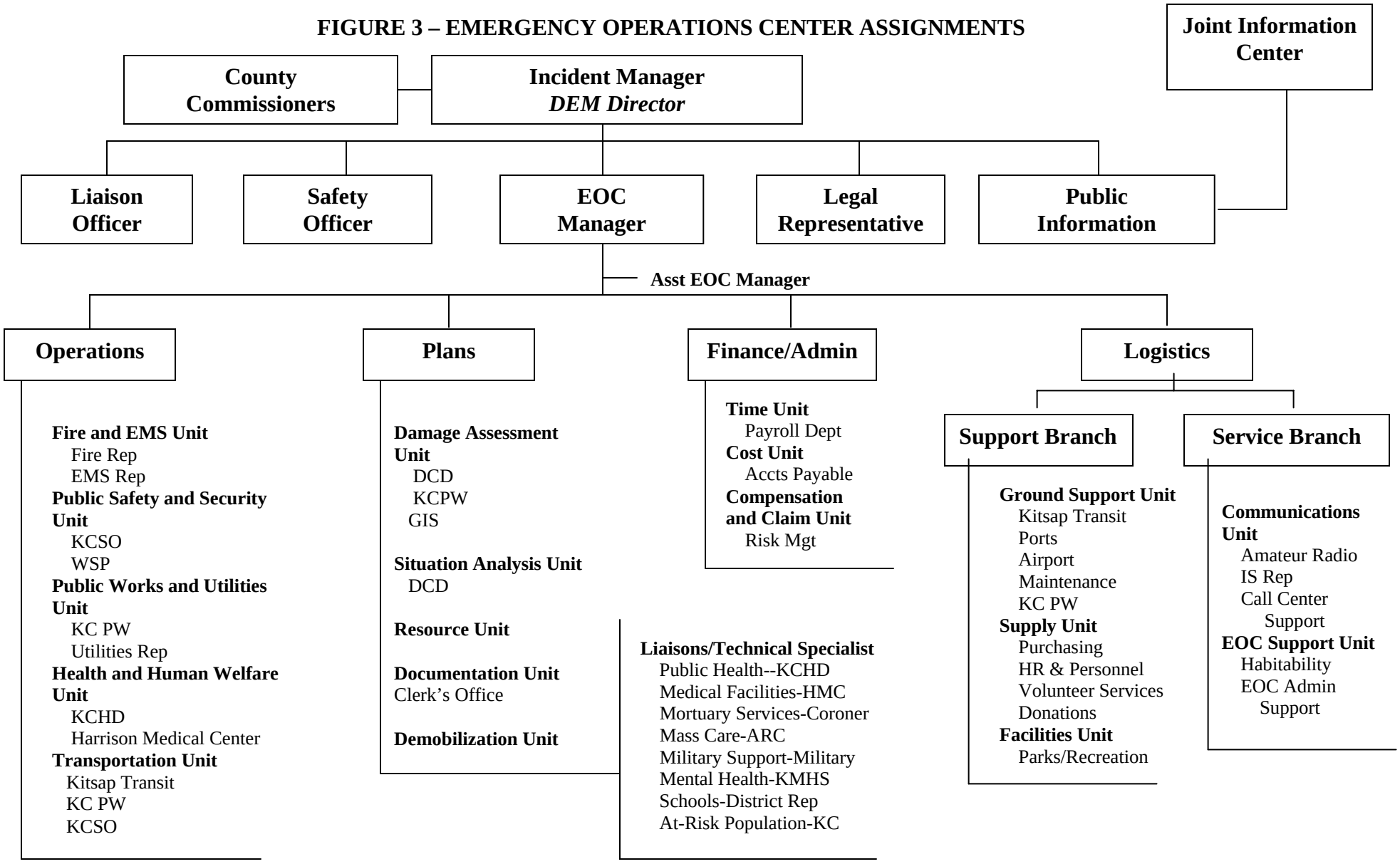
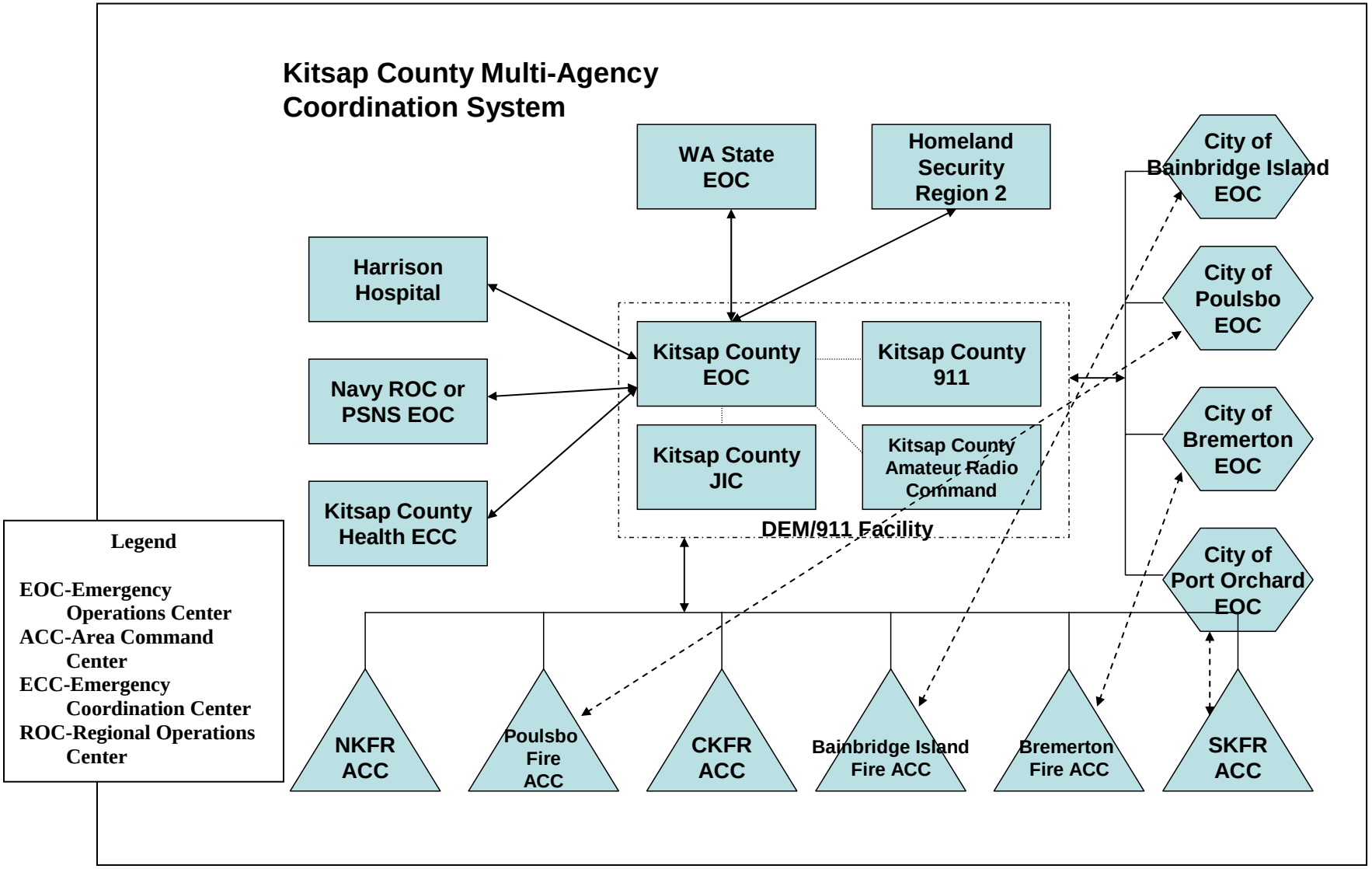


Figure 4: Kitsap County Multi-Agency Coordination System



APPENDIX 1
DIRECTION AND CONTROL

I. INTRODUCTION

Purpose

A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *Kitsap County Comprehensive Emergency Management Plan* (CEMP).

B. To ensure continued operation and continuity of Kitsap County government and its functions during and after emergencies or disasters.

C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. CONCEPT OF OPERATIONS

A. General

1. Direction, control, and coordination is conducted along the general guidelines shown in Figure 1 - Emergency Management Organizational Chart, Figure 2 - Emergency Management Operational Chart and Figure 3 - Organization and Responsibilities Matrix.

2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

1. Emergency Management in Kitsap County is established by state law, RCW 38.52. Other state and county laws and ordinances provide guidance for how emergency management conducts business during emergencies and disasters (see Appendix 3, Authorizations and References).

2. When the Board of County Commissioner proclaims a disaster or emergency, direction and control is usually delegated to the Director of the Kitsap County Department of Emergency Management in cooperation with local jurisdictions, volunteer organizations, and the private sector.

3. Kitsap County services and facilities may be used during the time of an emergency or disaster.

4. The Commissioner(s) or their designee, directors of selected county departments and agencies or their designees, and other key individuals may operate during emergencies and disasters from the primary County Emergency Operations Center (EOC), or a designated alternate County EOC.

5. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations. See Emergency Support Function (ESF) 2, Telecommunications/ Information Systems and Warning.

C. Coordination

Emergency Management provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with federal, state, and local jurisdictions, as well as other special purpose districts, volunteer agencies and private businesses.

D. Continuity of Government

In the event that an emergency/disaster reduces the number of County Commissioners, the following applies: If there is one vacancy, the two remaining Commissioners fill it; if there are two vacancies, the Governor appoints one Commissioner and the two Commissioners appoint the third; if the two Commissioners are unable to agree on the third, the Governor makes the appointment, per RCW 36.32.070. The statute is based on Article II, Section 15 of the Washington State Constitution.

1. Commissioners Absence – Emergencies/Disaster

   In the event the Kitsap County Commissioners are all injured, isolated or deceased the following "succession of command" has been established: In order of succession:

   Sheriff
   Auditor
   Assessor
   Clerk
   Treasurer

2. Elected and/or Appointed Department Head absence – Emergencies/Disaster

   Other executive heads of departments and agencies will appoint and identify temporary interim successors or designees in the event they are

unable or unavailable to fulfill their duties and responsibilities due to an emergency/disaster. The temporary interim successor, in the order identified by the department head, will have the authority to act in the place of the department head until the department head resumes control or a new executive may be appointed.

In the event the elected and/or appointed department head is injured, isolated or deceased the following "succession of command" has been established in order of succession for each department. See Figure 4 – Kitsap County Departments – Line of Succession on page 17.

3. Essential Records Preservation – Emergencies/Disaster

All departments and agencies of Kitsap County shall identify records essential for continuity and preservation of government and provide for their protection according to the guidelines set by the State Archivist (Secretary of State's Office, RCW 40.10.010).

E. Emergency Operations Centers

County government will coordinate disaster activities from a central location, referred to as the Kitsap County Emergency Operations Center (EOC) that has communications capabilities to conduct such activities. The EOC is located at the CenCom/Emergency Management Bldg. 911 Carver Street, Bremerton.

Procedures are maintained to ensure the facility is adequately staffed and equipped to be immediately available when needed.

The County alternate EOC may be used if the primary facility is unable to accommodate the county's needs during a disaster. The primary alternate facility is located at the Pavilion, Kitsap County Fairgrounds.

County departments will designate a central point for operations during times of disasters and will coordinate activities with the County EOC.

Cities and special purpose districts will coordinate activities impacting county resources with the County EOC.

III. RESPONSIBILITIES

A. General

General responsibilities for county departments are identified in the Basic Plan under Section V, Responsibilities. Attached, Figure 3 - Organization and Responsibilities Matrix, identifies primary and support responsibilities for county departments and agencies as they relate to Emergency Support Functions identified by this plan.

Policy decisions affecting county government are made by the Board of County Commissioners. The Commissioners may choose to convene a group of advisors or may make decisions based on information gathered by others. The EOC will be informed of all policy decisions.

Personnel in the County EOC handle coordination issues or operational decisions that significantly impact more than one department. The EOC Incident Manager informs the Commissioners of major events and decisions in regards to the emergency or disaster. In return, the Commissioners or their designee informs the EOC of all policy decisions concerning the event.

Major decisions made at the department level will be transmitted to the EOC. Other agencies or departments may be impacted or have similar issues to address.

Because of the complexity of emergencies and disasters, county departments may be responsible for functions or operations that do not normally fall within their scope of responsibility, and will find that they must work closely with other public, volunteer and private agencies to ensure success.

B. Emergency Management

The director of the Kitsap County Department of Emergency Management subject to the direction and control of the Kitsap County Emergency Management Council shall be responsible to the Council for coordinating the emergency management program for the county. The director shall coordinate the activities of organizations for emergency management within the county, and shall maintain liaison with and cooperate with emergency management organizations of cities, the state and the federal government, and shall have such additional authority, duties, and responsibilities as prescribed by the Council. Direction and control is usually delegated to the director of DEM, in cooperation with county departments, agencies, local jurisdictions, volunteer organizations, and the private sector.

C. County Departments' & Agencies' Responsibilities

1. American Red Cross

   a. Coordinate shelter operations including the provision of first aid and the feeding of shelter residents.
   b. Coordinate the feeding of emergency workers in the field.
   c. Coordinate residential damage assessment.
   d. Provide representation to the EOC.
   e. Support for ESF-6, Mass Care/Shelter; ESF-11, Agriculture & Natural Resources (food & water).
   f. Support agency for ESF-7, Resource Management; ESF-21 Damage Assessment

2. Assessor

   a. Provide for re-evaluation of property damaged or destroyed by a disaster.
   b. Provide information regarding ownership and values.
   c. Provide manpower support to the EOC as requested.
   d. Support agency for ESF-14, Long Term Community Recovery & Mitigation; ESF-21 Damage Assessment.

3. Auditor

   a. Coordinate the compilation of disaster response and recovery related labor, equipment, material and service costs for post disaster reporting purposes.
   b. Coordinate post-disaster activity with the County Treasurer and Assessor.
   c. Provide for internal cash and system financial auditing of county departments and offices, as required to maintain the continuous provision of emergency management functions.
   d. Provide representation to the EOC as needed.
   e. Provide manpower support to the EOC as requested.
   f. Support agency for ESF-14, Long-term Community Recovery & Mitigation; and ESF-21, Damage Assessment.

4. Board of County Commissioners

   a. Provide overall direction and control.
   b. Proclaim a state of emergency when necessary and request state and federal assistance.
   c. Liaison with local, state, and federal elected officials.
   d. Communicate with the press and citizens of Kitsap County.

e. Be available to constituents to address non-routine problems during disaster response and recovery operations.
f. Support agency for ESF-2, Communications; ESF-14, Long-term Community Recovery & Mitigation; ESF-21, Damage Assessment; and ESF 15 External Affairs.

5. CENCOM

a. Dispatch resources as requested.
b. Forward emergency information and requests to the EOC.
c. Provide representation to the EOC as required.
d. Co-lead agency for ESF-2, Communications Support agency for ESF-14 Long-term Community Recovery & Mitigation; and ESF-21-Damage Assessment.

6. Clerk

a. Provide support personnel to the EOC as needed.
b. Support agency for ESF-14, Long-term Community Recovery & Mitigation; and ESF-21-Damage Assessment.

7. Community Development

a. Coordinate damage assessment and post disaster safety inspections of county buildings and facilities.
b. Coordinate damage assessment and post disaster safety inspections of private businesses deemed to be critical functions in the County.
c. Coordinate private assessment and inspection resources.
d. Provide permit assistance and waivers.
e. Provide DCD representation to the EOC.
f. Provide manpower support to the EOC as requested.
g. Co-lead agency for ESF-3, Public Works and Engineering
h. ESF-14- Long-term Community Recovery & Mitigation and ESF-21-Damage Assessment.

8. Conservation District

   a. Provide information and outreach to the agriculture community.
   b. Coordinate with government and the private sector to reduce or alleviate affects of emergencies or disasters on renewable natural resources.

9. Cooperative Extension

   Provide information on food safety.

10. Coroner

    a. Collect and identify deceased victims.
    b. Provide coordination with other services, including funeral homes, state and federal authorities.
    c. Provide representation to the EOC.
    d. Co-lead agency for ESF-8,Public Health & Medical Services.
    e. Support agency for ESF-14-Long-term Community Recovery & Mitigation; and ESF-21-Damage Assessment.

11. Correctional Center

    a. Provide for the emergency shelter and/or congregate care of persons institutionalized in Kitsap County Adult and Juvenile Detention facilities.
    b. Provide emergency jail operations as required.
    c. Provide assistance such as food service to the EOC when the needs of the detainees have been met.
    d. Assist in collecting information and compiling data for operational reports necessary for emergency operations.
    e. Support response and recovery activities as required.
    f. Support agency for ESF-7, Resource Support and ESF-21, Damage Assessment.

12. County Administrator (On behalf of the Board of Commissioners)

    a. Oversee courthouse and campus evacuation and personnel accountability.
    b. Provide courthouse damage assessment information to the EOC.
    c. Provide personnel, equipment, and resources to adequately support DEM, and ensure the efficient support of the County EOC.
    d. Provide assistance in emergency budgetary and financial management.
    e. Provide assistance in analyzing emergency planning on issues affecting county emergency management.
    f. Administer the county’s economic stabilization program and

recovery plan.

g. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.
h. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
i. Perform major administrative decisions necessary for the continuity of county government.
j. Assume lead role in the recovery process.
k. Keep the Board of Commissioners informed.
l. Coordinates volunteer support to EOC as requested.

13. District Court and Superior Court

a. Provide for continuity of court operations.
b. Continue to operate the county courts as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
c. Perform coordination with other divisions: Probation Division, Community and Human Services, Prosecuting Attorney, and Adult and Juvenile Detention to insure efficient trial operations.
d. Report to the EOC any damage of department occupied facilities, equipment, or resources.
e. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
f. Support response and recovery activities as required.
g. Provide manpower support to the EOC as requested.
h. ESF-14 Long-term Community Recovery & Mitigation; and ESF-21, Damage Assessment.

14. Emergency Management

a. Coordinate all phases of the emergency/disaster.
b. Provide comprehensive disaster management planning.
c. Coordinate with local, state, federal, private and volunteer organizations.
d. Prepare emergency proclamations for the Board of County Commissioners.
e. Provide staff and public training.
f. Register emergency workers.
g. Provide resource management.
h. Provide EOC volunteer management.
i. Maintain primary and alternate County EOC.
j. Maintain communications with Emergency Management Council and Elected Officials.

15. Fire Service

    a. Provide fire suppression and control.
    b. Provide fire prevention inspections and activities.
    c. Provide emergency response such as pumping, evacuation, and limited property protection, resources permitting.
    d. Provide suburban search and rescue operations.
    e. Coordination with appropriate outside agencies.
    f. Provide damage assessment.
    g. Provide hazardous material operations.
    h. Provide warning support.
    i. Provide communications support.
    j. Provide representation to the EOC.
    k. Lead agency for ESF-4, Firefighting; ESF-10, Oil & Hazardous Material Response
    l. Support agency for ESF-1, Transportation; ESF-2, Communications and Warning; ESF-7, Resource Management; ESF-8, Health, Medical and Mortuary Services; ESF-9, Search and Rescue; ESF-13- Public Safety & Security; ESF-14, Long-term Community Recovery and Mitigation, ESF-21, Damage Assessment

16. Health District

    a. Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.
    b. Coordinate and provide triage and limited first aid care and treatment of minor injuries at Public Health facilities.
    c. Provide staff and resources as the lead agency in Kitsap County for bio-terrorism planning.
    d. Coordinate and provide environmental health services, including inspections for water and food contamination; vector control; inspections of temporary emergency housing and schools for proper sanitation; and disposal of disaster related solid waste.
    e. Provide representatives to the EOC as required.
    f. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.
    g. Co-lead agency for ESF-8, Public Health & Medical Services
    h. Support agency for ESF-3, Public Works and Engineering; ESF-6, Mass Care/Shelter; ESF-11, Agriculture & Natural Resources ESF-14- Long Term Community Recovery and Mitigation; and ESF-21, Damage Assessment.

17. Housing Authority

    a. Coordinate provision of long-term shelter to disaster victims.
    b. Provide moving/relocation assistance.
    c. Support agency for ESF-6, Mass Care/Shelter; ESF-14 Long-term Community Recovery and Mitigation

18. Information Services

    a. Restore and maintain telephone, computer and mail services.
    b. Provide for the emergency repair or relocation of the County EOC phones, computers and equipment.
    c. Coordinate the emergency repair or relocation of other county departments' phones and computers.
    d. Coordinate private telephonic resources.
    e. Provide GIS support to the EOC for mapping and charting services
    f. If necessary, assist in opening Alternate EOC. (Facilities)

18. Office of Strategic Financial Planning

    a. Provide Purchasing staff to EOC as requested.
    b. Provides assistance with financial management (budget) as needed.

19. Personnel and Human Services/Senior Programs

    a. Coordinate with other organizations for the provision of Emergency Management staff and field support throughout the response and recovery phases.
    b. Coordinates the hiring of emergency personnel.
    c. Provide representation to the EOC.
    d Provide mental health crisis response and involuntary detention services and outpatient mental health services for persons who suffer from reactions to the disaster.
    a. Coordinate with Risk Management, State Retirement, and the family in the case of a County employee fatality.
    b. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
    c. Support response and recovery activities as required.
    h. Senior Programs provides technical expertise to the EOC for social concerns for the at-risk population.
    ii. Support agency for; ESF-14, Long-term Community Recovery & Mitigation; and ESF-21, Damage Assessment.

20. Port of Bremerton

    a. Provide representation to the County EOC as necessary.
    b. Advise the Transportation Supervisor on marine and air transport matters.
    c. Coordinate the provision of marine and air transportation.
    d. Support agency for ESF-1, Transportation; ESF-7, Resource Support.

21. Prosecutor

    a. Advise county government officials on legal matters relating to emergency management authority and responsibility.
    b. Review emergency agreements, contracts, and disaster-related documents.
    c. Represent county government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.
    d. Report to the EOC any damage of department occupied facilities, equipment or resources.
    e. Provide a representative to the EOC when required.
    f. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
    g. Support response and recovery activities as required.
    h. Support agency for ESF-14, Long-term Community Recovery & Mitigation; and ESF-21, Damage Assessment.

22. Puget Power and Cascade Natural Gas

    a. Provide gas shortage and distribution advice.
    b. Provide gas shortage impact predictions.
    c. Provide power outage and distribution advice.
    d. Provide power outage impact predictions.
    e. Provide representation to the County EOC as necessary.
    f. Support agency for ESF-12, Energy , ESF-21, Damage Assessment.

23. Public Works

    a. Provide inspections of county roads and bridges to determine damage and safety.
    b. Provide a liaison to the County EOC and maintain communications with field personnel.
    c. Remove debris and wreckage from roads and bridges.
    d. Provide for waste disposal.
    e. Designate usable roads and bridges.

f. Provide temporary repair of damaged county roads and bridges, if possible.
g. Provide surface and stormwater management.
h. Assess the wastewater system to determine damage.
i. Provide roadblocks, barricades, signs, or flaggers as requested.
j. Coordinate expeditious removal of debris and other non-hazardous materials.
k. Provide fuel storage.
l. Provide sand and gravel.
m. Provide flood control support.
n. Coordinate drainage activities.
o. Coordinate with private contractors and suppliers.
p. Lead agency for ESF-1, Transportation; ESF-3, Public Works and Engineering; ESF-12 Energy; Support agency for ESF-10, Oil & Hazardous Materials Response; ESF, Long-term Community Recovery & Mitigation ; and ESF-21, Damage Assessment.

24. School Districts

a. Develop district building hazard mitigation and emergency response plans in accordance with state and district policy.
b. Provide public shelters through agreements with the Red Cross.
c. Provide buses for transportation.
d. Provide school situation reports to the County EOC.
e. Provide damage assessment reports to the County EOC from field observations of bus drivers and other personnel.
f. Provide a representative to the County EOC as needed.
g. Support agency for ESF-1, Transportation.

25. Sheriff

a. Coordinate crime prevention and detection programs and the apprehension of criminals.
b. Provide efficient service to the public through crowd and traffic control, emergency aid and safety programs.
c. Prevent and control civil disorder.
d. Provide security to the County EOC, shelters, food and water distribution staging areas, and transportation, as needed.
e. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
f. Provide Search and Rescue as needed.
g. Provide damage assessment support.
h. Provide liaison and coordination with other law enforcement agencies.
i. Provide representation to the County EOC.
j. Lead agency for ESF-1, Transportation; ESF-2 Communications;

ESF-9, Search and Rescue; ESF-13, Public Safety & Security;

k. Support agency for ESF-10, Oil &Hazardous Materials Response; and ESF-14 Long-term Community Recovery & Mitigation; and ESF-21, Damage Assessment.

26. Kitsap Transit

a. Coordinate public transportation resources.
b. Advise on public transportation issues.
c. Provide representation to the County EOC.
d. Co-lead agency for ESF-1 Transportation

27. Treasurer

a. Arrange for emergency funding.
b. Provide representation to the EOC as necessary.
c. Provide support personnel to the EOC as needed.
d. Support agency for ESF-14, Long-term Community Recovery & Mitigation; and ESF-21, Damage Assessment.

28. Water Purveyors

a. Provide representation to the County EOC as necessary to address water issues in the county.
b. Develop plans and procedures for providing a safe and continuous water supply.
c. Establish adequate emergency water supply procedures for effective fire protection operations.
d. Provide damage assessment reports to the County EOC.
e. Support agency for ESF-12, Energy; and ESF 11, Agriculture & Natural Resources

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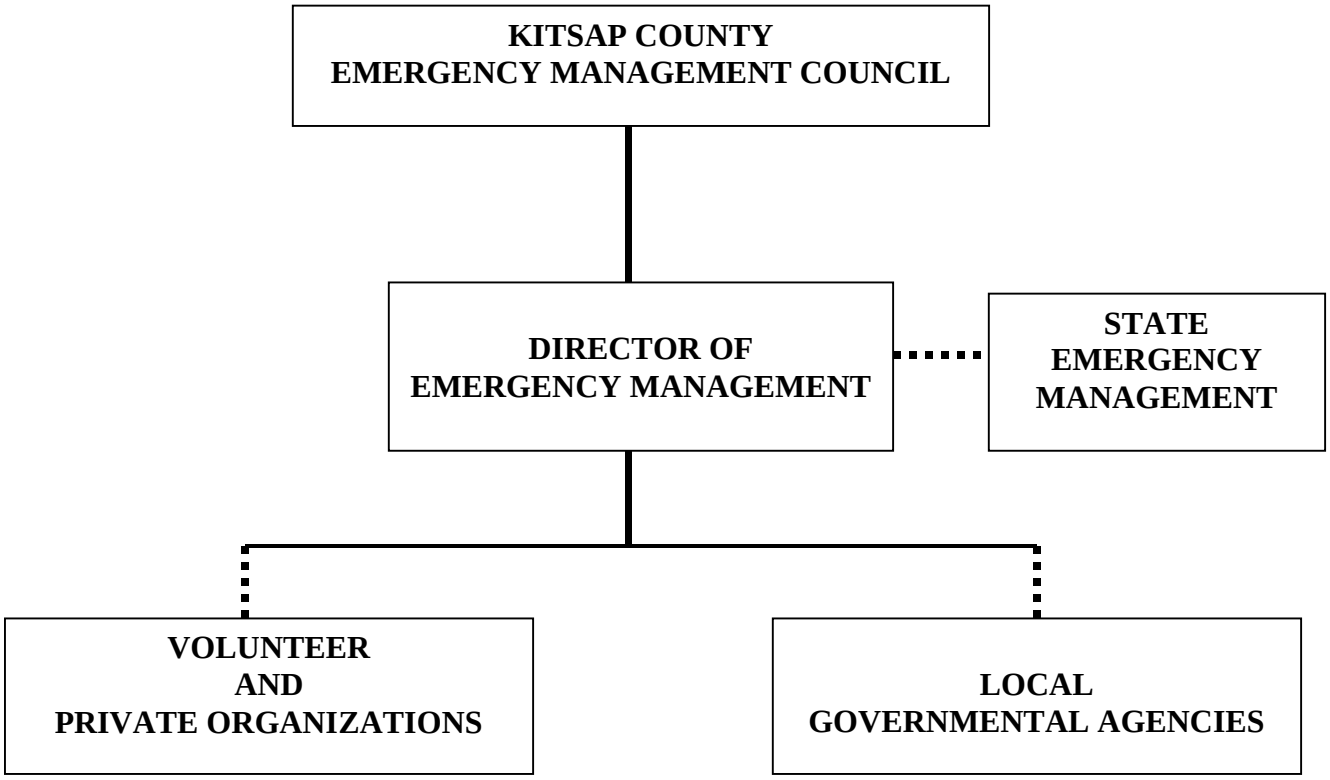
Figures **Page**

Figure 1 Emergency Management Organizational Chart …… 14
Figure 2 Emergency Management Operational Chart …… 15
Figure 3 Organizations and Responsibilities Matrix…… 16-19
Figure 4 Kitsap County Departments Line of Succession ……... 20

APPENDIX 1
FIGURE 1
EMERGENCY MANAGEMENT
ORGANIZATIONAL CHART

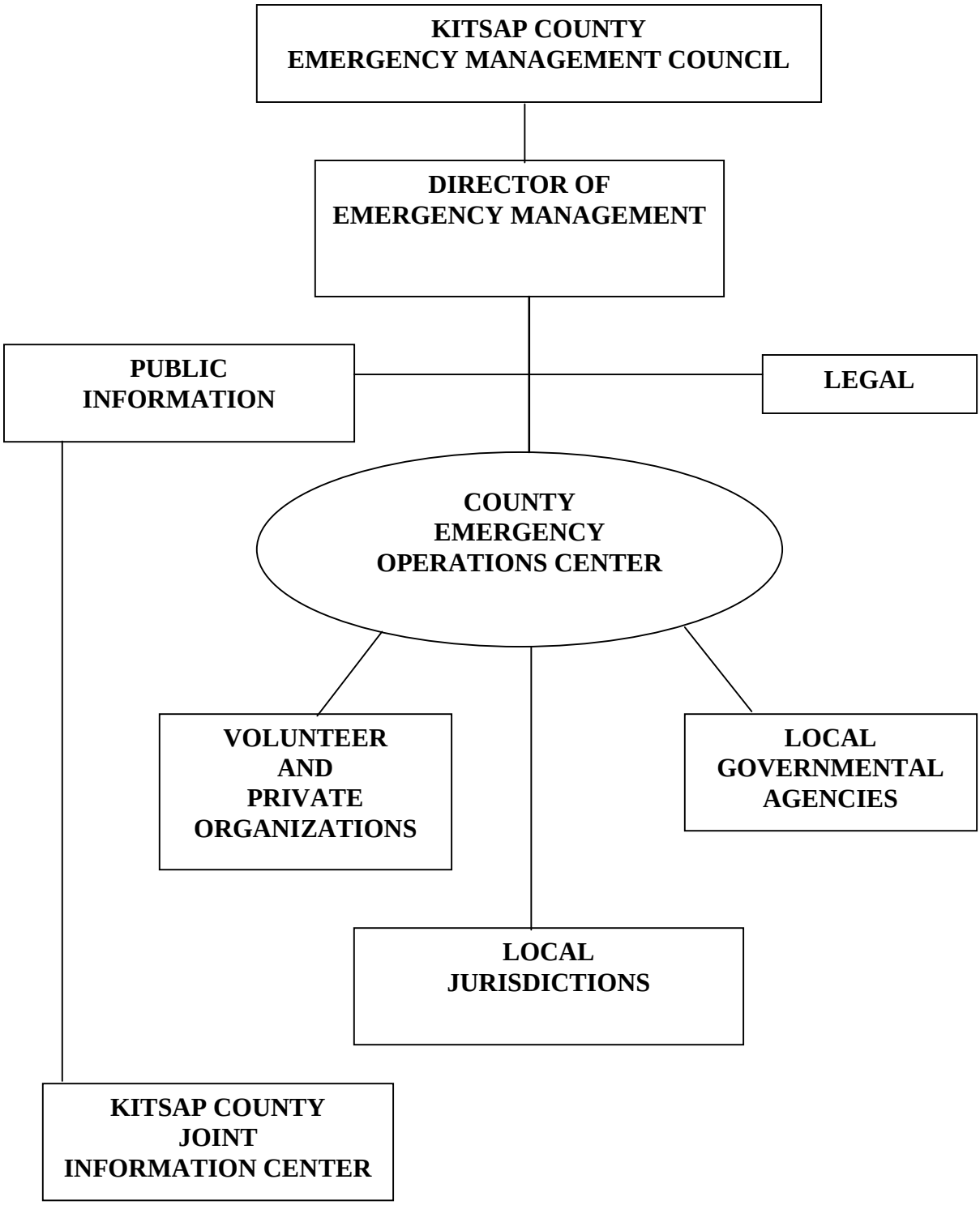


Legend:

Direction ——————

Coordination ▪▪▪▪▪▪▪▪▪

FIGURE 2
EMERGENCY MANAGEMENT
OPERATIONAL CHART



APPENDIX 1, FIGURE 3
ORGANIZATION & RESPONSIBILTIES

	Emergency Support Function	Commissioners Administrator	American Red Cross	Assessor	Auditor	CENCOM	Clerk	Courts
Direction & Control	Appendix 1	P						
Transportation	ESF 1							
Communication	ESF 2					P		
Public Works/Engineering	ESF 3							
Firefighting	ESF-4							
Emergency Mgt.	ESF-5							
Mass Care/Housing/Human Services	ESF-6		P					
Resources Mgt.	ESF-7							
Public Health & Medical Services	ESF-8							
Search & Rescue	ESF-9							
Oil & Hazmat Response	ESF-10							
Agriculture & Natural Resources	ESF-11							
Energy	ESF-12							
Public Safety & Security	ESF-13			S				
Long-Term Recovery & Mitigation	ESF-14	P			S	S	S	S
External Affairs	ESF-15	S						
State and Federal Support	ESF-20							
Damage Assessment	ESF-21	S	S	S	S	S	S	
Military Support	ESF-22							

P= Primary S=Support

APPENDIX 1, FIGURE 3 – Cont.
ORGANIZATION & RESPONSIBILTIES

	Emergency Support Function	Community Development	Conservation Dist.	Cooperative Ext.	Coroner	Correctional Center	Emergency Mgt.	Fire Service
Direction & Control	Appendix 1						P	
Transportation	ESF 1						S	S
Communication	ESF 2						S	
Public Works/Engineering	ESF 3	P					S	P
Firefighting	ESF-4						S	
Emergency Mgt.	ESF-5						P	
Mass Care/Housing/Human Services	ESF-6						S	
Resources Mgt.	ESF-7						S	
Public Health & Medical Services	ESF-8				P		S	
Search & Rescue	ESF-9						S	
Oil & Hazmat Response	ESF-10						S	P
Agriculture & Natural Resources	ESF-11		S				S	
Energy	ESF-12						S	
Public Safety & Security	ESF-13						S	
Long-Term Recovery & Mitigation	ESF-14	S	S		S	S	P	S
External Affairs	ESF-15						S	
State and Federal Support	ESF-20						P	
Damage Assessment	ESF-21	S	S		S	S	S	S

P = Primary S = Support

APPENDIX 1, FIGURE 3 – Cont.
ORGANIZATION & RESPONSIBILTIES

		Health District	Housing Authority	Information Services	Personnel & Human Services/Senior Programs	Port of Bremerton	Prosecutor	Puget Sound Energy & Cascade Natural Gas
Direction & Control	Appendix 1				S		S	
Transportation	ESF 1					S		
Communication	ESF 2			S				
Public Works/Engineering	ESF 3	S						S
Firefighting	ESF-4							
Emergency Mgt.	ESF-5							
Mass Care/Housing/Human Services	ESF-6	S	S					
Resources Mgt.	ESF-7					S		S
Public Health & Medical Services	ESF-8	P						
Search & Rescue	ESF-9							
Oil & Hazmat Response	ESF-10							
Agriculture & Natural Resources	ESF-11							
Energy	ESF-12							P
Public Safety & Security	ESF-13							
Long-Term Recovery & Mitigation	ESF-14	S	S	S	S	S	S	S
External Affairs	ESF-15							
State and Federal Support	ESF-20							
Damage Assessment	ESF-21	S	S	S	S	S	S	S
Military Support	ESF-22							

APPENDIX 1, FIGURE 3 – Cont.
ORGANIZATION & RESPONSIBILTIES

		Public Works	Sheriff	Transit	Treasurer	Watery Purveyors		
Direction & Control	Appendix 1	S						
Transportation	ESF 1	S	P	P				
Communication	ESF 2							
Public Works/Engineering	ESF 3	P						
Firefighting	ESF-4							
Emergency Mgt.	ESF-5							
Mass Care/Housing/Human Services	ESF-6			S				
Resources Mgt.	ESF-7	S						
Public Health & Medical Services	ESF-8							
Search & Rescue	ESF-9		P					
Oil & Hazmat Response	ESF-10		S					
Agriculture & Natural Resources	ESF-11					S		
Energy	ESF-12	P				S		
Public Safety & Security	ESF-13		P					
Long-Term Recovery & Mitigation	ESF-14	S	S	S	S	S		
External Affairs	ESF-15		S					
State and Federal Support	ESF-20							
Damage Assessment	ESF-21	S	S	S	S	S		
Military Support	ESF-22							

APPENDIX 1, FIGURE 4
KITSAP COUNTY DEPARTMENTS – LINE OF SUCCESSION

DEPARTMENT	Line of Succession (in succession order)
Administrator's Office	1.. Community Development Dir. 2. Parks/Recreation Dir. 3. Public Works Dir. 4. Personnel/HS Dir.
Assessor	1. Deputy Assessor 2. Commercial Appraisal 3. Assessment Adm. Supervisor
Auditor	1. Chief Deputy 2. Financial Service Mg. 3. Administrative Services Mg. 4. Elections Mgr.
CENCOM	1. Deputy Director 2. Training/Operations Mgr. 3. Professional Standards Super. 4. On-Shift Supervisors
Clerk	1. Chief Deputy 2. Court Services Supervisor 3. Courtroom Operations Supervisor
Community Development	1. DCD Assistant Director (Chief Building Official) 2. Fire Marshal 3. Development Engineering Mgr. 4. Permit Center Mgr.
Coroner	1. Chief Deputy
District Court – Presiding Judge, Director	1. Office Supervisor 1/ Criminal 2. Office Supervisor /Accounting 3. Court Scheduler
District Court - Probation	1. Probation Supervisor 2. Clerical Supervisor 3. Probation Officer
Emergency Mgmt.	1. Operations Program Coord.,. 2. Public Info/Public Education Program Mgr. 3. Administrative Asst.
Health District	1. Deputy Director 2. Community Health Director or Environmental Health Dir.
Information Services	1. Application Services Mgr. 2. Computer & Network Services Mgr. 3. GIS Division Mgr.
Juvenile	1. Detention Mgr. 2. Administration Mgr. 3. Court Services Mgr.
Office of Strategic Financial Planning	1. Budget Manager 2. Senior Purchasing Agent
Parks and Recreation	1 Park Superintendent 2. Fair & Special Events Mgr. 3. Administrative Services Supv. 4. Parks Planning Mgr.
Personnel & Human Services	1. Senior Program Mgr. Human Services 2. Personnel Mgr. Personnel Services
Prosecuting Attorney	Division Chiefs
Public Works	1. Asst. Director Roads 2. Asst. Director Utilities
Sheriff	1. Undersheriff 2. Patrol Chief 3. Detectives Chief 4. Corrections Chief (Lieutenant)
Superior Court – Presiding Judge, Director of Administration	1. Adm Services Supervisor
Treasurer	1. Chief Deputy 2. Investment Officer 3. Financial Analyst

APPENDIX 2
DEFINITIONS AND ACRONYMS

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

AIR SEARCH AND RESCUE - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

DISASTER ANALYSIS – The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

DISASTER ASSESSMENT – Estimation of damages made after a disaster has occurred which serves as the basis of the Board of Commissioners' proclamation of emergency.

DISASTER FIELD OFFICE (DFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

DISASTER RECOVERY CENTER (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

DISASTER SEARCH AND RESCUE - Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

EMERGENCY - "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY OPERATIONS PLAN (EOP) – Those Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as

well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY PROTECTIVE MEASURES – Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

EMERGENCY WORKER - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENGINEER - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FIELD ASSESSMENT TEAM (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

FOREST FIRE - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

INCIDENT - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMAND SYSTEM (ICS)

a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).

b. An equivalent and compatible all-hazards, on-scene, functional management system.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM - The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

MAJOR DISASTER - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.

MILITARY DEPARTMENT - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.
MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

NATIONAL CONTINGENCY PLAN (NCP) - "The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

NATIONAL INCIDEMENT MANAGEMENT SYSTEM (NIMS) is a system used in the United States to coordinate emergency preparedness and incident management among various federal, state, and local agencies.

NATIONAL INTERAGENCY COORDINATION CENTER (NICC) - The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

NATIONAL RESPONSE CENTER - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

NATIONAL RESPONSE FRAMEWORK (NRF) – is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation.

NATIONAL SEARCH AND RESCUE PLAN (NSP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local

Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

PRELIMINARY DAMAGE ASSESSMENT TEAM - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

PRESIDENTIAL DECLARATION - Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

PRIMARY/LEAD AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

B - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RADIOLOGICAL RESPONSE TEAM (RRT) - A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

RECOVERY

a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

RESPONSE - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

SEARCH AND RESCUE - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.
SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA) - A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

TABLETOP EXERCISE - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TERRORISM - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

URBAN FIRE - Fire that is primarily found within the boundaries or limits of a city.

URBAN SEARCH AND RESCUE (USR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

URBAN SEARCH AND RESCUE TASK FORCE - A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9.

The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

WEAPON OF MASS DESTRCUTION (WMD) (TITLE 18 USC, SECTION 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, min or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WILDLAND - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

WILDLAND FIRE - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

WILDLAND SEARCH AND RESCUE - Search and rescue conducted in Wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

ACRONYMNS

ACCESS	A Central Computerized Enforcement Service System
AFRCC	Air Force Rescue Coordination Center
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Alternate Radio Emergency Services
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CENCOM	Kitsap County Central Communications Center
CFR	Code of Federal Regulation
CISD	Critical Incident Stress Debriefing
COMVAN	Communications Van
DCD	Department of Community Development
DCTED	Washington State Department of Community Trade & Economic Development
DEM	Kitsap County Department of Emergency Management
DFO	Disaster Field Office
DOE	Department of Energy
DNR	Washington State Department of Natural Resources
DOD	United States Department of Defense
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DRAC	Disaster Resource Assistance Center
DRC	Disaster Recovery Center
DSHS	Department of Social and Health Services
DSR	Disaster Survey Report
EAS	Emergency Alert System
EBS	Emergency Broadcasting System
EIDL	Economic Injury Disaster Loans
EMD	Washington State Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAST	Federal Agency Support Team

FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FHA	Farmers Home Administration
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRP	Federal Response Plan
HIVA	Hazard Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual & Family Grant Program
JIC	Joint Information Center
KCACS	Kitsap County Alternative Communications System
KCSO	Kitsap County Sheriff's Office
LEPC	Local Emergency Planning Committee
MRC	Medical Reserve Corp
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NCP	National Contingency Plan
NIMS	National Interagency Incident Management System
NMFS	National Marine & Fisheries Services
NOAA	National Oceanic Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRT	National Response Team
NWACP	Northwest Area Contingency Plan
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RRT	Radiological Response Team
RRT	Regional Response Team
SAR	Search and Rescue

SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Association
SOP	Standard Operating Procedures
SSA	Social Security Administration
UC	Unified Command
UHF	Ultra High Frequency
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forrest Service
USFWS	United States Fish and Wildlife Service
US&R	Urban Search and Rescue
VA	Veteran's Administration
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol
WUTC	Washington Utilities and Transportation Commission

APPENDIX 3
AUTHORITIES AND REFERENCES

This appendix is a compilation of references used in the completion of this version of the Kitsap County Comprehensive Emergency Management Plan. References include: Federal, State, and local codes and regulations as well as texts, plans and widely used standards.

CODES AND REGULATIONS

Kitsap County Code

Kitsap County Code Chapter 2.04 Emergency Powers
Kitsap County Code, Chapter 2.104 Emergency Management

State Laws and Regulations

RCW, Chapter 4.24.314, Person causing Hazardous Material Incident – Responsibility for incident clean-up - Liability
RCW, Chapter 36.22, County Auditor
RCW, Chapter 36.32.70, Vacancies on Board
RCW, Chapter 36.40, Budget
RCW, Chapter 38.08, Powers and Duties of Governor
RCW, Chapter 38.52, Emergency Management
RCW, Chapter 39.34, Interlocal Cooperation Act
RCW, Chapter 40.10, Microfilming of Records to Provide Continuity of Civil Government
RCW, Chapter 43.21G, Energy Supply Emergencies, Alerts
RCW, Chapter 43.43.96, State Fire Services Mobilization
RCW, Chapter 43.63A, Department of Community, Trade, & Economic Development
RCW, Chapter 47.68, Aeronautics
RCW, Chapter 52.12, Powers – Burning Permit
RCW, Chapter 68.50, Human Remains
RCW, Chapter 68.52, Public Cemeteries, and Morgues
RCW, Chapter 70.102, Hazardous Substance Information
RCW, Chapter 70.105, Hazardous Waste Management
RCW, Chapter 70.105 A, Hazardous Waste Fees
RCW, Chapter 70.105.D, Hazardous Waste Cleanup-Model Toxics Control Act
RCW, Chapter 70.136, Hazardous Materials Incidents
RCW, Chapter 76.04, Forest Protection

WAC 118-04, Emergency Worker Program
WAC 118-30, Local Emergency Management/Services Organizations, Plans, and Programs
WAC 118-40, Hazardous Chemical Emergency Response Planning and Community Right-To-Know Reporting
WAC 296.62, General Occupational Health Standards

Washington State Constitution, Article II, Section 15
Washington State Constitution, Article VIII, Section 7

United States Governing Statutes

5 USC, Section 552 (b) (7) (E), Freedom of Information Act Disclosure Exemption

49 USC, Section 5101-5127, Hazardous Materials Transportation Act of 1994

42 USC, Sections 7401-7671q, Clean Air Act of 1970, as amended in 1977 and 1990

33 USC, Section 1251 et seq., Clean Water Act of 1948, as amended in 1972, 1977, and 1987

42 USC, Sections 300f-300j-26, Federal Safe Drinking Water Act of 1974, as amended in 1996

Code of Federal Regulations, Title 11, Part 11; FCC Rules and Regulations, Emergency Alert System

Code of Federal Regulations, Title 29, Occupational Safety and Health Standards

Code of Federal Regulations, Title 44, Emergency Management and Assistance

Code of Federal Regulations, Title 49, Transportation

Presidential Decision Directive -39, United States Policy on Counterterrorism (June 21, 1995)

Presidential Decision Directive -62, Protection Against Unconventional Threats to Homeland and Americans Overseas (May 22, 1998)

Presidential Decision Directive -63, Protecting America's Critical Infrastructure (May 22, 1998)

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

Public Law 96-342, Improved Civil Defense Act of 1980, as amended

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

Public Law 100-707, Disaster Relief and Emergency Assistance Amendments
Public Law 104-201, Defense Against Weapons of Mass Destruction Act of 1996

Public Law 105-19, Volunteer Protection Act of 1997

Public Law 105-381, Pacific Northwest Emergency Management Arrangement

Public Law 106-390, Disaster Mitigation Act of 2000

PLAN REFERENCES

Kitsap County

Kitsap County Alternative Communications System Plan
Kitsap County Coroner Plan
Kitsap County Debris Removal Outline
Kitsap County Emergency Alert System Plan
Kitsap County Emergency Operations Center Manual, 2003
Kitsap County Fire Resource Plan
Kitsap County Hazard Identification Vulnerability Assessment
Kitsap County Joint Information Center Operations Manual
Kitsap County List of Local Engineers and Contractors
Kitsap County Mass Casualty Incident Plan
Kitsap County Medical Reserve Corp Plan
Kitsap County Public Information Officers Plan
Kitsap County Purchasing Small Works Roster
Kitsap County Recovery Plan
Kitsap County Refueling Plan
Kitsap County Sheriff's Office Policy Manual
Kitsap County Terrorism Response Coordination Plan, Attachment 4

State

The Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7(1)
Washington State Comprehensive Emergency Management Plan, March 2003
Washington State Department of Transportation Disaster Plan
Washington State Emergency Communication Development Plan
Washington State Disaster Assistance Guide for Local Governments
Washington State Fire Services Mobilization Plan
Washington State Fire Services Resource Mobilization Procedures
Washington State Hazard Identification Vulnerability Analysis (HIVA), 2001
Washington State Department of Ecology, Northwest Area Contingency Plan, 2003

Federal

National Response Framework
Naval Hospital Disaster Preparedness Plan
National Search and Rescue Plan
Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis
Federal National Contingency Plan
Federal Radiological Monitoring & Assessment Plan

Other

Applied Technology Council Procedures for Post Earthquake Safety Evaluation of Buildings

Harrison Hospital Mass Casualty Plan
Information and Planning Standard Operating Procedures
Interstate Mutual Aid Contract
King/Kitsap American Red Cross Disaster Services Regulations and Procedures:
Survey/Damage Assessment
King/Kitsap American Red Cross - Shelters Disaster Plan
Kitsap County Health District Emergency Response Plan
Kitsap Transit Emergency Operations Plan
South Puget Sound Region Fire Defense Mobilization Plan

APPENDIX 4
TRAINING & EXERCISES

I. INTRODUCTION

A. Purpose

The purpose of this Appendix is to outline the emergency management training responsibilities of Kitsap County departments and the schedule and objectives of Emergency Operations Center (EOC) exercises. The training and exercise programs serve to improve operational readiness by improving individual skills and by improving the emergency management system in Kitsap County.

B. Scope

The Kitsap County Department of Emergency Management provides training for EOC representatives on an ongoing basis and provides training and consultation to Kitsap County departments, divisions, and offices upon request. The Department of Emergency Management also coordinates and facilitates the range of exercises, which serve to verify the effectiveness of both the Kitsap County Emergency Management Plan and the plans and procedures of Kitsap County departments.

Disaster events and exercising are the principle methods of validating Kitsap County's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA).

II. EXERCISE AND TRAINING POLICIES

Kitsap County Department of Emergency Management (DEM) delivers a range of training classes to enhance the emergency planning and response capabilities of Kitsap County elected officials, department directors, managers, and employees, special purpose districts, businesses, schools, emergency workers, and the public. In addition to these local classes, DEM coordinates with the Washington State Emergency Management Division to get Kitsap County and other agency employees into relevant state and FEMA training classes.

Kitsap County Department of Emergency Management will provide resources to enable professional development training for its staff.

III. ASSUMPTIONS

Emergency Management exercises are stand-alone events that test county plans and procedures. They are part of Kitsap County's commitment to improving the overall emergency management program. The exercise program will receive ongoing support

from the Kitsap County Commissioners and all participating agencies. Participating Kitsap County agencies will continue to develop, and be willing to test, their internal emergency procedures as part of the overall exercise program.

Cities and Special Purpose Districts have the responsibility to develop and exercise their own plans and procedures. Kitsap County DEM will "partner" with selected jurisdictions in training and exercise development and execution if resources allow.

IV. CONCEPT OF OPERATIONS

The exercises and training course offerings sponsored by Kitsap County will be based on current needs and part of a systemic effort to further the emergency readiness of Kitsap County government, the public, and the range of organizations based in Kitsap County. The exercise and training programs will be evaluated and reviewed. Exercises will be evaluated so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses will be evaluated to identify shortcomings and future training needs.

Prior to a disaster, a person or organization seeking training may call the Kitsap County Department of Emergency Management with a request for training. The Department of Emergency Management will provide appropriate training if resources are available, or refer the request to other appropriate trainers, and organizations. Other sources of training include but are not limited to:

FEMA's Emergency Management Institute
Washing State Emergency Management Division
The American Red Cross
Private Consultants

The five elements of the exercise program in Kitsap County include: orientations (informal seminar to familiarize participants to the plan), tabletop exercises (discussion of simulated emergency situation), and drills (tests a single response procedure), functional exercises (activity to evaluate capability of an individual function), and full-scale exercises (evaluates operation capability of emergency management systems over time).

V. RESPONSIBILITIES

Kitsap County DEM is the focal point for exercises that test and evaluate the Kitsap County Emergency Management Plan. Kitsap County DEM develops and coordinates the exercise program and facilitates the training that is necessary to orient Kitsap County agencies to the Kitsap County Emergency Management Plan.

A. Kitsap County Department of Emergency Management shall:

1. Provide emergency planning and response training to public and private organizations and individuals commensurate with the resources available.

2. Coordinate the acquisition and distribution of emergency training course materials.

3. Assist the training officers and emergency planners of county government departments in preparing and conducting training and exercise programs.

4. Coordinate and facilitate an exercise program that involves at least one functional or full-scale exercise per year, unless impacted by a natural or technological disaster requiring an EOC activation of level 2 or above.

5. Provide an after action report with recommendations for plan or procedure improvements.

B. Each Kitsap County Department shall:

1. Ensure that their EOC representatives have the appropriate training as proscribed by the Kitsap County DEM to function effectively in the EOC

2. Ensure that all relevant staff is trained as needed. Designate qualified employees to coordinate emergency management training programs with the Department of Emergency Management.

3. Determine department exercise requirements in coordination with the DEM staff.

4. Participate in county exercises utilizing selected staff for policy issues and EOC representatives for operational response and recovery.

5. Evaluate all exercises and revise department plans and procedures based on the shortcomings discovered through the exercise.

VI. RESOURCE REQUIREMENTS:

Funding, facilities, food service, audio-visual support, and curriculum development, printing and distribution costs will be budgeted for and considered in each training class and course.

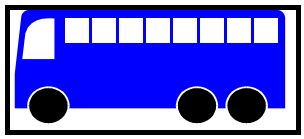
V. REFERENCES

See appendix 3 Authorities and References

Appendix 5
Distribution List

Administrative Services	1	
Assessor	1	
Auditor	1	
CenCom	1	
Clerk	1	
Commissioners/County Administrator	4	
Conservation District	1	
Cooperative Extension	1	
Coroner	1	
Correctional Center	1	
County Administrator	1	
DCD	2	
District Court	1	
Emergency Management	4	
Parks & Recreation	1	
Health District	1	
Juvenile	1	
Personnel & Human Services	1	
Prosecuting Attorney	2	
Public Works	1	
Sheriff	2	
Superior Court	1	
Treasurer	1	
American Red Cross	1	
Bainbridge Island Fire	1	
Bainbridge Island PD	1	
Bainbridge Island School District	1	
Bremerton Fire	1	
Bremerton PD	1	
Bremerton School District	1	
Central Kitsap School District	1	
City of Bainbridge Island	1	
City of Bremerton	1	
City of Port Orchard	1	
City of Poulsbo	1	
CKF&R	1	
Clallam County DEM	1	
Harrison Medical Center	1	
Jefferson County DEM	1	
Kitsap Housing Authority	1	

Kitsap Mental Health	1	
Kitsap Transit	1	
Libraries	1	
Mason County DEM	1	
Naval Hospital Bremerton	1	
Naval Station Bremerton	1	
Navy Region NW	1	
NKF&R	1	
North Kitsap School District	1	
Pierce County DEM	1	
Port of Bremerton	1	
Port Orchard PD	1	
Poulsbo PD	1	
PSNS	1	
Puget Sound Energy	1	
S'Klallam Tribe	1	
Salvation Army	1	
Silverdale Water	1	
South Kitsap Fire & Rescue	1	
South Kitsap School District	1	
State EM	1	
Suquamish Tribe	1	
WSP	1	



EMERGENCY SUPPORT FUNCTION #1
TRANSPORTATION
(EVACUATION)

LEAD: Kitsap Transit
Kitsap County Sheriff's Office
Local Law Enforcement
Public Works – Roads
WSP
Kitsap County Department of Emergency Management (DEM)

SUPPORT: School Districts
Port of Bremerton
Fire Agencies
American Red Cross
County Commissioners and Administrative Services

I. INTRODUCTION

A. Purpose

To ensure effective utilization of all available transportation resources during an emergency/disaster. To provide for the coordinated evacuation of the population from an area of high risk in the event of a threatened hazard.

B. Scope

This Emergency Support Function (ESF) addresses all transportation emergency activities including buses, vans, watercraft and aircraft as necessary for relief services and supplies. This ESF also addresses all evacuation emergency activities, including buses, vans, aircraft as necessary for relief services and supplies; and the authorization, direction, routing and relocation of people from their homes, schools and places of businesses.

II. POLICIES

A. Primary emergency transportation responsibilities will be divided between Kitsap Transit and the Kitsap County Public Works Road Department. Kitsap Transit will coordinate for all people movement and Roads will coordinate for all other resource movement.

B. In accordance with RCW 38.52.110 (1) in responding to a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies and

facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof, including, but not limited to, districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

III. PLANNING ASSUMPTIONS

A. All county owned vehicles (not otherwise involved in the emergency response) will be available for use by the transportation supervisors as needed.

B. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.

C. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively during the immediate post-disaster period.

D. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the County or readily obtained assets.

E. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively during the immediate post-disaster period.

F. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of Kitsap County resources or may not be readily obtained.

G. Where the local ground, water or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis.

IV. CONCEPT OF OPERATIONS - TRANSPORTATION

A. The Executive Director of Kitsap Transit and the Director of Public Works, or their designees, shall serve as transportation supervisor in disasters.

B. The recommendation for evacuation will be issued by the Board of County Commissioners, the County Sheriff, Local Law Chiefs, Kitsap County Emergency Operations Center (EOC) Supervisor, or local Fire Chiefs. The local incident commander will direct and control the evacuation in coordination with the City/County Emergency Operation Center (EOC).

C. The relocation of people from their homes, schools and places of business is inter- and intra-jurisdictional, with no one person or agency having the authority and responsibility for carrying out an evacuation. However, emergency relocation of the population in unincorporated Kitsap County from a risk area will be coordinated through DEM and the EOC.

D. When transportation sources (e.g., buses or vans) are obtained, drivers will be assigned to drive those vehicles that they are familiar with, e.g., owner or assigned driver.

E. Kitsap County will provide emergency transportation, within its capability, in an emergency/disaster. If transportation requirements exceed the capabilities of the county, private sources shall be utilized as a secondary transportation means. If local capabilities are exceeded in meeting transportation needs, Emergency Management may request assistance from Washington State.

F. County government, through its departments will direct, control, and coordinate the movement of people on the county road system and will support state and city government with crowd and traffic control on city streets, federal highways, and state roads as resource availability permits.

G. Evacuation warning and instructions may be given by the Sheriff's Office and/or local law or fire agencies with door-to-door contacts, mobile sirens, public address systems and the Emergency Alert System (EAS).

H. Evacuation instructions and information for the public through the media will be coordinated through the DEM Public Information Coordinator.

I. Some of the population may not follow instructions to evacuate a risk area, but choose to remain in homes or places of business.

J. Some people can be expected to evacuate a risk area to places of their choice prior to receiving official evacuation instructions.

V. RESPONSIBILITIES - TRANSPORTATION

A. Local – all transportation issues need to be coordinated with the local Incident Commander and either the City or County EOC.

1. Kitsap Transit

   a. Coordinate the emergency transport of people.

   b. Coordinate transportation availability and use with applicable

public and private resource providers.

c. Upon the request of the DEM/EOC, send a representative to the Emergency Operations Center (EOC) to serve as transportation supervisor.

2. Kitsap County Public Works Roads Department

a. Coordinate the emergency transport of material and equipment.

b. Upon request of the EOC, send a representative to the EOC to serve as transportation supervisor.

c. Determine the usable portions of both city and county streets and road network.

d. Provide for removal of wreckage and debris to permit vehicle access or movement, and temporary repair of lightly damaged roads and bridges.

e. Recommend priorities for restoration of local streets and roads.

f. Coordinate with counterparts in the Cities EOC.

3. Transportation Supervisor (EOC Activation Position)

a. Notify appropriate agencies of the potential need for emergency transportation and request vehicles as necessary.

b. Assign transportation resources.

c. Arrange for emergency fuel sources.

d. Arrange for vehicle maintenance and support.

e. Provide record keeping of transportation expenses incurred under emergency conditions.

f. Request supplemented transportation resources from the State EOC if local emergency transportation capabilities are exceeded.

4. Emergency Management

Coordinate transportation issues with other local emergency management programs through the Emergency Management Council of Kitsap County.

5. Kitsap County Sheriff's Office and Local Law Enforcement

   Provide traffic control to allow emergency transportation resources appropriate and timely access, and coordinate evacuations as required.

6. School Districts

   Coordinate with the Transportation Supervisor for the provision of district transportation assets to assist in meeting emergency transportation needs.

7. Port of Bremerton

   a. Advise the Transportation Supervisor on marine and air transport matters.

   b. Coordinate the provision of marine and air transportation.

8. All Other County Organizations

   Provide transportation resources and support as requested and available.

B. State

1. State Emergency Management

   Coordinate state and federal response for transportation assistance when requested by local government.

2. Washington State Patrol

   Provide traffic control to allow emergency transportation resources appropriate and timely access to assist in meeting emergency transportation needs.

C. Federal

1. Federal Emergency Management Agency (FEMA)

   Supplement local transportation requirements after disasters as needed.

2. Department of Defense (DOD)

   Provide air transport/rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures.

VI. RESPONSIBILITIES – EVACUATION

A. Kitsap County Emergency Operations Center (EOC)

1. Collect evacuation and people movement intelligence and advise the Board of County Commissioners on the situation.

2. Coordinate resources and information for shelter, evacuation routes, and transportation of people who lack private means.

3. Coordinate with the Public Information Coordinator to keep the population advised of evacuation routes, conditions, changes, and plans through the use of radio, the newspapers, and TV.

B. Sheriff's Office –Unincorporated Kitsap County

1. Direct and coordinate crowd and traffic control operations.

2. Identify and establish evacuation routes and advise the population.

3. Assist in the removal of stalled vehicles and equipment from evacuation routes.

4. Direct and coordinate the movement and evacuation of institutionalized prisoners from the Kitsap County Corrections Facility, as necessary.

C. City Law Enforcement Agencies – within their jurisdiction

1. Direct and coordinate crowd and traffic control operations.

2. Identify and establish evacuation routes and advise the population.

3. Assist in the removal of stalled vehicles and equipment from evacuation routes.

D. Kitsap County Public Works Roads Department

1. Assist in traffic control operations by providing signs and barricades.

2. Provide labor and equipment to keep evacuation routes clear of stalled vehicles and equipment.

3. Provide for the maintenance or repair of evacuation routes. Through mutual aid and as resources are available, assist the state and cities in crowd and traffic control by providing and placing signs and barricades.

E. Fire Agencies

1. Assist with broadcasting the warning message and evacuation routes.

F. Kitsap Transit

1. Coordinate the use of public and private mass transportation resources for the movement of people who lack transportation or have special needs; i.e. the handicapped, elderly, and institutionalized persons.

G. American Red Cross

1. Open shelters for evacuees as needed.

H. Commissioners/Administrators

1. Provide overall direction and control as needed.

2. Proclaim a state of emergency when necessary and request state and federal assistance.

3. Liaison with local, state, and federal elected officials.

4. Communicate with the press and citizens of Kitsap County.

5. Be available to constituents to address non-routine problems during disaster response and recovery operations.

6. Support agency for ESF-2, Communications and Warning; ESF-14, Recovery, Restoration and Damage Assessment; and ESF-15, Public Information.

REFERENCES

A. *Kitsap County EOC Manual*

B. *Washington State Comprehensive Emergency Management Plan*

C. *Washington State Department of Transportation Disaster Plan*

D. *Kitsap County Refueling Plan*

E. *Kitsap Transit Emergency Operations Plan*

VII. ATTACHMENTS

1. Kitsap County Emergency Routes
2. Emergency Worker Staging Areas
3. Transportation Alternates to Highways (Air, Railroad, Water)
4. Marinas/Ports/Yacht Clubs
5. Warning/Evacuation Notification Instructions
6. ESF 1 Transportation Annex – Federal Resource – Naval Base Kitsap

ATTACHMENT 1

Kitsap County Emergency Routes
(Follows Ice/Snow Removal Plans)

City of Poulsbo

1. From Public Works, proceed down Lincoln Road, through downtown on Front Street. Continue out to Lindvig Way and up Finn Hill Road to City limits. At City limits, turn around and return to Viking Way. Clear Viking Way, City limit to City limit, north and south. Return to Public Works via Bond Road and Highway 305. Reload.
2. From Public Works, proceed up Lincoln to 10th Ave. N.E. and thence South around Fire Department to Highway 305. proceed across Highway 305 to 7th Ave. and clear 7th Ave. to Jensen Way in both direction and return to Public Works. Reload.
3. From Public Works proceed up Lincoln Road to City limits, continue through Ridgewood to 23rd Ave. turn right on 23rd and proceed to Mesford. Turn left and then right on Noll Road. Clear Noll down to Elementary School. Return to Hostmark. Come down Hostmark to Fjord Drive and return to Public Works. Reload.
4. From public Works, clear 8th Ave. to Poulsbo Village. Return on 8th Ave. to Hostmark. Proceed down Hostmark to 6th and clear 6th to Fjord Drive. Proceed down Fjord Drive to City limits. U-turn and proceed on Fjord Drive to Hostmark. Continue on 4th Ave. to Torval Canyon and thence to First Avenue. Return to Public Works sanding any side streets en route. Reload
5. Stand ready to proceed to side streets and subdivisions as directed.

NOTE: It may be assumed that State DOT crews will clear Highway 3, 305 and 307 (Bond Rd.)

City of Port Orchard

Per City Engineer : the City does not have an official listing of the High Priority Roads. Here is his opinion:

Road	Begin	End
SR 166 – Bay (1)	SR 16	Bethel
Bay Street (1)	Bethel	East City limits
SR 166 (Bethel and Mile Hill Drive)	Bay St. at Westbay	East City limits
Tremont Street	Lund	SR 16
Kitsap Street (2)	Bay St.	Seattle Ave.
Seattle Ave. (2)	Kitsap St.	Dwight St.
Dwight St. (2)	Seattle St.	Harrison Ave.
Harrison Ave. (2)	Dwight St.	Division St.
Division St. (2)	Harrison Ave.	Sidney St.
Sidney Ave.	Division St.	Tremont St.
Sedgwick Rd. (3)	Sidney Rd.	East City limits
Port Orchard Blvd.	Tremont St.	Bay Street
Pottery Ave.	Tremont St.	Sidney Rd.
Bethel Rd.	Mill Hill Drive	South City limits
Old Clifton Rd.	SR 16	South City limits

(1) This road is part of the federal NHS system
(2) This is the Snow route, which provides for access when the steep portions of Sidney and Cline are closed
(3) East of SR 16 is SR 160

City of Bremerton

Primary Snow and Ice Emergency Routes

- Kitsap Way from City limits, down 11th across the Manette Bridge, left on Old Wheaton Way to Sheridan Rd.
- Warren Ave./Wheaton Way from 11th across the Warren Ave. Bridge to Riddell Rd.
- Callahan from Wheaton Way to Old Wheaton Way
- Sheridan from Wheaton Way to Olympic Drive to Sylvan Way to Wheaton Way
- Callow Ave. from 11th to South City limits
- Kitsap Way from 11th to 6th, Callow Ave. from 11th to 6th
- National Ave. from Kitsap Way to Werner Rd., Werner Rd. to Kean St.
- Austin Drive from Kitsap Way to Jackson Park

City of Bainbridge Island

Individual Route Plan – Dept. of Public Works

North End Route:

Agate Pass Rd.
Day Road E.
Euclid Ave.
Flak Ave.
Ferncliff Ave.
Hidden Cover Rd.
Komedal Rd.
Lafayette Ave
Lovegreen
N. Madison
Manitou Beach Dr.
Manzanita Rd.
Phelps Rd.
W. Port Madison Rd.
Sunrise Dr.
Valley Rd.

Mid Island Route

Arrow Point Dr.
Battle Point Dr.
Frey Ave.
Fletcher Bay Rd.
High School Road
Koura Rd.
Lynnwood Center Rd.
Miller Rd.
Olympic Terrace Dr.

Winslow Route

Bjune Dr.
Cave Ave.
Deercliff Dr.
Eaglecliff Dr.
Grand-Ferncliff
Grow Rd.
High School Rd.
Lofgreen Rd.
Madison
Parfitt Ave.
Weaver Rd.
Wing Point Rd.
Winslow Way
Wood Ave.
Wyatt Way

South End Route

Baker Hill Rd. W.
Blakely Ave.
Blakely Heights
Blakely Hill Rd.
Country Club
Crystal Springs Rd.
Eagle Harbor Dr.
Finch Rd.
Fort Ward Hill Rd.
New Sweden Rd.
Oddfellows Rd.
Pleasant Beach Dr.
Point White Dr.
Sportsman Club Rd.
Taylor Ave.
Upper Farms Rd.
Wyatt Way

Kitsap County Public Works

Snow Plowing Schedule – Primary Roads

Hansville Rd. NE
Miller Bay Rd. NE
Totten Rd.
NE W. Kingston Rd.
Kingston Rd. NE
Indianola Rd.
NE Lincoln Rd.
Noll Rd. NE
NE Gunderson Rd.
Big Valley Rd. NE
Pioneer Way NW
NW Finn Hill Rd.
Viking Way NW
Silverdale Way
Frontier Rd. NW
NW Trigger Ave
NW Westgate Rd.
NW Anderson Hill Rd.
Olympic View Road NW
Seabeck Highway NW
Seabeck Holly Rd. NW
NW Holly Road
Gold Creek Road
Old Frontier Rd. NW
Bucklin Hill Rd.
Tracyton Blvd. NW
Nels Nelson Rd. NW
Stampede Blvd NW
NE Fairgrounds Rd.
NE McWilliams Rd.
NE Winters Rd.
NE John Carlson Rd.
Aegean Blvd. NE
Pine Rd. NE
Old Military Rd. NE
Central Valley Rd.
Illahee Rd. NE
SE Burley Olalla Rd.
SE Nelson Rd.
Stevens Rd. SE
Crescent Valley Rd. SE
Perry Ave. NE
Ridgeview Dr. NE
NE Sheridan Rd.
Trenton Ave. NE
NE Stone Way
Petersville Rd. NE
Provost Rd. NW
Chico Way NW
W. Werner Rd. Sherman Hts. Rd.
Belfair Valley Rd.
Anderson Hill Rd. SE
SW Old Clifton Rd.
Sunnyslope Rd. SW
SW Lake Flora Rd.
SE Lider Rd.
JM Dickerson Rd. SW
Carney Lake Rd. SW
SW Lake Helena Rd.
Glenwood Rd SW
SW Wildwood Rd.
Sidney Rd. SW
SW Lakeway Blvd.
SW Pine Rd.
Beach Dr. E
SE Mile Hill Drive
Woods Rd. E
California Ave. E.
Alaska Ave. E.
Colchester Dr. E
SE Lund Ave.
SE Salmonberry Rd.
Long Lake Rd.
Southworth Dr.
Phillips Rd. SE
Bethel Rd. SE
SE Mullenix Rd.
Banner Rd. SE
Olalla Valley Rd. SE

Ocean View Blvd. NE
NE Riddell Rd.
Petersville Rd. NE
Perry Ave. NE
NE Sylvan Way

ATTACHMENT 2

Human Resources Staging Areas

In the event that transportation routes are damaged and/or communications are down, emergency workers may report to one of Kitsap Transit's designated locations for information. Radio communications should be available from these locations. A DEM volunteer will be sent to the site to coordinate information and transportation of workers.

Emergency Worker Staging Areas:

- Area 1 – North Base (23000 Bond Rd., Poulsbo)
- Area 2 – Kitsap Transit Main Base (200 Charleston Blvd., Bremerton)
- Area 3 – South Base (1430 Retsil Rd., Port Orchard)
- Area 4 - Bainbridge Island School Transportation Department (9451 N.E. New Brooklyn Rd., Bainbridge Island)

School District Transportation/ Bus Garage addresses:

Bainbridge Island – 9451 N.E. New Brooklyn Rd., Bainbridge Island
Bremerton – 200 Bruenn Ave., Bremerton
Central Kitsap – 10170 N.W. Frontier Place, Silverdale
North Kitsap – 9916 N.E. West Kingston Rd., Kingston
South Kitsap – 1962 Hoover Ave. S.E., Port Orchard

ATTACHMENT 3

Transportation Alternatives to Highways

Air	Bremerton National Airport can accommodate the following: 55,000 lbs. Single wheel 65,000 lbs. Dual wheel 100,000# Dual tandem Contact person: Airport Manager phone: (360) 674-2543
Railroad	Puget Sound and Pacific Railroad Runs through Kitsap County from Shelton, past the airport to Bangor. Contact number: (360) 482-4994
Water	Landing/departure sites for people and supplies (see following page – Marinas/Ports/Yacht Clubs)

ATTACHMENT 4
Marinas/Ports/Yacht Clubs

NAME	ADDRESS		
Marinas			
Bremerton Marina		360 373-1035	
Kitsap Marina	1595 SW Bay Port Orchard 98366	360 876-1186	
Liberty Bay Marina	17791 Fjord Dr NE Ste A Poulsbo 98370	360 779-7762	
Port Orchard Marina	Sidney Parkway Port Orchard 98366	360 876-5535	
Seabeck Marina	15376 Seabeck Hwy Seabeck 98380		
Port Washington Marina	1805 Thompson Dr. Bremerton 98337	360 479-3037	
Ports			
Port of Bremerton Bremerton Nat'l Airport	8850 SW State Hwy 3 Port Orchard 98367	360 674-2381	
Port of Brownsville	9790 Ogle Rd. NE	360 692-5498	
Port of Kingston	Kingston 98346	360 297-3545	
Port of Poulsbo	18809 Front St NE Poulsbo 98370	360 779-3505	
Port of Silverdale	3350 NW Byron, 98383	360 698-4918	
Port of Manchester	9094 E Main St.	360 871-2510	
Yacht Clubs			
Bremerton Yacht Club	2700 Yacht Haven Wy NW	360 479-2662	
Port Madison Yacht Club		206 842-8826	
Port Orchard Yacht Club	201 Bay	360 874-9366	
Poulsbo Yacht Club		360 779-3116	
Other			
Suldans Boat Works		360 876-4435	
PO Marine Railway		360 876-2522	

ATTACHMENT 5

Warning/Evacuation Notification Instructions

1. Drive slowly the length of all streets in the warning area. Use your siren to get people's attention.

2. Stop at appropriate intervals and use your public address system to announce the message provided by CENCOM or the County EOC.

   Message – variable to the situation:

   _____

   _____

   _____

3. Advise the public to be sure to lock doors and windows when leaving.

4. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of the people who are not evacuating and an out-of-area next of kin. Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.

5. Upon completion of notifications in your assigned area, inform the EOC via the appropriate chain-of-command.

EMERGENCY SUPPORT FUNCTION #2
COMMUNICATIONS

COMMUNICATIONS LEAD: Kitsap County Department of Emergency Management
Kitsap County Central Communications (CENCOM)

WARNING LEAD: Kitsap County Department of Emergency Management
Kitsap County Board of Commissioners
Kitsap County Sheriff's Office

SUPPORT: Kitsap County Fire Agencies
Public Information Office
Kitsap County Alternate Communications System (KCACS)

I. INTRODUCTION

A. Purpose

1. Communications

To identify a communications system for the efficient flow of information during an emergency or disaster.

2. Warning

To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

B. Scope

This Emergency Support Function (ESF) applies to all communication and warning assets of Kitsap County organizations to include radio, E9-1-1, voice and data links, telephone and cellular systems, NAWAS, Emergency Alert System (EAS), NOAA Weather Alert Radio and amateur radio.

II. RELATED POLICIES

A. The county relies on the hazard warning capabilities of federal and state government, industry, and the media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the county may supplement existing

warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

B. In accordance with RCW 38.52.110 (1), in responding to a disaster, or the threat of a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

C. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, Kitsap County can only endeavor to make every reasonable effort to respond to a hazardous event based on the situation and on information and resources available at the time.

III. PLANNING ASSUMPTIONS

A. Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the state, local governments and response agencies.

B. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.

C. Local government may request state assistance when necessary by going through emergency management channels.

D. Kitsap County is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warning may originate from any level of government; however, most disaster forecasting resources are located within the Federal government.

E. The National Warning System (NAWAS), established by the Federal government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Office, with operational assistance provided by the Washington State Patrol. Kitsap

County's NAWAS receiving point is the Central Communications Center (CENCOM), a 24-hour facility.

F. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

G. Initially, Kitsap County will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.

H. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.

I. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communications nodes into the area.

J. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.

K. In the event that public instructions need to be translated, the provision of interpreters will be coordinated through the EOC.

IV. CONCEPT OF OPERATIONS

A. Communications

1. The Kitsap County Central Communications Center (CENCOM) is located in Bremerton. CENCOM functions as the countywide E9-1-1 Public Safety Answering Point (PSAP), and provides dispatch services for various law enforcement, fire and emergency medical agencies. CENCOM also serves as the initial communications, alert, and warning point for Emergency Management. See Attachment 2, Kitsap County Communications Center for a description of the CENCOM organization and services.

2. Once activated, emergency communication is also provided through the Kitsap County Emergency Operations Center.

3. The Emergency Alert System (EAS) operates through local radio stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency/disaster.

    a. KIRO, Seattle, 710 AM

    b. KOMO, Seattle, 1000 AM

4. The communication capabilities presently available are:

   a. E9-1-1 Public Safety Answering Point (PSAP)

   b. Commercial Telephone (regular, cellular, and wireless telephone)

   c. Two-way radio (see Attachment 1)

   d. National Warning System (NAWAS): land line-voice; intrastate land line voice; located in CENCOM.

   e. EAS relay network public safety radio and the broadcast industry. KIRO 710 AM is the Puget Sound EAS.

   f. CEMNET state radio direction and control

   g. NOAA Weather Alert Radio

   h. Kitsap County Alternate Communications System (KCACS) includes Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES), 2-way radio and/or teletype/packet system via ham frequency bands

B. Warning

1. Whenever Kitsap County Emergency Management officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the Emergency Operations Center will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.

2. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.

3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as appropriate and as time and resources allow. Warning could take the form of one or more of the following: activation of the NOAA Weather Alert Radio to alert citizens to turn on their radio or television and listen to instructions, activation of the Emergency Alert System to disseminate urgent information; activation of a telephone alerting system; Fire District and Law Enforcement apparatus providing warnings along specific routes using public address systems and sirens; activation of volunteer resources; posting of signs; activating a call response center in the EOC; providing

local warning information to regional television and radio stations; or other mechanisms, as appropriate.

4. Public information, advisories and warnings will be updated as necessary until the hazard has subsided.

V. RESPONSIBILITIES

A. Emergency Management and Central Communications

1. Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communications systems.

2. Conduct tests and exercises of the communication and warning systems.

3. Develop EOC procedures for gathering, displaying and evaluating relevant information.

4. Develop appropriate notification lists and procedures for activating the information and warning system. Include consideration of special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.

5. Coordinate public information and warnings with local jurisdictions and surrounding counties, as appropriate.

6. Maintain the EOC in a configuration to support the warning systems and efficient and effective communications.

7. Include communications and warning as part of the county-wide emergency management training program.

B. Fire Agencies

1. In coordination with Emergency Management, develop and maintain procedures to provide communications and warning support and services when requested by the EOC.

2. In coordination with Emergency Management, train personnel in proper warning methods.

C. Sheriff's Office

1. In coordination with Emergency Management, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.

2. In coordination with Emergency Management, train personnel in proper warning methods.

3. When requested, as feasible and without jeopardizing their primary mission, make Search and Rescue units and volunteers available to the EOC to assist in the warning effort.

D. Board of Commissioners and Administrative Services

1. Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of the county telephone system.

2. Develop and maintain means to expeditiously post warning information on the County's internet site.

E. Public Information

Coordinate public information, instructions and media relations as defined in Appendix 2, Public Information.

F. Alternate Communications System

Coordinate alternate communications systems as needed and directed by the Incident Manager at the EOC, Fire Area Command Centers, City EOCs and other vital positions identified during the assessment of the situation.

VI. REFERENCES

A. Kitsap County EOC Standard Operating Procedure

B. Kitsap County KCACS Plan

C. Kitsap County PIO Manual

D. Emergency Alert System Plan

E. Washington State Emergency Communication Development Plan

VII. ATTACHMENTS

1. Kitsap County Radio Communications Frequencies

2. Kitsap County Central Communications (CENCOM) Overview

3. Emergency Communications Schematic

ATTACHMENT 1
KITSAP COUNTY RADIO COMMUNICATIONS

Function	Rptr/Base Tx	Rptr/Base Rx	Ts&Rx PL	Repeater/Base Site Location
Law Enforcement				
South	158.880	153.920	110.9	Gold Mtn.
Bremerton Police	155.775	153.815	110.91	East 30th
North	154.965	153.995	10.9	Gold Mtn.
King F2	154.965	153.995	110.9	Gold Mtn.
LERN	155.370	153.370	none	Gold Mtn.
NLERN	(Mobile Only)	154.475	none	Mobile
BLEN (Brem., L.E., Net)	154.980	110.9	Mobile	
Bainbridge LE TAC	(Mobile Only) 155.670	155.670	none	BI City Hall
Fire				
Kitsap Co. Fire Dispatch	154.370	154.370	None	Gold Mtn., Lincoln Hilll, Kingston, Hansville
Bremerton Fire	154.145	154.145	None	East 30th
Bainbridge Island Fire	33.700	33.700	DPL 0233	BI High School
Fire TAC 2	153.770	153.770	None	Gold Mtn.
Fire TAC 3	(Mobile Only)	159.015	None	Mobile
RED NET	153.830	153.830	None	Gold Mtn.
OSCCR	(Mobile Only)	156.135	None	Mobile
EMS				
Med 8	463.175	468.175	192.8	Gold Mtn.
Med 10	462.975	467.975	192.8	Gold Mtn.
HEAR	155.340	155.340	none	East 30th
Public Works				
Bremerton PW	155.895	154.890	110.9	Gold Mtn.
Kitsap PUD/Wastewater	155.955	153.965		Gold Mtn.
Poulsbo PW	156.015	156.015	none	Lincoln Hill
Port Orchard PW	154.940	154.940	none	PO City Hall
Bainbridge Island PW	158.820	158.820	none	BI City Hall
Mobile Computer Radio System				
Gold Mtn.	460.175	465.175		
Kingston	460.425	465.425		
View Park	460.075	465.075		

ATTACHMENT 2
KITSAP COUNTY CENTRAL COMMUNICATIONS (CENCOM) OVERVIEW

Kitsap County Central Communications (CENCOM) was established by intergovernmental agreement to provide a consolidated communications system for Kitsap County, cities and fire/law agencies in the county.

The department is staffed by a director and 56 employees operating under a policy board made up of elected officials from the county and the four cities, three fire representatives and the sheriff.

Funds for the services provided are derived from each political subdivision, from nonmember agencies and departments that receive services, from sales tax, and from E9-1-1 tax collections.

The primary responsibilities of CENCOM are as follows:

1. The planning, organizing, installation, maintenance, and administration of a central dispatch facility to provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies. Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.

2. CENCOM also provides support dispatch and paging service to some county and city road districts, street and sewer departments, the Coroner, Emergency Management, and several others. Tapes and expert witness services are provided for user departments.

3. Coordination assistance is provided to the various governmental agencies for the purchase, maintenance, and operation of their systems.

4. The department serves four cities, six fire districts and two tribes. All of the phone lines going in to CENCOM are enhanced E9-1-1 lines, serving approximately 240,000 persons residing in or passing through Kitsap County. All calls going in to CENCOM are tape recorded for use by the responding and investigating departments.

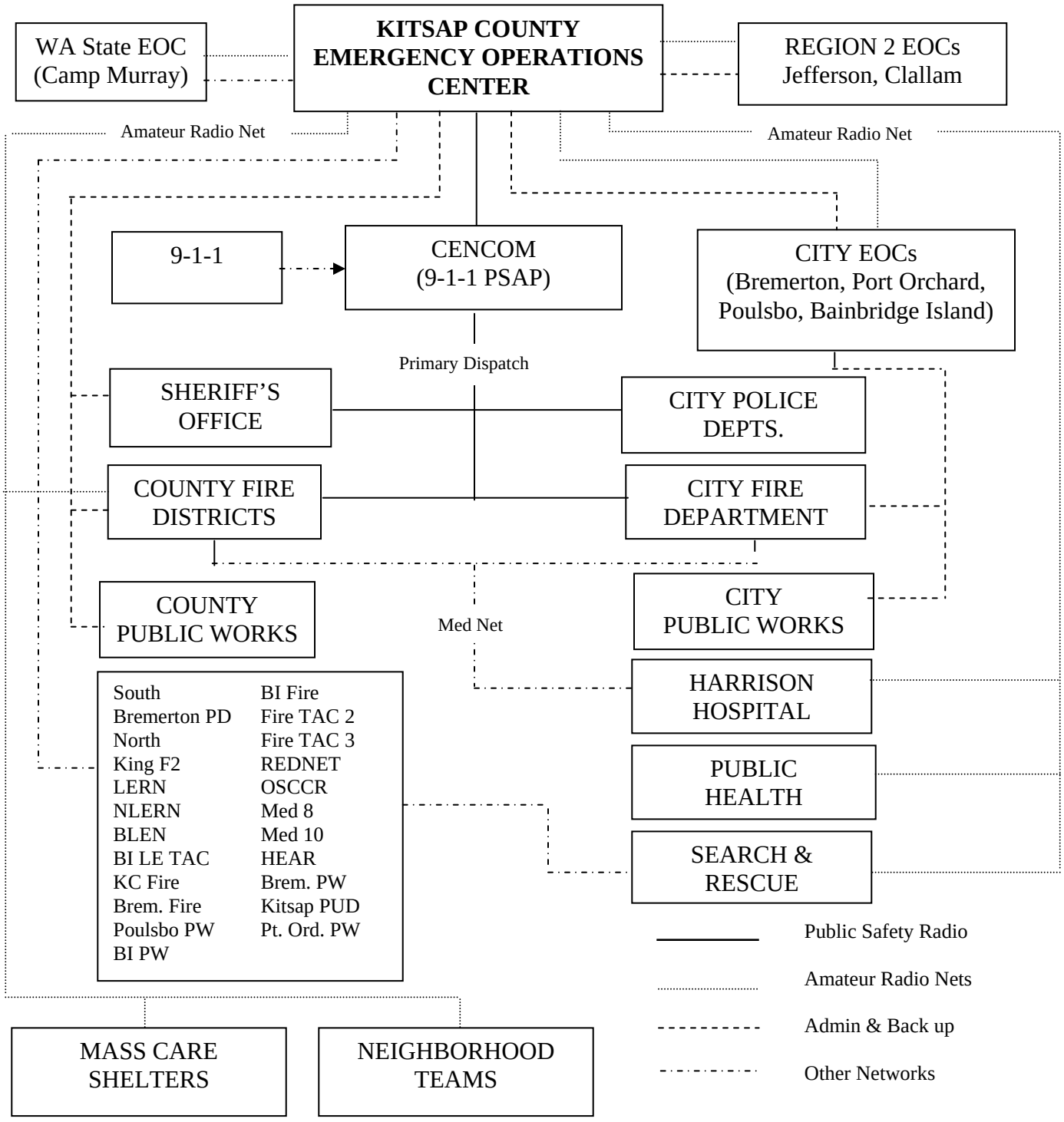
5. All Central Communications Department personnel are trained in law enforcement and fire dispatch procedures, as well as emergency medical dispatching. They provide emergency medical pre-arrival instruction by telephone prior to the arrival of the EMT or paramedic units. There is direct access via the E9-1-1 emergency number for the speech and hearing-impaired using the teletype (TTY) for the deaf and hard of hearing.

6. The E9-1-1 Central Dispatch facility is co-located with the Kitsap County Emergency Operations Center (EOC) where county and city administrative officials may meet during an extended emergency to receive briefings and plan

courses of action for the community. The EOC also provides emergency communications, including amateur and citizen band radio, and direct local government communications between county and city administrators and State Emergency Management.

7. A diesel auxiliary generator provides backup emergency power. CENCOM is supported additionally by an uninterruptible power supply.

ATTACHMENT 3
EMERGENCY COMMUNICATIONS SCHEMATIC



EMERGENCY SUPPORT FUNCTION #3
PUBLIC WORKS AND ENGINEERING

LEAD: Public Works Departments (County/Cities)
Kitsap County Department of Community Development (DCD)

SUPPORT: Kitsap County Department of Emergency Management (DEM)
Public Health - Environmental Health
Water and Waste Management
Water Purveyors

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 3 is twofold:

1. To provide public works and engineering support to assist the county in meeting needs related to response and recovery, and;

2. To provide for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and the inspection of facilities and private residences/businesses for structural condition and safety.

B. Scope

Support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities and transportation infrastructure, provision of potable water, provision of emergency power. Activities within the scope include:

1. Participation in mitigation and preparedness activities.

2. Participation in needs and damage assessment immediately following the event.

3. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

4. Removal of debris from public streets and roads.

5. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel.

6. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.

7. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by state and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.

8. Emergency contracting to support public health and safety.

9. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

10. Assist in the preparation of Preliminary Damage Assessments (PDAs) as required.

11. Supporting other ESFs as outlined in the Kitsap County Comprehensive Emergency Management Plan (CEMP).

II. RELATED POLICIES

A. Kitsap County has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administrative costs.

B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the Board of County Commissioners.

C. It is the policy of Kitsap County to provide public works services to lands and facilities under county jurisdiction. Other services to private property, such as debris collection or fee adjustments, may be determined by the Board of County Commissioners.

III. PLANNING ASSUMPTIONS

A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable.

Public utilities may be damaged or be partially or fully inoperable.

B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

C. Rapid damage assessment of the disaster area will be required to determine potential workload.

D. Assistance from the federal government may be needed to clear debris, perform damage assessments and/or structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.

E. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.

F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

G. Aftershocks require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. Local

1. Kitsap County Public Works and Department of Community Development (DCD) Directors or their designees will serve as the primary coordinators of the public works and engineering function for Kitsap County. When the EOC is activated, they will send assigned staff to coordinate activities. Other County departments may be contacted to provide manpower, equipment, or technical advice.

2. Communications to Public Works and DCD in the field will be accomplished by the most efficient means.

3. Supplemental public works assistance may be requested through normal mutual aid channels or through the EOC.

4. Kitsap County Public Works is the lead agency for coordinating emergency inspection and repair of roads, bridges, stormwater and wastewater facilities in unincorporated Kitsap County.

5. DCD is the lead agency for coordinating the inspection of building structures in unincorporated Kitsap County after a disaster to determine building safety and health issues. This will be a cooperative effort with other departments and jurisdictions, and with engineering experts from the private sector.

6. DCD is the lead agency for the Kitsap County permitting system in coordination with Public Health - Environmental Services.

7. DCD responds to disasters in the following phases:

   Phase 1. Initial Damage Assessment

   Provide teams of inspectors to sweep affected areas and report to the EOC

   Phase 2. Emergency Permitting and Inspections

   Expedite Permitting Center and field operations for emergency operations to:

   a. Review damages and assist application process

   b. Issue permits

   c. Permit construction

   d. Provide inspections

   Phase 3. Abandoned Buildings

   a. Identification

   b. Inspection

   c. Coordinate demolition

   d. Legal process

B. State

1. Washington State Emergency Management alerts appropriate state agencies of the possible requirement for emergency engineering services, coordinates state assets and requests federal assistance to support local emergency engineering efforts. State departments/agencies that support the emergency engineering effort are identified in ESF 3, Public Works and Engineering Services of the *Washington State Comprehensive*

Emergency Management Plan. More detailed information can be found in Washington State Department of General Administration Disaster Plan.

2. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and state emergency management channels.

C. Federal

1. *The National Response Framework*, ESF #3 - Public Works and Engineering provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, Kitsap County will coordinate with other local, state, and federal agencies.

2. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected state and local governments.

D. Private

Contract with engineers and contractors as needed.

V. RESPONSIBILITIES

A. Local

1. Public Works

   a. Provide inspections of county roads and bridges to determine damage and safety.

   b. Remove debris and wreckage from roads and bridges.

   c. Designate usable roads and bridges.

   d. Provide temporary repair of damaged county roads and bridges, if possible.

   e. Establish and/or maintain evacuation routes as directed by the EOC or the Sheriff's office.

f. Maintain surface and stormwater systems.

g. Assess the wastewater system to determine damage.

h. Provide temporary repair of damaged wastewater infrastructure.

i. Provide flood control support.

j. Coordinate drainage activities.

k. Provide road blocks, barricades, signs, or flaggers as requested.

l. Coordinate expeditious removal of debris and other non-hazardous materials.

m. Coordinate with the Public Information Coordinator on public information releases.

n. Provide fuel storage.

o. Repair equipment.

p. Provide sand and gravel.

q. Provide trucks and drivers to transport debris and wreckage.

r. Coordinate county-wide disaster transportation needs.

s. Coordinate with other political jurisdictions.

t. Coordinate with private contractors and suppliers.

u. Relocate public works operations facilities if conditions warrant.

v. Document damages and costs.

2. Community Development

a. Coordinate damage assessment and post disaster safety inspections of county buildings and facilities. Coordinate post-event ATC-20 inspections.

b. Coordinate damage assessment and post disaster safety inspections of public assembly buildings (i.e. schools, major food stores)

c. Coordinate damage assessment and post disaster safety inspections of private businesses in the county.

d. Coordinate private assessment and inspection resources.

e. Expedite permitting and required inspections as appropriate and feasible.

f. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.

g. Coordinate expeditious removal of debris and other non-hazardous materials.

h. Assess environmental damage to streams, bluffs, shorelines, and riverbanks, and make recommendations for repair and/or mitigation.

i. Review repair, reconstruction, and replacement of structures for compliance with building, land use, and environmental regulations.

j. Coordinate with the EOC and Public Information Coordinator on public information.

k. Inspectors may distribute public repair and recovery information.

l. Document damages and costs.

m. Coordinate with other political jurisdictions.

3. Department of Emergency Management

a. Coordinate EOC activation and call-out of essential representatives.

b. Coordinate roads, facility, and infrastructure recovery efforts.

c. Coordinate requests for outside labor, equipment, and technical experts.

d. Issue warnings to the public.

e. Coordinate public information; activate the Emergency Alert System (EAS) as necessary.

f. Identify and recommend training opportunities for DCD and

Public Works personnel (such as ATC-20/21 Post Earthquake Damage Assessment Training).

4. Public Health - Environmental Services

   a. Coordinate inspections of septic systems.

   b. Coordinate inspections of food supplies.

   c. Coordinate sampling of wells and water supplies.

   d. Oversee inspections of pools and schools

   e. Coordinate all public information releases through the Kitsap County Public Information Coordinator.

5. Water and Waste Management

   a. Coordinate with lead agencies to support communities with water and waste management issues as needed.

   b. Coordinate with Emergency Management for resource management issues as needed.

6. Water Purveyors

   a. Coordinate with lead agencies to support communities with fresh water system or determined alternate sources as needed.

   b. Coordinate with Emergency Management for resource management and logistical support as needed.

VI. REFERENCES

A. *DCD Organizational Chart*

B. *Public Works Organizational Chart*

C. *Environmental Health Organizational Chart*

D. *The National Response Framework, ESF #3*

E. *Washington State Comprehensive Emergency Management Plan,* ESF #3

F. *Kitsap County Debris Removal Outline*

EMERGENCY SUPPORT FUNCTION #4
FIREFIGHTING

LEAD: Fire Agencies

SUPPORT: Kitsap County Department of Emergency Management (DEM)

I. INTRODUCTION

A. Purpose

To provide an organizational framework that will effectively utilize all available fire fighting apparatus and personnel within Kitsap County, control the dispatching of such equipment and manpower to localities where needed, and provide for effective operations at the scene during an emergency/disaster.

B. Scope

This Emergency Support Function (ESF) addresses all firefighting activities including the detection and suppression of wildland, rural, and urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

II. RELATED POLICIES

A. During emergency situations, local fire agencies mobilize all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements, as outlined in RCW 39.34.030, are activated when initial resources are inadequate. When mutual aid and organic resources are exhausted, then the provisions for regional/state fire mobilization apply.

B. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.

C. Priority shall be given to saving lives and protecting property, in that order.

III. PLANNING ASSUMPTIONS

A. Urban, rural, and wildland fires will occur within Kitsap County. In the event of an earthquake or other significant event, large, damaging fires could be common.

B. In a disaster some firefighting resources will become scarce or damaged.

C. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be essential in these situations. Helicopters will be scarce resources and usable airports congested.

D. State and other resources may be called upon.

E. Efficient and effective mutual aid among the various local, county, state, and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.

F. Many first responders in Kitsap County are volunteers. Although they are dedicated in a major disaster, they are not obliged to leave a family crisis or their workplace to assist emergency efforts.

IV. CONCEPT OF OPERATIONS

A. Fire suppression is divided into two distinct response categories:

1. Urban/Rural Fires

a. Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements may be executed.

b. In 1992 the State Legislature directed the creation of a State Fire Services Mobilization Plan to deal with the growing problem of urban/wildland interface fires. This action also called for the establishment of the State Fire Defense Board, made up of representatives from nine fire defense regions throughout the state. As part of the South Puget Sound Region, Kitsap County has developed a companion plan to the regional and state documents that address situations exceeding mutual aid agreements.

c. Fire suppression and control assistance may, in some instances, be provided on a limited basis by federal agencies and the military by

pre-established mutual aid agreements. (Reference *Washington State Comprehensive Emergency Management Plan*.)

d. If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal Government under an emergency declaration by the President. Requests for such assistance are handled through normal Emergency Management channels.

2. Forest Fires

a. The State Department of Natural Resources and all supporting agencies, per the Washington State Fire Plan, take action on all wildfires, regardless of land ownership, which jeopardize DNR protected lands outside incorporated cities and towns and on adjacent U.S. Forest Service and Department of the Interior protected areas.

b. In those instances when a fire or fires threaten such destruction as would constitute a major disaster, federal fire suppression assistance may be made available under PL 93-288, Section 417, as defined in the *Washington State Comprehensive Emergency Management Plan*.

c. A fire protection district may take immediate action on DNR (State) protected lands outside of its jurisdictional boundaries per established agreements and/or contracts.

B. Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the county Emergency Operations Center (EOC).

C. Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and will do so when requested by the county EOC, unless otherwise involved.

D. All fire agencies within Kitsap County operate response vehicles which have the capability of Advanced Life Support (ALS) and/or Basic Life Support (BLS). In addition, all areas are supplemented by private ambulance service which provides Basic Life Support transport.

E. The Incident Command System (ICS) is used by many first responders and local jurisdictions in the State of Washington to manage an emergency incident. ICS is required by SARA Title III to manage any hazardous material incident. The purpose of ICS is to establish a command with a system, which is recognized by all responders, using the same organization, and the same nomenclature. The

ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all emergency operations. The ICS system will be used in Kitsap County by first responders. In a disaster, several ICS units may be established to manage the significant areas of need.

F. The Fire Chief's Association will provide a fire representative to fulfill fire coordination responsibilities within the county EOC during an emergency/ disaster.

G. Fire agencies may request activation of the DEM Communications Van (Com Van) through the EOC. The Com Van will be available providing it is not committed in an alternate or forward emergency operations center role.

H. Fire agencies may request activation of other local agency resources, such as Search and Rescue units or dive teams. These resources will be made available if not otherwise occupied. All non-traditional resource requests should be made to the County EOC.

V. RESPONSIBILITIES

A. Local

1. Fire Agencies Available

Districts	**Name**
	Bainbridge Island Fire
	CK Fire & Rescue
	South Kitsap Fire Dist. #7
	NK Fire & Rescue
	Poulsbo Fire Dist. #18
City Departments	
	Bremerton Fire Department

2. Fire Agency Authority

If an emergency occurs within the county limits, the Fire Agency in which the emergency occurs will exercise overall authority for fire services activities and responsibilities.

3. Fire Agency Duties

   a. Provide suppression and control of fires within their respective fire protection jurisdictions (including those DNR or government lands that are contracted with the local district), support other fire protection agencies if signatories to a mutual aid agreement, and support the provisions of the Kitsap County Fire Resource Plan.

   b. Provide Incident Command for rescue operations.

   c. Support warning and evacuation efforts.

   d. Provide medical response which includes Advanced and Basic Life Support.

   e. Provide limited mobile radiological monitoring, as appropriate. (Limitation: Not all fire agencies have this capability. This service is dependent upon individual agency capabilities.)

   f. Provide hazardous materials response, as appropriate, contingent upon acceptance of, and within the boundaries of, the incident command structure and agency training and capability. Washington State Patrol acts as Incident Commander in non-designated fire agency areas.

4. Kitsap County Department of Emergency Management (DEM)

   a. Provide for alert and warning to persons located in affected areas.

   b. Serve as liaison between local jurisdictions, response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.

   c. Provide training to fire response personnel, as appropriate.

   d. Provide capabilities for coordinating response, resources, and assets.

B. South Puget Sound Region

Regional Fire Resources Coordinator coordinates mobilized resource assistance to regional jurisdictions in accordance with the Regional Fire Defense Plan and the State Mobilization Plan.

C. State

1. State Emergency Management

   Coordinates assistance to local government for fire activities and mobilization resources in accordance with the provisions of the Washington State Fire Services Resource Mobilization Procedures.

2. Department of Natural Resources (DNR)

   a. Coordinates all fire suppression efforts and provides resources to control wildland fires in the state on DNR protected lands. May provide resources for non-DNR protected lands, if available, at reasonable cost.

   b. Assesses damage as a member of the Federal Agency Support Team (FAST).

3. Department of Corrections

   Provides trained minimum security inmate firefighters to supplement the efforts of the Department of Natural Resources in suppressing and controlling forest fires and provides personnel for other activities.

D. Federal

1. Limited fire suppression and control assistance is available from federal agencies and the military by pre-established agreement.

2. Federal Emergency Management Agency (FEMA)

   a. Administers fire suppression assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.

   b. Provides training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.

3. U. S. Department of Agriculture, U. S. Forest Service (USDA,USFS).

   a. Act as the Principal Advisor(s) to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.

   b. Provide protection in National Forests and assist in control of fires

that threaten to spread from nearby lands into National Forests.

VI. OPERATIONS BY TIME PHASE

A. Before the Disaster

1. Kitsap County Department of Emergency Management

   To minimize the effects of an emergency/disaster and facilitate recovery efforts, Kitsap County Emergency Management organizes and coordinates the preparation of plans, develops and maintains the county EOC and alternates, identifies equipment resources, and provides training opportunities to fire personnel.

2. Fire Agencies and Municipal Fire Departments

   a. Write, maintain, and review procedures for emergency operations during an emergency/disaster.

   b. Assess equipment and training needs.

   c. Establish procedures for coordinating all public information releases through the Kitsap County and/or City PIO.

   d. Make provisions for relocating fire operations in the event present facilities must be evacuated.

   e. Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions.

   f. Establish mutual aid agreements to maximize utilization of resources.

   g. Through the Fire Chief's Association, appoint a fire representative to serve as fire coordinator in the County EOC.

B. During the Disaster

1. Kitsap County Department of Emergency Management

   Activate county EOC or alternate, issue emergency warning(s), and activate EBS/EAS, as necessary. Coordinate with all appropriate agencies, including government, public service, private and volunteer organizations.

2. Fire Agencies

a. Notify key staff based on information received from CENCOM and/or the county EOC.

b. Activate emergency operating procedures.

c. Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.

d. Provide temporary power and emergency lighting at emergency scenes when needed.

e. Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.

f. Initiate mutual aid contingency plan, when needed.

g. Relocate fire apparatus as conditions warrant.

h. Support emergency operations as defined in agency emergency operating procedures or as requested by the County and/or City EOC, such as damage assessment.

3. Public Information

Coordinate all public information, instructions and media relations as defined in Appendix 2, Public Information.

C. After the Disaster

1. Kitsap County Department of Emergency Management

a. Continue county EOC operations until it is determined that EOC coordination is no longer necessary.

b. Update plans and procedures based on critiques and lessons learned during the event.

2. Fire Agencies

a. Reactivate stations for normal operations.

b. Return apparatus and equipment to regularly assigned locations.

c. Assist the public in recovery operations as resources allow.

d. Support other recovery efforts as requested by the county EOC.

e. Provide critical payroll and other financial information to the Kitsap County Auditor's Office/Financial Services.

VII. REFERENCES

A. The National Response Framework

B. Washington State Comprehensive Emergency Management Plan

C. Revised Code of Washington, 39.34.030, 38.54, 76.04, 43.63A, 38.52; and Title 52 and 35 RCW

D. "Interstate Mutual Aid Compact"

E. Washington State Fire Services Resource Mobilization Procedures

F. South Puget Sound Region Fire Defense Mobilization Plan

G. Kitsap County Fire Resource Plan

VIII. ATTACHMENTS

1. Evacuation Confirmation Instructions

ATTACHMENT 1
WARNING/EVACUATION NOTIFICATION INSTRUCTIONS

1. Drive slowly the length of all streets in the warning area. Use your siren to get people's attention.

2. Stop at appropriate intervals and use your public address system to announce the message provided by CENCOM or the county EOC.

   Message - variable to the situation.

   _____

   _____

   _____

   Be sure to lock your doors and windows when you leave.

3. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of the people who are not evacuating and an out-of-area next of kin. *Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.*

4. Upon completion of notifications in your assigned area, inform the county EOC via the appropriate chain-of-command.

EMERGENCY SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT

LEAD: Kitsap County Department of Emergency Management

SUPPORT: Kitsap County Government including Executive, Legislative, and Judicial Branches
Kitsap County Cities, and other districts/jurisdictions including fire, law, public works, hospitals, health, and special needs organizations

I. INTRODUCTION

A. Purpose

To define the emergency management roles and responsibilities of the Kitsap County Department of Emergency Management (KCDEM) during emergencies and disasters and to detail the facility, technology, personnel, communication and coordination systems critical to the response and recovery from events.

B. Scope

This Emergency Support Function (ESF 5) applies to the systematic approach of the Kitsap County Emergency Operations Center (EOC) for assessing a disastrous or potentially disastrous situation and supporting related response and planning efforts. This ESF will be implemented in concert with other ESFs applicable to the emergency and particularly ESF #2, Communications, and ESF #14, Long-Term Community Recovery. The Emergency Management ESF 5 is responsible for supporting the overall activities of the incident, and maintains the core management, coordination and administrative functions in support of the incident and its required operations.

II. RELATED POLICIES

A. Emergency Management in Kitsap County is established by state law, RCW 38.52. Other state and county laws and ordinances provide guidance for how emergency management conducts business during emergencies and disasters (see Appendix 3, References).

B. When the Board of County Commissioner proclaims a disaster or emergency, direction and control is usually delegated to the Director of the Kitsap County Department of Emergency Management or in their absence, the Operations Coordinator who works in cooperation with local jurisdictions, volunteer organizations, and the private sector.

C. In accordance with RCW 38.52.070 (2), a political subdivision in which a disaster occurs shall have the power to enter into contracts and incur obligations necessary to

combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster.

D. The political subdivision is authorized to exercise the powers vested under this section in the light of the existence of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

E. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof, including, but not limited to, districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

F. In accordance with RCW 38.52.110 (2), the Board of County Commissioners, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed, provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by RCW 38.52 and federal and state emergency management regulations for registered emergency workers.

III. PLANNING ASSUMPTIONS

A. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to train and exercise personnel who can work effectively under adverse conditions in the EOC and collect, process and disseminate situational information and provide a coordinated effort to resolve or stabilize the emergency.

B. The Kitsap County Department of Emergency Management will maintain an Emergency Operations Center as the central coordination center for all emergency activities in the County. It will communicate and coordinate with other support agencies to provide information and resources until the situation is resolved. Kitsap County EOC works within a Multi-Agency Coordination System (MACS) in support of disasters in the county and coordinates with other county emergency

coordination centers and state and federal support organizations. Attachment (1) outlines the relationship of coordination centers in Kitsap County.

C. The Kitsap County EOC is an all-hazards response organization. It utilizes the Incident Command Systems (ICS) to manage an event in the County. Although the 4 cities of Kitsap County have their own EOCs, Kitsap County supports their efforts through training, planning and supporting events localized in their jurisdictions.

D. All Kitsap County Government agencies, Cities, and supporting agencies have responsibility for ensuring that adequate disaster supplies and equipment are available for department staff (preparedness).

E. Kitsap County residents, businesses, industry, tribes, and public sector may need to pursue their own resources and be self-sufficient following a disaster for a minimum of three days, possibly longer.

F. The use of Memorandum of Understanding/Agreements will be utilized at the lowest level of response whenever possible.

G. Lack of good information, communication outages, and damaged infrastructure could severely hamper response and coordination during serious disasters.

IV. CONCEPT OF OPERATIONS

A. Whenever any part of Kitsap County is threatened by a hazard that could lead to disaster, or when a disaster situation exists, the County EOC will be activated at the appropriate level to assess the situation. The activities and procedures to activate and operate the County EOC is provided in Annex >>>to this CEMP.

1 Under most circumstances, activation of the EOC will be at the discretion of the DEM Director or Operations Coordinator and based on the circumstances of the event. Should a City EOC activate, the County EOC will activate to support the City's response to the event. Circumstances of the event will also dictate the size of the activation. The Kitsap County Emergency Operating Plan (Annex) outlines phases of activation, personnel assignments and the management of the EOC.

2. During normal day to day operations, the DEM Staff provides a 24/7 Duty Officer to support the initial actions necessary for coordination of single events like a hazardous materials spill, or the activation of the EOC for an earthquake.

3. Kitsap County Department of Emergency Management works closely with CenCom 911 and local fire. This relationship is important to the initial emergency response and continued effective communications and

coordination of an event. As such, The County implements a Changing Gears Plan which under extraordinary events activates the County's Area Command Plan to decentralize communications and coordination to the 6 local fire districts. These districts help to support resource management of numerous incidents, damage assessments, and priority planning and work directly with the county EOC. The Changing Gears Plan and Area Command Plan can be found in Annex….

4. Once the EOC is activated, it will remain so and managed by the Incident Command team through recovery operations. This will include the management of the County Recovery Plan (Annex)))).

B. EOC Operations and the Incident Command System

1. The Incident Command System has been implemented throughout the County for all agencies and organizations responsible for emergency response and recovery. This insures consistency among all responding agencies and the ability to meld into an existing incident command team. Those assigned to incident command teams or organizations must be trained and credentialed as required by the Homeland Security Presidential Directive 5 and 8 and Kitsap County DEM training and credentialing directives.

2. The incident command team will be made up of DEM staff and trained volunteers who are authorized to manage county resources as necessary to stabilize and resolve the event.

3. The EOC will be operated in accordance with the Annex the EOC Operating Plan and related standard operating procedures. These procedures include those for communications and warning, response to a variety of emergencies, use of EOC technology, and EOC staffing.

4. The EOC will be staffed with DEM staff and IMT teams, county government employees, local agencies and jurisdictions, and liaisons from local, state, and federal agencies as necessary for the hazard.

5. The Kitsap County EOP is the governing document for all tactical operations for response to disasters in Kitsap County. It includes numerous annexes that delineate the responsibilities of DEM Duty Officers, EOC operations, communications; ICS position checklists, unified command, and transitioning to the Alternate EOC.

6. In the event that the disaster is so complex or large and the current EOC is unable to manage the event effectively, the alternate EOC may be activated to support a much larger venue. The Alternate EOC is the Kitsap County Fairgrounds Pavilion located on Fairgrounds Rd,

Bremerton, Wa. The Kitsap County EOP provides procedures and responsibilities for all those responsible for the setup and transition to the alternate EOC.

C. Response

1. The EOC will be managed using the standard ICS format with some exceptions. As noted in the EOP, The director or their predecessor will be assigned as the Incident Manager and another qualified Incident Management Team member as the EOC Manager. Those duties as assigned are outlined in the EOP.

2. Depending on the size and complexity of the event, The DEM Director or predecessor will determine the phase of activation and the positions to be manned in the EOC. Under these circumstances the DEM staff/IMT will provide for initial staffing until it has been determined that additional personnel with unique expertise or representatives of affected agencies are requested to support the EOC. The EOC Manager along with the concurrence of the Incident Manager will determine, based on standard ICS principles, the need for additional personnel and the most effective ICS structure in the EOC.

3. The County EOC will be the central coordinating center for the County and will work directly with state and federal agencies for additional support. The EOC will manage the event and insure that all county leadership and agencies are kept informed of the safety and protection of its citizens.

4. The County EOC will use the standard ICS planning cycle to manage the event and support personnel. The County will call upon employees of the Kitsap County Government to fill functional and support roles during the emergency if needed.

5. Under no circumstances does the Kitsap County Incident Command or any component of the EOC have over-riding authority of the scene incident or area commander.

D. Recovery Activities

1. The Incident Manager will determine when the recovery phase has begun and will transition the EOC accordingly. This may entail the activation of damage assessment centers for public and private damage, the continuation of mass care response, and the recovery of county infrastructure.

2. Recovery operations begin with the incident command system transitioning to recovery and the incorporation of any federal and state

teams. When ready, the Incident Manager will activate the County's Recovery Plan (Annex) and manage the plan from the EOC.

3. Recovery Operations will continue until such time it can be transitioned to the DEM staff and the EOC deactivated.

V. RESPONSIBILITIES

A. All County Organizations

1. Provide damage assessment information to the county EOC in accordance with ESF-23, Damage Assessment.

2. Activate EOCs and ECCs as directed in your jurisdiction/agency emergency operations plan. Provide disaster related information to the County EOC as it becomes known.

3. Provide information and support as appropriate.

4. Conduct annual training and exercises for EOC/ECC team members.

B. Kitsap County Government

Provide expertise to support functions in the EOC. During complex and large disasters, be prepared to provide additional support personnel to the EOC or support organizations.

Assign personnel as requested to the EOC for training and exercises.

C. Information Services

Provide liaison to the county EOC to maintain computer configurations or telephone configuration to support the EOC's needs to communicate via a variety of means to other agencies in the county.

D. Emergency Management

1. Develop EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use and reporting.

2. Maintain the EOC in a configuration to support the unexpected activation for any hazardous event in Kitsap County.

3. Provide ongoing training and exercises for EOC personnel and emergency management related training for those who response to disasters in Kitsap

County.

E. Kitsap County Personnel and Human Services

Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support the supervisor and coordinator functions.

F. Public Information

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.

V. REFERENCES

A. Kitsap County Emergency Operating Plan

B. Kitsap County Changing Gears and Area Command Plan

C. Kitsap County Rapid Assessment Plan

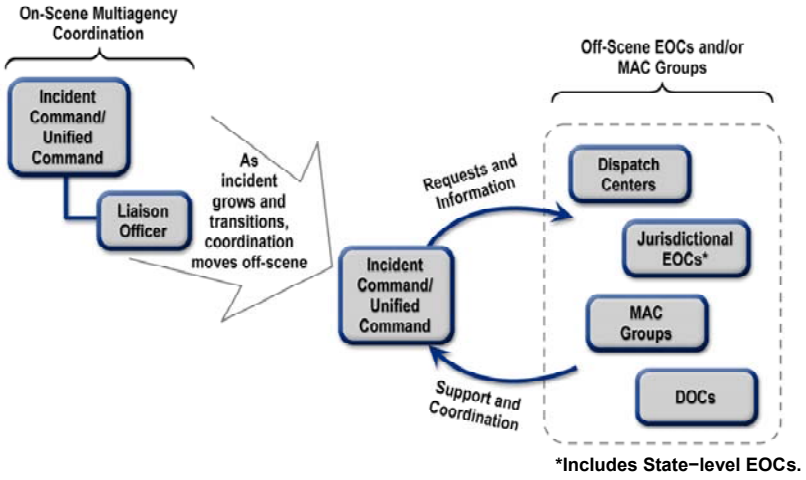
D. Kitsap County Recovery Plan

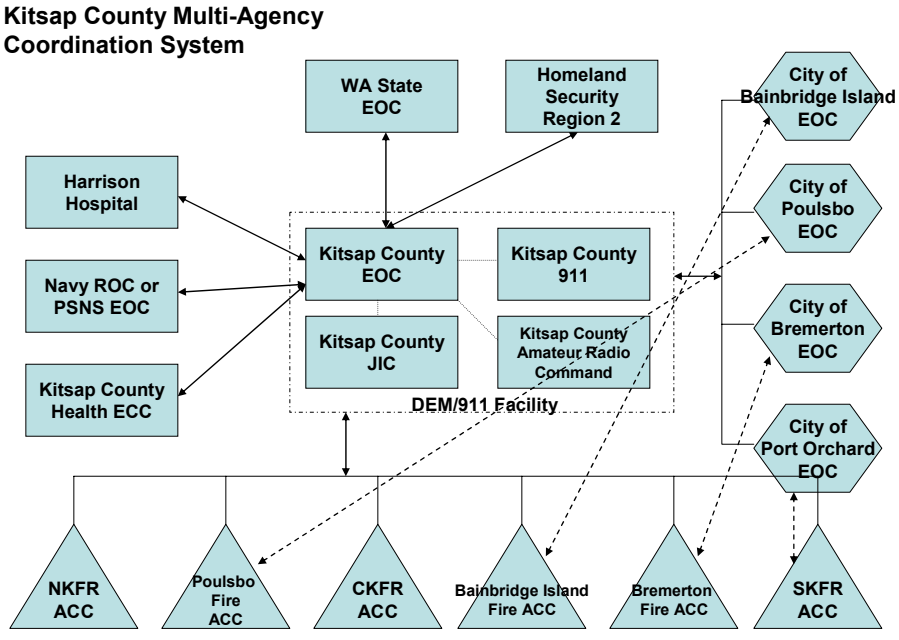
VI. ATTACHMENTS

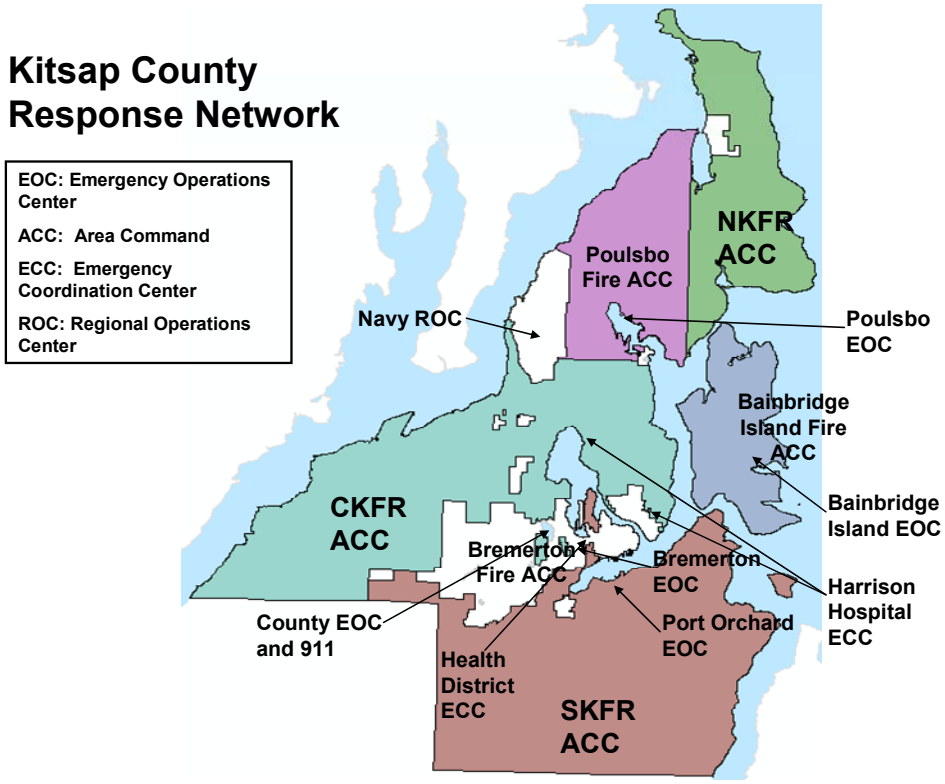
1. Multi-Agency Coordination System for Kitsap County

ATTACHMENT 1
Kitsap County Multi-Agency Coordination System

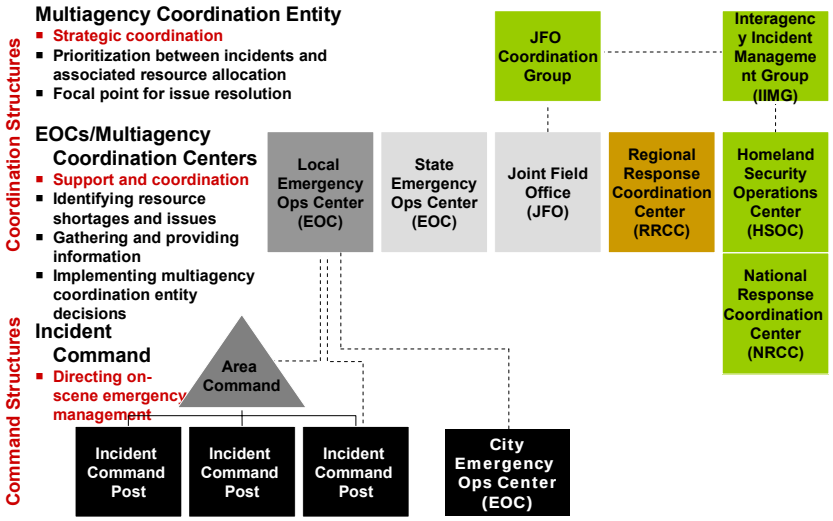
MAC System Components: Relationships







National Response Network



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

LEAD: American Red Cross – King/Kitsap County Chapter

SUPPORT: Kitsap County Emergency Management
Kitsap County Public Health
Kitsap Mental Health
Kitsap County Parks
Unmet Needs Committee (local churches)

I. INTRODUCTION

A. Purpose

To coordinate efforts to provide mass care and sheltering following a major emergency or disaster to persons unable to provide for themselves.

B. Scope

This Emergency Support Function (ESF) addresses sheltering needs in Kitsap County and its cities during a major emergency or disaster and the coordination of opening of shelters through the county Emergency Operations Center (EOC).

II. RELATED POLICIES

Red Cross Disaster Plan.

III. PLANNING ASSUMPTIONS

A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

B. Depending on the hazard and the severity of its effects, Kitsap County may have limited numbers of shelters or resources to manage shelters.

C. The American Red Cross is responsible for mass care and shelter during an emergency or disaster. If the Red Cross cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened. Available shelters will be identified through the local media.

D. The opening of American Red Cross shelters for all jurisdictions will be coordinated through the county Emergency Operations Center.

IV. CONCEPT OF OPERATIONS

A. Mass care provides for the immediate survival needs of victims through group services and facilities.

B. Mass care will normally be carried out during and immediately after an emergency/disaster, until individual services can be provided. Mass care services are usually provided for less than a week, coordinated and managed by the local American Red Cross, in cooperation with local government.

C. The American Red Cross will provide mass care services in accordance with arrangements between the King/Kitsap County Chapter of the American Red Cross and the Kitsap County Department of Emergency Management.

D. Mass care includes such basic human needs as emergency medical care; emergency shelter; emergency provisions of food, water, medicine, and other essential needs and will be provided to all citizens without regard to race, color, national origin, religion, sex, age, or disability.

E. Individuals/families arriving at shelter/mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelters provided. Facilities are generally selected with adequate parking areas in pre-planning by the American Red Cross.

F. Department of Emergency Management (DEM) and the American Red Cross (ARC) will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public releases.

G. In cooperation with the American Red Cross, Kitsap County government will coordinate with local cities, agencies, churches, institutions, commercial facilities, and volunteer organizations for mass care resources and facility support and mutual aid.

V. RESPONSIBILITIES

A. Local

1. American Red Cross (ARC)

   a. The Act of Congress constituting the American Red Cross charter requires the American Red Cross to undertake relief activities for the purpose of mitigating suffering caused by disaster and obligates the American Red Cross to develop and carry out measures to prevent suffering.

   b. Provide disaster victims with food, clothing, shelter, first aid, and

supplementary medical/nursing care and meet other urgent immediate needs.

c. The opening of shelters or aid stations is a function of the American Red Cross. Upon request for, or in coordination with Emergency Management, the ARC will open, staff, and fund its shelters or aid stations. The location of the shelters or feeding stations to be opened will depend on the affected area, accessibility, security, and staff and supply considerations.

d. Assess equipment and training needs.

e. Maintain and updates shelter agreements.

f. Provide liaison to the county EOC when requested.

2. Emergency Management

a. Coordinate the activities of local agencies charged in local plans for the provision of emergency mass shelter.

b. Inform the American Red Cross of the need for shelters and/or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.

c. Coordinate and maintain liaison with private providers of mass care resources and services.

3. Public Health

a. Provide for the coordination of health and sanitation services at mass care facilities.

b. Coordinate the provision of nursing staff to shelter.

4. Crisis Clinic (Kitsap Mental Health)

Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations or individuals.

5. Parks

a. Identify county properties than can serve as temporary mass care tent sites.
b. Coordinate with city parks programs for locating temporary mass care tent sites.

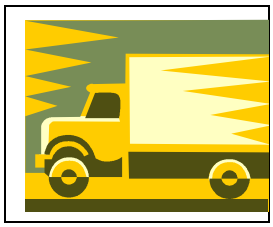
6. Unmet Needs Committee

The committee is made up of local church volunteers. Depending on resources and personnel available, this group helps meet the unmet needs of the community during a disaster.

VII. REFERENCES

A. Washington State Comprehensive Emergency Management

B. King/Kitsap American Red Cross Disaster Plan.



EMERGENCY SUPPORT FUNCTION #7
RESOURCE SUPPORT

LEAD: Kitsap County Department of Emergency Management

SUPPORT: Kitsap County Purchasing
All other County Organizations, as appropriate
Other Jurisdictions, as coordinated through the Emergency Management Council of Kitsap County

I. INTRODUCTION

A. Purpose

To provide coordinated resource support in a disaster, or the threat of one.

B. Scope

This Emergency Support Function (ESF) involves coordinating the provision of resources to county organizations during the immediate response to a hazardous event and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services and personnel.

II. RELATED POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, no county, city, town or other municipal corporation shall give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation.

B. In accordance with RCW 38.52.070 (2), a political subdivision in which a disaster occurs shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. The political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

C. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Board of County Commissioners is directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof, including, but not limited to, districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

D. In accordance with RCW 38.52.110 (2), the Board of County Commissioners, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed, provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by RCW 38.52 and federal and state emergency management regulations for registered emergency workers.

III. PLANNING ASSUMPTIONS

A. Kitsap County will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards.

B. Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, as applicable, in addition to tasking received under the authority of the County Comprehensive Emergency Management Plan.

C. Resource requirements beyond the capacity of support agencies will be coordinated from the county Emergency Operations Center (EOC). Requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.

D. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.

E. The initial response to a hazardous event will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property will be the responsibility of the landowner or tenant unless directed otherwise by the Board of County Commissioners.

F. The EOC will have available, or immediate access to, resource and vendor lists for the most commonly used or anticipated resources to combat a given hazard.

IV. CONCEPT OF OPERATIONS

A. General

1. During a disaster, or the threat of one, the county EOC will be activated to coordinate the response of county government and to support incident commanders with evaluation, planning, information and resource management.

2. During urgent preparedness or response activities, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, Fire Chief, Police Chief, or Search and Rescue Coordinator, or upon the direction of the county EOC Supervisor.

3. During restoration and recovery, a Disaster Recovery Team may be established to coordinate the county's continuing activities, including mitigation. The county EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, Emergency Management staff may provide coordination services without EOC activation.

4. During restoration and recovery activities, resource requests may be made by any cognizant official.

5. Both the EOC staff and the Disaster Recovery Team will support countywide activities. Close coordination will be maintained with federal, state, city and town officials, the American Red Cross, the Crisis Clinic, and other volunteer organizations. The priority of tasks will be determined by the EOC Supervisor or Chair of the Disaster Recovery Team.

6. The resources of county organizations will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110 (1). Organizations will retain sufficient quantities of applicable resources in reserve to meet organizational needs, as appropriate. Should county resources be insufficient, additional resources may be procured or requested through the following, listed in priority order:

    a. Mutual Aid and Inter-local Agreements

    b. Private sector purchase

    c. State Emergency Management resource request

    d. If the governor has proclaimed the existence of a disaster, private sector resources in accordance with the provisions of RCW 38.52.110 (2).

B. Procedure

See county EOC standard operating procedure

V. RESPONSIBILITIES

A. Kitsap County Emergency Management

1. Maintain the primary Emergency Operations Center with appropriate equipment, consumables, resource lists, and staff availability.

2. Maintain liaison with support agencies, the business community, volunteer organizations and the Emergency Management Division of the Washington State Military Department.

3. Train and exercise applicable county EOC staff in resource management activities.

4. Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel.

5. Produce and maintain, with functional staff, EOC resource management standard operating procedures.

6. Develop a procedure for field personnel to register emergency workers at a disaster site.

7. Ensure that field personnel know how to request resources during an emergency or disaster.

B. Support Agencies

1. Maintain appropriate resources to meet routine operational requirements.

2. Take actions necessary to ensure staff is prepared to accomplish response and recovery activities.

3. As applicable, ensure local resources are exhausted, or about to be, prior to requesting resources from the EOC. Resources held in reserve to meet constituent needs are to be considered utilized.

4. As applicable, provide resources, transportation, facilities and services in response to requests from the EOC.

5. Assist lead agency personnel in developing resource lists and operating procedures, as appropriate.

6. Provide for the registration of emergency workers in the field, as appropriate.

VI. REFERENCES

A. Kitsap County Comprehensive Emergency Management Plan

B. Kitsap County Emergency Operations Manual

C. Kitsap County Recovery Plan

E EMERGENCY SUPPORT FUNCTION #8
PUBLIC HEALTH & MEDICAL SERVICES

LEAD: Kitsap County Fire Agencies (Emergency Medical Services - BLS/ALS)
Kitsap Public Health
Kitsap County Coroner's Office
Hospitals (Civilian/Military)
Kitsap Mental Health Services

SUPPORT: Department of Emergency Management (KCDEM)
American Red Cross
Private Health Care Facilities
Olympic/Bremerton Ambulance (BLS)
Medical Reserve Corps

I. INTRODUCTION

A. Purpose

To coordinate the organization and mobilization of medical, health, ministerial, and mortuary services within Kitsap County during an emergency/disaster using the Incident Command System/National Incident Management System (ICS/NIMS).

B. Scope

This Emergency Support Function (ESF) involves assistance to Kitsap County in identifying and meeting the health, medical, and mortuary needs of victims of a major emergency or disaster. This assistance includes the following:

1. Assessment of medical/health needs
2. Health surveillance/communicable disease response
3. Medical care personnel
4. Medical/health equipment and supplies
5. Patient evacuation
6. In-hospital care
7. Mental health
8. Public health information

9. Vector control (rats, pests, etc.)

10. Potable water

11. Wastewater and sanitation

12. Solid waste disposal

13. Mortuary services and victim identification

14. Hazardous substances, spills/releases

II. RELATED POLICIES

A. Fire Agencies will provide Basic Life Support (BLS) and Advanced Life Support (ALS).

B. All Kitsap County mutual-aid emergency medical responders who provide emergency medical assistance in Kitsap County should operate under Kitsap County procedures and protocols.

C. The Kitsap County Health District provides guidance to the county, agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infectious or hazardous waste, communicable disease and biological agents.

D. Kitsap Mental Health Services, after meeting its responsibilities to clients will permit, to the extent of its ability and upon request by the Red Cross, the use of its physical facilities by the Red Cross and in conjunction with Kitsap Mental Health Services staff, as a Mass Care Shelter for “Special Needs” victims of a major disaster.

III. PLANNING ASSUMPTIONS

A. A significant natural or technological disaster or terrorism event could overwhelm Kitsap County medical facilities and services requiring emergency coordination of casualties.

B. Kitsap County hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may be severely structurally damaged, destroyed, or rendered unusable.

C. A disaster could also pose public health threats to food, water, and personal health.

D. Damaged manufacturing facilities, waste processing and disposal facilities, sewer

lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.

E. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

F. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

IV. CONCEPT OF OPERATIONS

A. Emergency Medical Services (EMS)

1. The primary objective of EMS in an emergency/disaster is to insure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:

    a. Identification and coordination of medical resources.

    b. Identification of potential sites and support staff for temporary emergency clinics.

    c. Emergency care at shelters and congregate care facilities.

    d. Coordination of medical transportation resources.

2. Local Mass Casualty Plans will detail operational concepts and responsibilities to assure that EMS existing in the area will be capable of providing mass casualty emergency medical services during an emergency/disaster.

3. The provision of basic and advanced life support services shall be provided per local plans for fire agencies. Mutual aid between and among emergency medical service providers shall be utilized to make maximum efficient use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local Emergency Medical Services System and can be augmented by services and assets provided under mutual aid if available.

4. A Public Health, EMS and/or Coroner's Office representative will jointly perform the county EOC function of coordinating medical, health, and mortuary resources.

5. Hospitals will respond according to their established emergency response plans.

B. Public Health

1. Public Health provides or coordinates health and environmental health services within the community, including:

   a. Identification of health hazards.

   b. Surveillance, identification and control of communicable disease.

   c. Vector control (rats, pests, etc.).

   d. Examination of food and water supplies for contamination.

   e. Ensure compliance of emergency sanitation standards for disposal of garbage, sewage, and debris.

   f. Assessment of environmental contamination and public health risk from hazardous materials spills.

   g. Keep the Kitsap County Board of Commissioners, Kitsap County Board of Health, Kitsap County Emergency Management, and the public informed regarding health conditions, warnings, and public information through the EOC.

2. If the threat to public health is of such magnitude that supplemental assistance is necessary, the State and Federal Governments may provide assistance. Requests may be made through normal Emergency Management channels (EOC).

3. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.

4. Provide the medical support and mechanism for inoculating the public and emergency personnel if warranted by threat of disease.

5. Provide oversight of potable water supplies. Kitsap County residents obtain their drinking water from either individual water sources or public water supplies.
6. Solid waste permitting is a function of public health and is enforced by the Kitsap County Health District. Solid waste system planning and management is the function of the Kitsap County Public Works Solid Waste Division.

7. The majority of rural areas are serviced by on-site systems, either individual or community. Power outages may disrupt services.

8. In coordinating public health services and establishing priorities, administrative details shall be accomplished by the director of Kitsap County's Health District. Decisions involving medical and technical expertise shall be the responsibility of the Public Health officer.

9. Determination of critical priorities in the public health effort will be made in consultation with the Board of Health, local elected officials, and state and federal service agencies.

C. Coroner's Office - Mortuary Services

1. The Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, or the military.)

2. Emergency Management will coordinate local support to local mortuary services as needed. The local funeral directors may assist in the processing of human remains at the discretion of the coroner.

3. If local resources for proper handling and disposition of the dead are exceeded, the State and/or Federal government may provide supplemental assistance for identification, movement, storage, and disposition of the dead. The Coroner may make a request for such assistance to DEM or to the State Department of Health through the EOC.

D. Sheriff's Office - Emergency Vital Statistics

1. The Sheriff's Office compiles information regarding missing persons in unincorporated Kitsap County.

2. The Coroner identifies deceased persons in all of Kitsap County.

3. Deaths are registered at the Health District.

E. Mental Health

1. Mental Health services and/or Critical Incident Stress Debriefing (CISD) are provided as needed through Kitsap Mental Health. and KCDEM Critical Incident Stress Management Team (CISM).

2. Mental Health services, including stress management services for emergency responders, are coordinated through Kitsap Mental Health. Grief/loss

counseling, survivors guilt counseling, crisis counseling, depression/suicide prevention and other crisis intervention services are available as staffing permits.

F. Medical Reserve Corps (MRC)

1. When disaster strikes, the clinical and non-clinical members of the Medical Reserve Corps (MRC) could enhance and improve the emergency medical response capacity in the community. The MRC is being trained to:

    a. Manage neighborhood distribution centers, such as smallpox clinics.

    b. Manage distribution from the national pharmaceutical stockpile.

    c. Work in overflow treatment areas and field hospitals as needed.

2. The Medical Reserve Corps will work under the direction of the Kitsap County Health District and the Kitsap County Department of Emergency Management's Unified Command during disasters.

3. The county EOC will activate the Medical Reserve Corps as necessary in times of disaster.

V. RESPONSIBILITIES

A. Emergency Medical Services

1. Local

    a. Kitsap County Emergency Management

    Provides logistical and other support to emergency medical services providers upon request from the incident commander or medical services representative.

    b. Fire Agencies

    The first fire agency at the scene evaluates the situation and makes the decision whether to request additional assistance (Incident Command System). When the decision is made to activate the *Mass Casualty Incident Plan*, the first agency on the scene will serve as the on-scene commander until the fire department arrives. Other agencies responding to the incident will report to the designated staging area. Fire agencies will:

1) Establish field communications between appropriate agencies.

2) All Kitsap County fire agencies provide Basic Life Support (BLS) and Advanced Life Support (ALS).

3) Assist in coordinating private ambulance and EMS resources.

4) Under the Incident Commander, coordinate Mass Casualty response.

5) Coordinate storage and distribution of donated medical supplies.

6) Provide a representative to the county EOC to assist in coordinating EMS response.

7) Assist in providing casualty and damage assessment information to the EOC.

8) Submit appropriate forms to recover disaster funds and damages

c. Emergency Medical Services (EMS) Council

Provide input into plans, tests, and exercises to assure that the EMS system is able to provide emergency medical services in the system's service area during mass casualties and disasters/ emergencies.

d. Skilled Nursing Facilities, Health Care Facilities

Maintain procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those that cannot be evacuated.

2. State Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support as requested by the Kitsap County EOC.

3. Federal Emergency Management Agency (FEMA)

When local, state, and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies under mission assignment to supplement state and local emergency medical efforts.

4. American Red Cross

Under its charter, provides sheltering, supplementary medical and emergency aid, and other health services upon request and within capabilities.

B. Public Health Services

1. Local

a. Kitsap County Emergency Management

1) Provide overall coordination of resources to support public health activities.

2) Serve as liaison between local agencies and State Emergency Management Division.

b. Public Health

Provide or coordinate the provision of health and environmental health services including:

1) Preventive medical and health services.

2) Surveillance, identification and control of communicable disease.

3) Detect and identify possible sources of contamination dangerous to the general public health of the community.

4) Staff the EOC for coordination of public health services.

5) Coordination of health and sanitation services at mass care facilities.

2. State Emergency Management Division

Alert state agencies of possible need for emergency medical, health, and mortuary services.

3. Federal

a. Federal Emergency Management Agency (FEMA)

When local, state, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement state and local public health efforts.

b. Department of Health and Human Services

Has the prime responsibility for federal activities associated with health hazards resulting from emergencies.

1) Assist state and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.

2) Assign professional and technical personnel to augment state and local forces.

c. Department of Agriculture

Under guidelines of the Food and Drug Administration, work with state and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

C. Mortuary Services

1. Local

a. Coroner

1) Assume overall responsibility for the care, identification, and disposition of the dead and notification of next-of-kin during and after disasters.

2) Determine the manner and cause of death and issues the death certificate.

3) Maintain a current list of mortuaries, morgues, and other facilities for the care of the dead. Coordinate with these services.

4) Select suitable facilities for emergency morgues and ensures that qualified personnel are assigned to operate them.

5) Keep all necessary records and furnishes the Public Information Coordinator with a periodically updated casualty list.

6) Provide a representative from the Coroner's Office to the Emergency Operations Center upon request, if available

7) Establish standard operating procedures for disaster responsibilities.

8) Obtain additional supplies, as needed. Includes: body bags, tags, special manpower, etc. Additional requests should be made through normal emergency management channels.

9) Originate requests for state and federal assistance via the Kitsap County EOC.

b. Kitsap County Emergency Management

1) Coordinate local support for mortuary services.

2) Serve as liaison between the local agencies and State Emergency Management.

c. Other Local Agencies and Facilities

Provide support to the local coroner in the identification, movement, storage, security, and disposition of the dead as requested.

2. State

a. State Emergency Management Division

In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.

b. Department of Health

Provide for the recording and preservation of death certificates.

3. Federal

a. Federal Emergency Management Agency (FEMA)

Coordinate federal assistance to supplement local emergency mortuary services.

b. Federal Bureau of Investigation

Provide victim identification services.

c. Military

Provide manpower, equipment, and facilities to support local processing, handling, and disposition of the dead.

d. Funeral Directors Associations (County, State, and Federal)

Provide support to the local coroner when requested.

D. Mental Health

1. Kitsap Mental Health Services will coordinate with Substance Abuse Services, Developmental Disability Services , and local volunteer agencies and services to provide mental health services as needed.

2. When local mental health capabilities are exceeded, requests shall be made through normal emergency management channels (county EOC).

3. Kitsap Mental Health Services may act as a Mass Care Shelter for special needs victims of a major disaster upon request by the Red Cross.

E. Medical Reserve Corps

Support public health efforts, as needed.

VII. REFERENCES

A. *The National Response Framework, ESF #8 Health and Medical*
B. Washington State Comprehensive Emergency Management Plan
C. Kitsap County Mass Casualty Incident Plan
D. Kitsap County Terrorism Response Coordination Plan – Attachment 4, Kitsap County Mass Pharmaceutical Distribution Plan

E. Kitsap County Coroner Plan
F. Kitsap County Health District Emergency Response Plan
G. Harrison Hospital Mass Casualty Plan
H. Naval Hospital Disaster Preparedness Plan
I. Kitsap County Alternate Care Plan
J. Kitsap County Critical Incident Stress Mangagment Operating Procedures

EMERGENCY SUPPORT FUNCTION #9
SEARCH AND RESCUE

LEAD: Kitsap County Sheriff's Office
Kitsap County Emergency Management

SUPPORT: Local Law Enforcement Agencies
Search and Rescue Organizations
Washington State (DOT), Division of Aeronautics
US Coast Guard
Kitsap County Fire Agencies
American Red Cross
Military Support Units
Other County Organizations

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of search and rescue resources and provide for the control and coordination of various types of search and rescue operations involving persons in distress resulting from an emergency/disaster.

B. Scope

This Emergency Support Function addresses wilderness search and rescue operations, suburban and structural search and rescue, and includes search and rescue on the ground, in the air, or in the water.

II. RELATED POLICIES

A. "*Search and Rescue" (SAR) means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, human caused or technological disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW*". (RCW 38.52.010[7])

B. "*The chief law enforcement officer of each political subdivision shall be responsible for local SAR activities*". (RCW 38.52.400[1]) The Kitsap County Sheriff's office is responsible for SAR operations in unincorporated Kitsap County. The Sheriff will appoint one or more deputies within the agency as SAR Coordinator(s) to work with the Department of Emergency Management and the

Kitsap County SAR volunteer organizations. The Chiefs of Police in the incorporated cities are responsible for SAR within their jurisdictions. However, the Sheriff's Office may coordinate search operations within these jurisdictions at the request of a police department supervisor.

C. Operations of SAR activities shall be per state and local operation plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400)

D. The Emergency Program Manager coordinates direct support to all SAR activities and registers emergency (SAR) workers. (RCW 38.52.400[1])

E. Local jurisdictions have the responsibility to establish criteria and standards for emergency workers whom they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class. (WAC 118-04)

III. PLANNING ASSUMPTIONS

A. People will become lost, injured, or killed while outdoors, requiring search and rescue activities in Kitsap County.

B. An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt urban search and rescue (USAR) and medical care. This may be referred to as structural search and rescue.

C. Large numbers of local residents and emergent volunteers may initiate activities to help in the rescue effort and will require coordination and direction.

IV. CONCEPT OF OPERATIONS

A. The Kitsap County Emergency Operations Center (EOC) may be activated to provide coordination, technical and administrative support to SAR operations. Similar provisions may be made from the State Emergency Operations Center (EOC) to support local efforts.

B. Coordination from the incident scene or from the county EOC to the state EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will utilize whatever communications means necessary to carry out effective SAR operations.

C. The Kitsap County Sheriff's Office (SAR Coordinator) or Department of Emergency Management, upon request from the SAR Coordinator, will obtain a mission number from State Emergency Management for SAR missions.

D. An adequate number of volunteers can be recruited for general SAR purposes from within the SAR volunteer organizations. However, neither the County nor the

volunteers can provide all necessary equipment or manpower to cope with all types of SAR missions. Mobile support units must be available upon request from adjoining political subdivisions, or from the State Division of Emergency Management, to ensure and support maximum SAR efforts. All requests for outside resources will be made through normal emergency management channels.

E. Ground Search and Rescue

1. State Emergency Management, upon receiving requests for assistance from appropriate local authorities, will coordinate the resources of other political subdivisions and/or state and federal agencies in support of the requesting agency.

2. Air support or reconnaissance may be requested through State Emergency Management to assist the ground teams, as needed.

3. State Emergency Management will issue mission numbers to local authorities in response to downed or missing aircraft for ground search only, and will coordinate these missions with the Department of Transportation, Division of Aeronautics.

F. Marine Search and Rescue

1. The United States Coast Guard directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).

2. Upon notification of a possible boating accident or possible drowning, CENCOM will notify:

   a. Appropriate Law Enforcement Agency

   b. Local Fire Agency

   c. Coast Guard - if in salt water.

3. Underwater evidence searches will be coordinated by the SAR Coordinator who will obtain an evidence mission number using the proper procedures.

G. Air Search and Rescue

1. The United States Air Force directs search operations for downed scheduled aircraft, downed or missing military aircraft, aircraft carrying people or things of national significance, or aircraft of international origin.
2. Air SAR for missing or downed civil aircraft is the responsibility of the Washington State Department of Transportation (WSDOT) Division of Aeronautics.

3. Local law enforcement may participate in a search for downed or missing aircraft when there is a reasonable likelihood that craft is located within their jurisdiction. These activities will be coordinated with the Washington State D.O.T. Division of Aeronautics. Upon location of the downed aircraft, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

4. Upon notification of the possibility of a downed aircraft in Kitsap County, CENCOM will notify the SAR Coordinator and DEM Duty Officer who will:

   a. Request a SAR mission number from State Emergency Management using proper procedures.

   b. Activate other SAR units, as appropriate.

V. RESPONSIBILITIES

A. Local

1. Sheriff's Office

   a. Provide direction to SAR operations in cooperation with the Emergency Program Manager and is responsible for search and rescue operations within unincorporated areas of Kitsap County.

   b. Identify the emergency needs for equipment and supplies and ensures that it is available in convenient locations.

   c. Inform Emergency Management of needed resources to be requested from State Emergency Management.

   d. Coordinate search and rescue activities and training with SAR volunteer organizations.

   e. May provide direction for search operations in other jurisdictions at the request of local law enforcement.

2. SAR Organizations

   a. Provide manpower for search and rescue activities under the direction and control of the Sheriff's Office.

   b. Develop and implement local SAR programs in coordination with the Sheriff's office.

c. Provide other assistance as requested.

d. Train and prepare for SAR activities within the scope of the assignment.

3. Emergency Management

a. Secure SAR mission numbers from State Emergency Management upon request from the SAR Coordinator.

b. DEM is the administrative arm of Search and Rescue. It oversees quality assurance in partnership with the Sheriff's office and conducts audits.

c. Register volunteers involved in Search and Rescue.

d. Keep and maintain SAR mission records, and forward appropriate records and reimbursement requests to State Emergency Management.

e. Request state and federal assistance when required.

4. Fire Agencies

The fire agencies conduct rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:

a. Extricating trapped person(s).

b. Rendering essential medical aid at time of release and/or prior to removal.

c. Accomplishing other tasks commensurate with the situation and their capabilities.
d. Incident Command for structural rescue.

5. Local Law Enforcement Agencies

Maintain policies and procedures for response to SAR incidents. Ensure that department personnel are informed of the department policy and methods for requesting assistance from DEM and the Sheriff's Office SAR Coordinators.

6. Other County Organizations

Assist and support SAR operations when requested and as feasible.

B. State

1. State Emergency Management

   a. Provide for the coordination of state and local SAR resources.

   b. Request federal urban SAR assistance when requested by the county.

C. Federal

1. Federal Emergency Management Agency (FEMA)

   Task federal agencies to perform SAR activities under a Declaration of Emergency or Major Disaster Declaration by the President.

2. Military Services

   Coordinate federal resources providing SAR assistance to states during non-disaster times (reference *National Search and Rescue Plan*).

VI. OPERATIONS BY TIME PHASE

A. Before the Emergency/Disaster

1. Sheriff's Office

   a. Assist in recruiting and training volunteers in SAR skills.

   b. Appoint a SAR Coordinator who will control SAR field operations and serve as advisor to local SAR units.

   c. Assess equipment and training needs.

   d. Maintain and distribute call-out list.

2. Emergency Management

   a. Control SAR administrative functions and serve as administrative advisor to local SAR units.

   b. Maintain an operational EOC and EOC Emergency Operating Procedures.

   c. Maintain a SAR personnel list.

d. Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations, to help minimize SAR incidents.

3. SAR Organizations

a. Maintain emergency operating procedures.

b. Maintain personnel and equipment resource lists.

c. Maintain an updated call-out list with procedures for implementation.

d. Assist with the recruiting and training of SAR volunteers.

e. Assess equipment and training needs. Ensure that equipment is in proper working order and response personnel retain proper certification to meet state and local requirements.

4. All Agencies/Organizations

Maintain appropriate emergency operating plans and procedures.

B. During the Emergency/Disaster

1. SAR Coordinator

a. Report to an incident site and take control of field operations or set up an Incident Command Post, as appropriate.

b. Obtain a mission number from State Emergency Management or request that the Sheriff's Office or Department of Emergency Management obtain a mission number.

c. Notify appropriate SAR units of activation. May request DEM to assist with this function.

d. Request additional resources, as needed. Resource requests should be made through the normal emergency management channels, either local or state.

e. Keep a log of SAR activities during the mission.

2. Local Law Enforcement Agencies

The local law enforcement agency will respond in the same manner as the Sheriff's office in their political subdivisions. The Police Chief may request

the Sheriff's office take over Incident Command of the SAR operations and local law enforcement will provide investigative and security personnel.

3. Emergency Management

   a. Obtains SAR Mission Number from State Emergency Management upon request of the SAR Coordinator.

   b. Activates the County EOC, if appropriate, and/or establishes necessary communications support.

   c. Coordinates local SAR resources, as necessary.

   d. Submits requests to State Emergency Management for additional resources when local capabilities are exceeded.

   e. Supports SAR operations as requested by the Sheriff's office and/or SAR Coordinator.

4. SAR Organizations

   Respond, as requested by the SAR Coordinator, Emergency Management or CENCOM.

5. Fire Agencies

   Provide for rescue operations commensurate with the availability of equipment and the degree of specialized training to include extrication of trapped persons or essential medical aid, if appropriate.

6. All Other County Departments/Agencies

   Support SAR operations as identified in emergency operating procedures or as requested by Emergency Management and/or EOC.

C. After the Emergency/Disaster

1. Sheriff's Office/SAR Coordinator

   a. When receiving notification from the SAR Coordinator that the mission is terminated, notify State Emergency Management to terminate the mission number, allowing adequate time for volunteers to return home.

   b. Submit appropriate forms and reports to the local Department of Emergency Management within 10 working days after

operation/mission is terminated.

c. Arrange for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.

2. SAR Organizations

a. Continue SAR mission until subject(s) has been located or the SAR Coordinator terminates the search.

b. Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination.

c. Restore equipment, vehicles, forms, etc., to a state of operational readiness.

d. Attend critique of SAR mission, as requested by the SAR Coordinator.

3. Emergency Management

a. Files SAR Reports (Forms: DEM-77 and DEM-78) with State Emergency Management within 15 days of operation/mission termination.

b. Processes compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary, per RCW 38.52.

4. Local Law Enforcement Agencies

Respond in the same manner as the Sheriff's Office in their own political subdivisions unless they have relinquished command of the SAR Mission to the Sheriff's Office.

VII. REFERENCES

A. RCW 38.52 and WAC 118.04

B. RCW 47.68

C. Washington State Comprehensive Emergency Management Plan

D. National Search and Rescue Plan

EMERGENCY SUPPORT FUNCTION #10
OIL & HAZARDOUS MATERIALS RESPONSE

LEAD: Kitsap County Fire Agencies
Washington State Patrol (WSP)

SUPPORT: Kitsap County Emergency Management (DEM)
Local Emergency Planning Committee (LEPC)
State and Federal Agencies
Kitsap County Sheriff's Office/Local Law Enforcement Agencies
Kitsap County Public Works
All Response Agencies/Organizations

I. INTRODUCTION

A. Purpose

To identify local responsibilities for hazardous material incident response and management. To include preparation for and response to any incident involving hazardous substances or materials, including radioactive materials, which, when uncontrolled, can be harmful to persons or the environment of Kitsap County.

B. Scope

This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous material within unincorporated Kitsap County. It includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment.

II. RELATED POLICIES

The planning in this Emergency Support Function will be conducted and maintained in conjunction with SARA Title III requirements and WAC 118.40 under the auspices of the Local Emergency Planning Committee (LEPC). Hazards are discussed in Attachment 1.

III. PLANNING ASSUMPTIONS

A. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

B. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

C. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, waterway or airline mishaps.

D. Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.

E. Emergency exemptions may be needed for disposal of contaminated material.

F. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. Washington State Patrol has Incident Command (IC) for hazardous materials incidents except in areas where this has been taken by local Fire Agencies. See Attachment 2 for Incident Command designations. Local Fire agencies may be the initial responding agency. Fire District plans and procedures will detail local operation concepts and responsibilities to the extent of the level of training and resources available.

2. Local emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of persons at risk, initial isolation of an area, and identification of involved materials. The Incident Commander will ensure that the State Emergency Management Division and other local, state and federal agencies are notified as per local, state and federal laws, regulations and plans.

3. Wherever possible, mutual aid agreements among local emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.

4. Each agency that has assumed IC responsibilities will ensure that there is trained staff, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.

B. Local

1. Notification

   a. Kitsap County's Central Emergency Communications Facility (CENCOM E9-1-1) shall provide a single point of notification and Emergency Management, a single point for coordination of hazardous materials incidents through CENCOM's 24-hour capability.

b. Any department/agency becoming aware of a hazardous materials incident shall immediately notify CENCOM (E9-1-1) for dispatch of appropriate emergency response personnel. The Incident Commander at the scene will ensure that WSP is notified by CENCOM of the incident, if they are the designated IC.

c. If the Incident Commander requires additional resources to mitigate the incident, DEM may be contacted to assist in coordination.

d. Local industry shall also be educated to use CENCOM (E9-1-1) immediately to make notification of a hazardous materials incident.

e. The Kitsap County Emergency Operations Center (EOC) shall be activated, as necessary, to support the Incident Commander.

2. On-Scene Management

The structure of local agency on-scene management will depend on the size and scope of the incident. The Incident Commander will be responsible for the coordination and management of the on-scene response. For the purposes of this Plan, the Incident Commander will be the senior on-scene official from the first response agency until relieved by a higher authority.

Upon arriving at the incident scene, the Incident Commander will do the following:

a. Assess the situation. (Based on hazardous materials incident response levels and action classifications shown in Attachment 3.)

b. Develop objectives.

c. Develop action plan/priorities.

d. Make staff/agency assignments to carry out the plan.

e. It is critically important to identify the owner, shipper and releaser of the product at the earliest opportunity.

f. Witnesses to the situation must be identified before they leave the scene.

If necessary, these initial actions will be coordinated with first responders. (This could be as simple as a law enforcement officer arriving on the scene, assessing the situation, notifying dispatch, deciding to assist the

driver, and securing the perimeter. It could be a situation where representatives from several response agencies work together to assess a major accident/spill, develop a list of objectives from the public safety standpoint, and carry them out as the action plan dictates in coordination with other on-scene agencies.)

Pursuant to RCW 70.136.030 and the extension of the "Good Samaritan" status, Kitsap County has designated Incident Command Agencies and has filed the aforementioned designation with the state. (See Attachment 2 - Designated Incident Command (IC) Agencies.) In all cases the Incident Commander will coordinate with representatives from other responsible agencies.

The lead person from each responding agency should work with the IC to ensure their agency's objectives are identified and coordinated (Unified Command).

The Incident Commander will also coordinate with the appropriate federal and state agencies, and the private sector, as appropriate.

Four functional areas will be utilized to manage a hazardous materials incident.

Incident Commander: Objectives

Operations:	Perimeter Control, Evacuation, Rescue, Countermeasures/ Cleanup, Emergency Medical, Health, Environment
Planning:	Situation Reports, Resources, Status, Documentation, Technical Advisors
Logistics:	Communications, Transportation, Supplies, Special Equipment, Disposal Sites
Finance:	Contracting, Time Recording, Cost Analysis, Compensation, Claims

C. State

State agencies will respond to hazardous materials incidents according to appropriate federal and state laws, regulations and agency plans.

D. Federal

Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if federal response is required under federal laws, regulations and plans.

V. RESPONSIBILITIES

A. Local

1. Emergency Management

    a. Act as the coordinator for the various local emergency organizations and as the local liaison to State Emergency Management.

    b. Participate in the development of training and exercise programs with the first response community.

    c. Upon the declaration of a local disaster, coordinate resources to support emergency response efforts.

2. Incident Command Agency (appropriate fire response agency or WSP)

    a. Enter into mutual aid agreements with other public and private entities for effective hazardous materials response.

    b. Provide command and control during the incident, if appropriate.

3. Community Emergency Coordinator

    a. Coordinate emergency spill response planning efforts with local, state, and federal officials.

    b. Facilitate a local and regional spill response capability.

    c. Assist local facility emergency coordinators in plan implementation.

    d. Provide technical support to IC agencies during chemical incidents.

    e. Provide assistance in risk analysis to identify vulnerable areas and methods to reduce those risks.

    f. Assist in the development of public education programs.

    g. Coordinate activities with the environmental health department.

h. Keep public officials abreast of current environmental laws/ regulations relating to SARA, Title III.

i. Participate in exercises through the LEPC.

4. Public Information Officer

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.

5. Other Response Departments/Agencies

Respond according to organizational emergency operating procedures.

6. Private Facility

Each facility will appoint a facility emergency coordinator, who will:

a. Notify appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of hazardous materials (consistent with the emergency notification requirements of SARA Title III, Section 304 and other state and federal regulations governing hazardous material incidents).

b. Inform the emergency planning committee of any relevant changes taking place at their facility as the changes occur or are anticipated to occur.

c. Promptly provide information to the LEPC that may be needed for developing and implementing the emergency plan, upon request.

B. State

1. State Emergency Management

a. Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, state and federal response agencies.

b. Coordinate the procurement of state resources for use by the on-scene Incident Commander or as requested by DEM or other designated local response agencies or state response agencies.

2. State Department of Agriculture

a. Develop, with the assistance of County extension agents, lists of

farms, dairies, and stock ranches that may require monitoring or sampling due to a hazardous materials release.

b. Provide technical assistance, laboratory testing and sampling, and estimates on recovery costs for incidents involving pesticides and environmental contamination of farm properties, in coordination with the Department of Health.

c. Quarantine contaminated food and fodder.

3. State Department of Ecology

a. Lead agency for spill response cleanup. Provide on-scene coordination, technical information on containment, cleanup, disposal, and recovery; environmental damage assessment; laboratory analysis and evidence collection for enforcement action for non-radioactive environment threatening hazardous materials incidents.

b. Serve as the state on-scene coordinator under the *Federal National Contingency Plan*.

c. Other responsibilities as identified in the *Washington State Comprehensive Emergency Management Plan*

4. State Department of Fish and Wildlife

a. Provide coordination and resource information on potential or actual fish or fish habitat damage and cleanup.

b. Provide coordination and resource information on potential or actual wildlife or wildlife habitat damage and cleanup.

5. State Fire Marshall

a. Provide assistance in damage assessments, investigations, and coordination with officials.

b. Authority for incidents involving common or special fireworks (Class B and C) explosives.

6. State Department of Labor and Industries

a. Enforce safety and health standards whenever employees are exposed to hazardous chemicals.

b. Provide technical assistance and information concerning worker

exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.

7. State Department of Health

   a. Assume the role as lead agency in incidents involving radioactive materials. Provides technical personnel and equipment and advises state and local governments of the hazards of radioactive materials.

   b. Provide advice and guidance regarding the health hazards of pesticides and other toxic substances. Provide technical assistance, sample collection and laboratory analysis, risk assessment, and control information relative to incidents involving pesticides and other toxic substances.

8. Washington State Patrol

   a. Act as designated Incident Command Agency for hazardous materials incidents on all interstate and state highways and local jurisdictions, unless the local jurisdiction assumes that responsibility as per Section 4, Chapter 172, laws of 1982, as amended, and SHB Number 154, April 1987 in conjunction with RCW 70.136.060 and 70.136.070.

   b. Contact State Emergency Management to notify other agencies as needed.

9. State Department of Transportation

   a. Coordinate the activation of WSDOT personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. Activation may be initiated by WSP.

   b. WSDOT personnel will initially establish traffic control and notify WSP when a hazardous materials spill is discovered, by them, on state roads and interstate highways.

10. State Utilities and Transportation Commission

    a. Investigate rail accidents involving hazardous materials in conjunction with WSP.

    b. Assist first responders by providing supportive data on shippers and haulers of hazardous materials statewide.

C. Federal

1. Environmental Protection Agency (EPA)

    a. Develop and promulgate the National Contingency Plan , chair the National Response Team and co-chair the Regional Response Teams, implements Superfund and other environmental legislation, can provide emergency response team support for hazardous material contingencies, and trains state emergency officials.

    b. Respond with advice and technical resources to protect the environment from all types of hazardous substances.

    c. Act as the federal on-scene coordinator for incidents involving inland waters.

2. United States Coast Guard (USCG)

    a. Operate the National Response Center (NRC) which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.

    b. Provide advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics.

    c. Act as the federal on-scene coordinator for incidents involving coastal (navigable) waters.

3. U.S. Department of Energy (DOE)

    a. Coordinate the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the *Federal Radiological Monitoring and Assessment Plan* .

    b. Maintain a common set of off-site radiological monitoring data and provides this data and their interpretation to other appropriate federal, state and local agencies requiring direct knowledge of radiological conditions.

    c. Provide all monitoring data, assessments, and related evaluations to the federal and state response agencies and assists the federal authorities to develop protective action recommendations and other measures to protect public as required.

4. U.S. Department of Transportation

    a. Regulate the transport of many types of hazardous materials for all transport modes.

b. Provide (DOT/USCG) the vice-chairman for the National Response Teams and co-chairs the Regional Response Teams (RRT).

c. Coordinate responses to hazardous material contingencies through its National Response Center (NRC).

d. Provide emergency response team support to the RRTs and states.

e. Train state emergency officials.

5. Federal Emergency Management Agency (FEMA)

a. Has the lead coordination role for federal offsite planning and response coordination for all types of radiological emergencies. FEMA develops and tests the *National Response Framework* (NRF) for radiological emergencies, provides an important support role to the EPA for relocation functions under Superfund, provides funding to states to support state and local government emergency planners and trains many state and local government officials in planning for and responding to hazardous materials contingencies.

b. Promote coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations.

D. Other Agencies

1. Chemtrec

a. Provide information and assistance on the nature of the product and steps to handle the problem.

b. Contact shipper of the material for more detailed information.

c. Provide 24-hour notification capability for hazmat emergencies.

d. Access mutual aid programs which notify teams to respond to incidents involving certain chemicals and pesticides.

VI. OPERATIONS BY TIME PHASE

A. Before the Disaster

1. Local Emergency Planning Committee (LEPC)

    a. Coordinate with all appropriate agencies to ensure operational readiness through emergency response planning, development, and updating.

    b. Coordinate with local departments/agencies and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.

    c. Coordinate and participate in emergency response exercises, drills and training.

2. Fire Agencies, Law Enforcement, and other Emergency Response Departments/Agencies

    a. Maintain Emergency Operating Procedures for hazardous materials emergency response.

    b. Participate in emergency response exercises, drills, and training.

    c. Train personnel to the appropriate level for their response.

3. Private

    a. Maintain on-site hazardous materials response plans including notification procedures for appropriate government agencies.

    b. Appoint a facility emergency coordinator responsible for emergency notifications and facilitating emergency response.

B. During the Disaster

1. Fire Agencies

    a. Provide initial response to the incident to the level of their training until Washington State Patrol is available to serve as Incident Command Agency for their district. (See Attachment 2 for the designated Incident Command Agency.)

    b. Coordinate with lead representatives from other responsible agencies to ensure each agency's objectives and responsibilities are

coordinated and carried out. (Unified Command)

c. Assist law enforcement, when possible, in warning the public, evacuate, routing, and/or traffic control.

d. May assist in limited containment of hazardous material substances to prevent contamination.

2. Washington State Patrol (WSP)

a. Serve as Incident Command agency in those areas where fire agencies are not designated as Incident Command agencies. The areas that require WSP response are shown in Attachment 2.

b. Coordinate with lead representatives from other responsible agencies to ensure each agency's objectives and responsibilities are coordinated and carried out. (Unified Command)

3. Emergency Management

a. Activate the County EOC and warning systems, as necessary.

b. Coordinate emergency resources and requests activation of emergency shelter, if appropriate.

4. Law Enforcement Agencies (as conditions warrant)

a. Notify key staff.

b. Activate emergency operating procedures.

c. Enforce restrictions/control of incident site access, crowd control and emergency traffic control.

d. Activate public warning and evacuation procedures.

5. Other Departments/Agencies

Respond according to agency emergency operating procedures and/or as directed from the EOC.

6. Private

Provide local agencies with assistance and expertise in identifying hazardous material substances, response, and clean-up.

C. After the Disaster

1. Emergency Management

   If activated, continue EOC operations until it is determined that EOC coordination is no longer necessary.

2. All Response Departments/Agencies

   a. Support recovery efforts as identified in emergency response procedures and/or as directed by the EOC.

   b. Support appropriate state and federal agencies, as conditions warrant and within the realms of local plans and procedures.

   c. Participate in debriefing and critiquing organized by the IC agency.

   d. Provide situation and status reports, upon request, to Emergency Management/EOC.

VI. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. *The National Response Framework*, ESF #10

C. *Superfund Amendments and Re-authorization Act* (SARA Title III)

VII. ATTACHMENTS

1. Vulnerability to Hazardous Materials and Waste
2. Designated Incident Command (IC) Agencies
3. Hazardous Materials Incident Response Levels and Action Classifications

ATTACHMENT 1
VULNERABILITY TO HAZARDOUS MATERIALS AND WASTE

1. Kitsap County is subject to various hazardous materials as identified in the county's Hazard Identification Vulnerability Analysis (HIVA). The general types of hazardous materials which the county is subjected to on a daily basis are:

   a. Chemical Materials: Those materials that do not exhibit etiological or radiological properties.

   b. Etiological Materials: Those organisms that have a pathogenic effect on life or the environment and can exist in normal ambient environments.

   c. Radioactive Materials: Those materials that emit alpha, beta, or gamma radiation.

2. The physical state of hazardous materials may be classified as gases, solids, or liquids. They can be stored or contained at high or low pressure and may be affected by the environment in which the incident occurs.

3. Kitsap County has a number of major highway transportation corridors. High volumes of vehicle traffic move daily on these highways. Most of the hazardous materials and waste in Kitsap County is moved to, from, and through the county on this same highway net. Kitsap County is considered most vulnerable to spills of hazardous materials and waste during the movement of the material over the county's highways.

4. Some types of hazardous materials moving over the highways are:

Acids	Lacquers
Adhesives	Monomers
Aerosols	Office Copier Chemicals
Anodizing Chemicals	Paints
Battery Fluids	Pesticides
Catalysts	Photographic Chemicals
Cleaning Agents (all types)	Photoresists
Degreasing Agents	Pickling Agents
Detergents	Printing Inks
Duplicating Machine Fluids	Process Chemicals
Electrolytes	Radioactive Materials

Electroplating Chemicals	Resin Ingredients
Etching Baths	Rubber Chemicals
Etiological Material	Shellacs
Explosives	Soaps
Foaming Resins	Solvents
Foundry Mold Material	Surfactants
Fuels (all types)	Varnishes
Industrial Oils	Wastewater Treatment
Janitorial Supplies	Water Treatment

5. Kitsap County is intersected by a combination of railroad lines. Some lines service commercial businesses, but primarily transport other materials.

6. Waterborne hazardous material spills could easily occur due to the fact that so much of Kitsap County's border is waterfront and many hazardous materials are on, or adjacent to, waterfronts. While hazardous material spills could conceivably occur anywhere on the Kitsap County shoreline, the most likely areas for a disastrous spill are where bulk hazardous materials are stored or used.

7. While aircraft carry hazardous materials, including fuel, and flight paths cover Kitsap County, it is a low probability that a major airliner or cargo aircraft would crash in the county. However it is a possibility and must be considered, particularly for traffic in and out of Seattle-Tacoma International Airport, Olympia Airport, McCord Air Force Base, and Fort Lewis Grey Army Air Field.

8. Natural gas is supplied to Kitsap County residents through large underground gas transmission lines. The primary hazard of piped natural gas is the rupture of lines and release of gas in areas affected by major earthquake. In this case, explosion and widespread fuel fed fire would likely occur.

9. A demonstrated hazard is the storage of flammable fuels in above and below ground storage tanks. Leaks and rupture pose a direct threat to not only the people and structures nearby, but to the environment, especially water.

10. Continued growth in population and business will increase the need for certain hazardous materials and will result in more hazardous waste.

ATTACHMENT 2

DESIGNATED INCIDENT COMMAND (IC) AGENCIES

JURISDICTION	GENERAL AREA	IC AGENCY
FD #7 *	South Kitsap	FD #7
FD #18 *	Poulsbo	WSP
Bremerton **	Bremerton	WSP
CKF&R *	Central Kitsap	WSP
NKF&R *	North Kitsap	WSP
Bainbridge Island *	Bainbridge Island	WSP

* = Fire Agency
** = City Fire Department

ATTACHMENT 3

HAZARDOUS MATERIALS INCIDENT RESPONSE LEVELS AND ACTION CLASSIFICATIONS

LEVEL I

1. Spills which can be contained and absorbed by equipment and supplies immediately available to the emergency personnel.

2. Fires which can be extinguished with the resources immediately available to the first response agency.

3. Leaks which can be controlled using equipment and supplies immediately available to the emergency personnel.

4. Incidents which do not require evacuation.

LEVEL II

1. An incident involving a greater hazard or larger area which poses a potential threat to life, property and/or the environment.

2. An incident involving a toxic substance which may require evacuation of citizens.

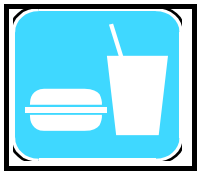
3. A hazardous materials incident which requires assistance from outside agencies (such as the Red Cross) to work with evacuees, medical facilities, and personnel for treatment of casualties and agencies concerned with the environmental impact.

LEVEL III

1. A major hazardous materials incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.

2. A hazardous materials incident within Kitsap County that involves evacuation of areas outside of Kitsap County.

3. A hazardous materials incident whose location is outside Kitsap County but requires evacuation of areas within Kitsap County.



EMERGENCY SUPPORT FUNCTION #11
ARGICULTURE AND NATURAL RESOURCES

LEAD: Bremerton Foodline (Food)
United Way of Kitsap County (Donated Goods)
Kitsap County Department of Emergency Management (DEM)

SUPPORT: American Red Cross – King/Kitsap Chapter
Kitsap County Health District
Kitsap County Parks
Kitsap County Cooperative Extension Agent
Salvation Army

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster to persons unable to provide for themselves.

B. Scope

This ESF provides for the management, safe handling and distribution of food stocks, water and donated goods for the needs in Kitsap County and its cities during a major emergency or disaster.

II. RELATED POLICIES

None specific.

III. PLANNING ASSUMPTIONS

A. Under emergency/disaster conditions the American Red Cross and the Salvation Army are the agencies that have the ability to coordinate mass care.

B. DEM will work with all community, humanitarian, and social service organizations to assist in the coordination of this activity.

C. Kitsap County Health District will provide guidance to the County, agencies and individuals to ensure the safety of food, water, and donated goods to the public.

D. Kitsap County will not accept un-processed donated goods during an emergency/disaster.

E. The distribution of food, water and donated goods needs to be a community-wide effort to include Kitsap County government.

F. Distribution of food, water and donated goods will tax government, humanitarian and social service agencies.

G. Kitsap County has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event.

H. If not handled properly, food water and donated goods can become vehicles for illness and disease transmission, which must be avoided.

IV. CONCEPT OF OPERATIONS

A. General

1. DEM will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations and water purveyors for the management of food, water and donated goods.

2. Kitsap County Health Department and the County Extension Agent (agricultural agent) will provide information on preventative measures to be taken to reduce contamination of foodstuffs, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency foodstuffs. Information will be disseminated as described in Appendix 2, Public Information.

B. Food

1. In the event of a countywide disaster, the cooperation of the food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.

2. The Logistics Group Food Unit in the Emergency Operations Center (EOC) will coordinate county food resources.

3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.

C. Water

1. Kitsap County residents obtain their drinking water from either individual water sources or public water supplies.

2. The Logistic Group in the EOC will coordinate county water resources.

3. Water supplies may be severely impacted during flooding, severe winter storms (frozen and ruptured pipes) and earthquakes (total disruption, cracks, pipeline failures, etc.).

4. Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

5. Following an earthquake, water must be considered contaminated because of pipeline breaks.

D. Donated Goods

1. During a disaster both the public and major corporations become very generous in donating monies and goods to the disaster area. Often this generous outpouring of goodwill severely impacts and overwhelms local government and social agencies trying to manage the donated goods.

2. The Logistic Group in the EOC will coordinate county donated goods resources along with the United Way of Kitsap County.

3. In a Puget Sound-wide earthquake, the management of donated goods will not only tax government and social agencies but the donated goods could be so generous that many will never be used and will require disposal.

4. Kitsap County government along with the United Way and Bremerton Foodline will coordinate all "nationally donated goods" with the State Emergency Management Logistics Center.

5. The Logistic Group in the EOC will assure all donated goods are evenly distributed based on need to the cities of Kitsap County and the unincorporated areas of the county.

6. Donated goods are categorized into two sections; solicited goods and un-solicited goods.

   Solicited Goods - The impacted community has identified a specific need and requested specific items from either the general public and or the community at large. Usually the request is for cash to the American Red Cross and/or Salvation Amy providing the major relief efforts to the affected community.

   Unsolicited Goods - The public sees or hears of the disaster through the

media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not. The United Way will assist in coordination of these goods.

V. RESPONSIBILITIES

A. Local

1. Emergency Management

   a. Coordinate the activities of those local agencies charged in local plans for the provision and management of food, water, and donated goods.

   b. Inform assigned agencies of the need to coordinate food, water, and donated goods.

   c. Coordinate and maintains liaison with private providers of mass care resources and services.

   d. Coordinate with all appropriate departments/agencies to ensure operational readiness.

   e. Maintain an operational EOC and its emergency operating procedures.

   f. Coordinate emergency public information regarding food resources with the State Emergency Public Information Officer.

   g. Notify the local food bank of the possible need to activate and coordinate food distribution.

   h. Coordinate with State Emergency Management in the development of local programs that will manage the logistics of food, water and donated goods.

2. American Red Cross

   a. Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meets other urgent immediate needs.

   b. Assess equipment and training needs.

   c. Provide liaison to the County EOC.

3. Bremerton Foodline

   a. Coordinates all food donations for the Kitsap County Food bank Coalition.

   b. The Foodline will coordinate and distributed donated foods as needed.

3. Salvation Army

   a. Provide mobile canteen services.

   b. Provide emergency feeding services.

   c. Collect and distributes food, clothing, and other supplies.

   d. Maintain a resource listing of equipment, supplies, and facilities and their availability.

   e. Provide a copy of the resource listing to DEM upon request.

   f. Assess equipment and training needs.

   g. Coordinate activities with the County EOC.

4. Health District

   a. Analyze water samples from sources suspected of contamination and makes appropriate recommendations.

   b. Develop procedures to notify the residents of Kitsap County how to treat contaminated food and water.

   c. Inspect (if available) donated goods with the Department of Agriculture. Oversees the safe distribution of food, water and donated goods.

5. Parks Department

   a. Coordinate with the EOC potential sites for holding donated goods, food and water supplies. Provide logistical support in distribution of food, water and donated goods.

   b. Act as liaison with cities for potential holding areas.

6. Cooperative Extension

   Provide information on food safety.

7. Public Information

   Coordinate all public information, instructions, and media relations as defined in Appendix 1, Public Information.

8. United Way of Kitsap will coordinate, store (as possible) and distribute donated goods on behalf of KCDEM.

B. State

1. State Emergency Management
   a. Request the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.

   b. Provide overall logistical support of nationally donated goods by managing the State Logistics Center for 72 hours after activation.

   c. Alert those state and local agencies that have the expertise needed for managing food (Dept. of Agriculture), water (Dept. of Health) , and donated goods (Government Surplus Administration).

2. Department of Health

   a. Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

   b. If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

3. Other State Agencies

   Responsibilities as identified in the *Washington State Comprehensive Emergency Management Plan*.

C. Federal

The Department of Agriculture assists in the inspection of donated foods and other goods.

D. Private

The State Emergency Management Council provides for local mass care and feeding through its local member units.

1. Assesses equipment and supply needs.

2. Recruits and supervises (as requested) volunteers to staff local logistics center.

VII. REFERENCES

A. The National Response Framework

B. Washington State Comprehensive Emergency Management Plan

EMERGENCY SUPPORT FUNCTION #12
ENERGY

LEAD: Kitsap County Roads and Transportation
Water Purveyors
Kitsap County Wastewater Utilities
Kitsap County Stormwater Utilities
Kitsap County Solid Waste Service Providers

SUPPORT: Kitsap County Emergency Management (DEM)
Public Information
Utility Providers

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of available electric power, water resources, telecommunications, natural gas, and petroleum products, as required, to meet essential needs in Kitsap County during emergency/disaster situations, and to provide for the restoration of utilities affected by an emergency/disaster.

B. Scope

The scope of this Emergency Support Function (ESF) includes:

1. Assessing energy systems and utilities damage, supply, demand, and requirements to restore such systems.

2. Helping Kitsap County departments and agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.

3. Helping Kitsap County energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

II. RELATED POLICIES

A. Kitsap County's priority will be to protect lives and property including critical energy, utility lifelines and the environment.

III. PLANNING ASSUMPTIONS

A. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect fire fighting, transportation, communication, and other lifelines needed for public health and safety.

B. There may be widespread and/or prolonged electric power failure. With no electric power, communications, water, wastewater, and solid waste disposal systems will be affected. Traffic signals may not operate, which could lead to gridlock.

C. There may be extensive pipeline failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.

D. There may be panic hoarding of fuel in some areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.

E. Natural gas lines may fracture, creating a hazardous, volatile environment.

F. Water pressure may be low, hampering firefighting and impairing sewer system function.

G. Kitsap County departments, under Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

A. The occurrence of a major disaster could destroy or disrupt all or a portion of the county's energy and utility systems.

1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.

2. Water supply systems within the county are either publicly or privately owned and are organized at municipal or local private levels. Since these systems are not normally interconnected, emergency planning for water and utilities is concerned with restoration efforts.

3. Within Kitsap County, natural gas is supplied by major energy corporations through common pipelines originating from the Western United States and Canada.

4. The Department of Transportation (WSDOT) can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.

B. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.

C. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).

D. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.

E. As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to DEM.

F. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

"*To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local agency is authorized and directed to take action to carry out the orders issued by the Governor.....a local governmental agency shall not be held liable for any lawful actions consistent with RCW 43.21G.030.....in accordance with such orders issued by the Governor."* (RCW 43.21G.050)

V. RESPONSIBILITIES

A. Local

1. Emergency Management

a. Maintain close liaison with local utilities and identify 24-hour

emergency numbers and contact personnel.

b. Coordinate assistance to support local utility and energy providers, as requested.

2. Waste water utilities, stormwater utilities, public and private water purveyors and other municipal utilities.

a. Maintain and control water, sewer, and solid waste systems within their jurisdictions.

b. Perform damage assessment on systems and identify problems or shortfalls in service capacities. Report findings to the EOC.

c. Regulate water and utility usage in times of shortages, as appropriate, assuring priority use set to meet immediate and essential emergency needs.

d. Within available means, protect existing water sources and systems and restore damaged systems.

e. Identify potential areas for mitigation strategy.

f. Prepare appropriate disaster assistance forms for submittal to appropriate state and federal agencies.

3. Roads and Transportation

Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.

4. Public Information

Coordinate all public information and instructions and media relations as defined in Appendix 2, Public Information.

5. Other Utility Providers

a. Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.

b. Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.

c. Determine, in conjunction with the EOC, priorities among users if adequate utility supply is not available to meet all essential needs.

d. Provide information necessary for compiling damage and operational capability reports.

B. State

1. State Emergency Management

a. Alert appropriate state agencies of the possible requirement to supplement local energy and utility needs.

b. Coordinate with the Utilities and Transportation Commission to provide supplemental assistance to local government.

C. Federal

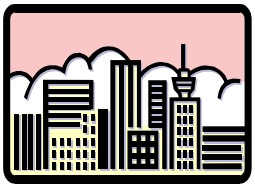
Federal Emergency Management Agency (FEMA) coordinates the activities of federal agencies having supplemental energy and utility resources capabilities during a presidentially declared emergency or disaster.

VI. REFERENCES

A. *National Response Framework*, ESF #12 - Energy

B. *Washington State Comprehensive Emergency Management Plan*

C. *Kitsap County Refueling Plan*



EMERGENCY SUPPORT FUNCTION #13
PUBLIC SAFETY AND SECURITY

LEAD: Kitsap County Sheriff's Office

SUPPORT : Bainbridge Island Police Department
Bremerton Police Department
Port Orchard Police Department
Poulsbo Police Department
Port Gamble S'Klallam Tribal Police
Suquamish Tribal Police
Washington State Patrol

I. INTRODUCTION

A. Purpose

The purpose of the ESF-13, Public Safety and Security is to identify law enforcement roles and responsibilities within Kitsap County during a disaster.

B. Scope

ESF-13 discusses preventing and investigating crimes against people and property, maintaining law and order through traffic and crowd control, providing security for vital facilities and supplies, controlling access to operating scenes and vacated areas as resources are available.

II. RELATED POLICIES

A. Kitsap County Sheriff's Office will coordinate with other federal, tribal, state and local law enforcement agencies to support essential law enforcement operations during a disaster.

B. Kitsap County Sheriff's Office will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property and the environment.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards:

Kitsap County will periodically experience emergency situations that may overwhelm current law enforcement capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed. The Kitsap County Hazard Identification and Vulnerability Assessment (HIVA), and the Comprehensive Emergency Management Plan (CEMP) Basic Plan describe situations and planning assumptions that affect our area that may impact resource availability.

B. Planning Assumptions:

The Kitsap County Sheriff's Office maintains a 24 hour operational capability.

The Department of Adult and Juvenile Detention maintains a 24 hour operational capability to provide jail services for police agencies and courts.

Municipal law enforcement agencies will exhaust local resources before requesting help from county resources.

Assistance between law enforcement agencies is facilitated by mutual aid agreements in effect for all law enforcement agencies, which operate in Kitsap County and neighboring jurisdictions.

IV. CONCEPT OF OPERATIONS

A. General:

In times of an emergency or disaster, law enforcement agencies are called upon to perform a wide variety of functions. These include, but are not limited to, rapid damage assessment, warning and evacuation, search and rescue, access control, enforcement of traffic regulations, investigation crime and criminal activity, and responding with other types of services to unusual events.

Distribution of personnel and equipment will be determined by the event. Mobilization of county resources will occur by landline, pager, cellular phone or radio communications provided by Kitsap County Sheriff's Office, the Central Communication Center or other available means. Mutual aid agreements will be activated once Kitsap County Sheriff's Office resources are exhausted.

During a county wide event, coordination of law enforcement resources will be managed by the Kitsap County Sheriff's Office with assistance

from other agencies as needed. Law enforcement agencies requested via mutual aid will remain under the control of their parent agency.

B. Organization:

The operational structure of the Kitsap County Sheriff's Office may be modified during emergency operations by using the Incident Command System (ICS). When necessary, a field command post may be activated and staffed as outlined in the department manual and standard operating procedures. It may be necessary for the command structure to incorporate into an Incident Management System with other response agencies such as fire, medical, transportation, public works and emergency management. Any established field command posts will relay information, either by phone, radio or liaison, to the Kitsap County Sheriff's Office Coordination Center or the Kitsap County Emergency Operations Center when it is activated.

C. Procedures:

When circumstances dictate emergency or disaster operations, law enforcement agencies will follow guidelines identified in procedure manuals for their organizations.

When the Kitsap County Emergency Operations Center is activated, a representative of the Kitsap County Sheriff's Office may respond, when requested, to coordinate and exchange information with field units and other county departments as needed.

Upon receipt of mobilization authorization, law enforcement supervisors will alert the appropriate personnel assigned to them on mobilization rosters.

Field command posts may be established whenever the emergency requires the response of multiple public units and coordination of law enforcement activities in the field.

Staffing of support functions, including the Central Communications Center, Emergency Operations Center and other offices will be maintained at a level adequate to support the event.

Additional resources beyond local capabilities and mutual aid agreements may be requested and coordinated through Kitsap County Emergency Operations Center.

D. Mitigation Activities:

Kitsap County Sheriff's Office will comply with facility, property, and personal protection mitigation plans in accordance with standard operating procedures.

E. Preparedness Activities:

Kitsap County Sheriff's Office will develop and maintain emergency management plans, procedures and supplies as they relate to emergencies and disasters.

F. Response Activities:

Kitsap County Sheriff's Office will operate in accordance with plans and procedures during times of emergencies and disasters. It will attempt to coordinate activities with other departments and agencies to meet the general mission of Kitsap County during the disaster or emergency event.

G. Recovery Activities:

Kitsap County Sheriff's Office will participate in recovery efforts as they relate to law enforcement and overall Kitsap County Government recovery efforts.

V. RESPONSIBILITIES

A. Primary Agency – Kitsap County Sheriff's Office

The Kitsap County Sheriff's Office is responsible for keeping public peace and safety, including the discharge of all duties of the office of sheriff under state law, except those duties relating to jails and inmates, which are performed by other departments of county government. The functions of the department include a plan to coordinate resources for the public safety and welfare in the event of a major emergency or disaster.

The Kitsap County Sheriff's Office will lead coordination with other law enforcement agencies within Kitsap County during regional events**.** They will also participate in command structures to support other agencies that may have the lead for a major emergency.

The Kitsap County Sheriff's Office will communicate with the Kitsap County Department of Emergency Management in providing department and regional coordination of law enforcement services during times of emergencies and disasters.

B. Support Agencies – Bainbridge Island Police Department, Bremerton Police Department, Port Orchard Police Department, Poulsbo Police Department, Port Gamble S'Klallam Tribal Police, Suquamish Tribal Police and Washington State Patrol

The support agencies are responsible for keeping public peace and safety, including the discharge of all duties of their parent enforcement agency under state law. Each support agency will coordinate with the lead agency, Kitsap County Sheriff's Office; participate in command structure as needed and continue to adhere to their parent enforcement agency's policies and procedures.

VI. RESOURCE REQUIREMENTS

Sufficient commissioned law enforcement officers, support staff and and equipment to provide 24 hour a day coverage until the demands of the emergency situation or disaster are over.

VII. REFERENCES

Washington State Comprehensive Emergency Management Plan
Revised Code of Washington
Kitsap County Code
Kitsap County Sheriff's Office General Orders
Kitsap County Hazard Identification and Vulnerability Assessment

EMERGENCY SUPPORT FUNCTION #14
LONG TERM COMMUNITY RECOVERY

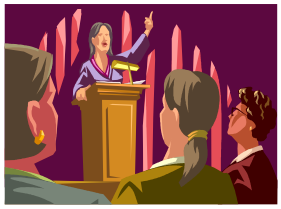
PRIMARY AGENCY Kitsap County Department of Executive Services, Department of Emergency Management

SUPPORT AGENCIES

Kitsap Emergency Management Council
Kitsap County Administrator
All City/County Departments as directed
American Red Cross
Salvation Army
Faith-Based Groups
Volunteer Organizations (WAVOAD or local COAD)
Utilities
Washington State Emergency Management Division (EMD)
Federal Emergency Management Agency (FEMA)
US Small Business Administration
Private Nonprofit Organizations

I. INTRODUCTION

Kitsap County has an extensive Recovery Plan (Annex D) to the Comprehensive Emergency Management Plan. All recovery functions are outlined in this plan. For roles, responsibilities and tasking please refer to this plan.



EMERGENCY SUPPORT FUNCTION 15
EXTERNAL AFFAIRS

LEAD: Kitsap County Commissioners
Kitsap County Department of Emergency Management KCDEM)

SUPPORT: All Kitsap County - Public Information Officers (PIOs)
KCDEM PIO Task Force
State Agency PIOs
Federal Agency PIOs

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to establish consistent policies to ensure effective dissemination of emergency information and instructions to the public before, during, and after a natural, technological or terrorist related emergency or disaster.

B. Scope

Public information priorities will be determined by the severity of the disaster as determined by the Kitsap County Emergency Operations Center (EOC). This ESF addresses responsibilities and relationships to process, coordinate, and disseminate information. A response will involve many Kitsap County departments, county and city officials, tribes, state and federal agencies, local business, non-profits, the media, and the public.

II. POLICIES

During disasters, when the EOC is activated, it is essential that accurate, timely, and consistent information be disseminated to the public. Facts concerning the event and the Governments' response to save lives and protect property must be consolidated. In order to ensure good information sharing, disaster related public information will be coordinated through the EOC's Joint Information Center (JIC).

Professional PIO's from Kitsap County departments and other agency trained personnel (PIO Task Force) will be requested to participate in the JIC's coordinated efforts.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Potential emergency situations include natural, technological, and human-caused events. The more common of these situations include severe winter weather (wind, ice, snow, and rain). The least common but most devastating would be an earthquake. Technological hazards include fuel spills or chemical or radiological industrial incidents or transportation accidents. Human-caused events could result from the spreading of an infectious disease like an influenza pandemic. For all emergency situations, coordinated dissemination of information will be crucial to ensure the public's safety and health.

B. Planning Assumptions

- Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.

- Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.

- Demands for information from media outside the county will be significantly increased in a disaster.

- Sufficient methods of communication will be established to support public information efforts.

- Following a disaster, the Emergency Alert System (EAS) will be available to Kitsap County.

- In a major disaster, State Emergency Management and the Federal Emergency Management Agency (FEMA) along with other responsible authorities will assimilate into the Kitsap County JIC as necessary to coordinate federal, state, and local information.

IV. CONCEPT OF OPERATIONS

1

A. Overview

The need for rapid dissemination of essential information during an emergency necessitates the activation of a Joint Information Center (JIC). The Joint Information Center will be coordinated by the JIC Manager within the EOC as outlined in the *Kitsap County Department of Emergency Management Joint Information Center Operations Manual*. The nature of the emergency and the

level of EOC activation will define the extent to which this system is engaged.

Phase 1 and 2: Routine Operations and Low Impact Emergencies

The EOC Incident Manager will coordinate public information needs in consultation with the Public Information Officer. Additional assistance will be requested as necessary.

Phase 3 and 4: Medium and High Impact Disaster

The Public Information Officer will activate the public information system, and assume the position of the JIC Manager until additional staff arrives to assist.

B. Objectives

Detailed information on JIC operation is found in the *Kitsap County JIC Operations Manual*. Public information objectives during a disaster are:

- To inform of the presence of a hazardous situation, its effects, and proper counter-measures
- To coordinate the county's release of public information to the media
- To inform the public on protective measures that can be taken during an emergency
- To control rumors and reassure the public
- To provide ongoing information about emergency operations and emergency services
- To instruct the public on disaster assistance and available recovery services

C. Dissemination

Methods for dissemination of local emergency information and instruction will be determined by the lead PIO depending upon the situation and available technology. Public warning and notification may use the following outlets: radio, newspapers, television, implementing the PIER system, establishing an informational Hot Line or a citizen call center, mobile public address systems, community meetings, and door-to-door interactions.

In addition to the public the following entities will also need to be informed: the Board of Commissioners, city, state, and federal elected officials, emergency personnel, tribes, regional partners, county department heads, and county employees so they know what information and guidance is being released to the public.

Development of public information regarding county activities and services relating to an emergency is developed in the JIC, reviewed by the Public

Information Officer, and approved by the Incident Commander/EOC Manager.

When multiple jurisdictions are involved, a Joint Information Center (JIC) will be established to coordinate emergency public information for the response. This facility would be in direct contact with the EOC and the field Incident Command Post. The JIC will include information officers from other jurisdictions, and or will coordinate or co-locate with state/federal information efforts. The location of the JIC will be determined by Incident Command.

D. Special Groups, Instructions, and Activities

There are several non-English speaking communities in Kitsap County. In the event that public information needs to be translated, interpreter services will be coordinated through the EOC.

Special instructions and provisions may be made for hospitals, nursing homes, schools, or other vulnerable groups.

Preparedness activities, such as planning, training, and exercising, implemented among agencies, will reinforce our ability to respond in a timely and coordinated manner and are found in the Basic Plan.

Response and Recovery activities are found in the Basic Plan.

V. RESPONSIBILITIES

A. Primary Agencies

1. Kitsap County Commissioners

- Establish policy pertaining to the release of emergency public information and instructions.
- Represent the county at press conferences, public hearings, and other public events as appropriate to the disaster.

2. Department of Emergency Management (Lead PIO)

- Prepares and disseminates emergency information and official news releases regarding disaster preparedness, response and recovery.
- Responds to local news media inquiries to ensure accuracy and efficiency in disseminating public information and instructions.

- Attends regular operational planning cycle briefings as part of the Incident Command Staff, as appropriate.
- Activates and operates the JIC, as appropriate, including requesting additional PIO support.

- Coordinates with state and federal agencies on the release of emergency information and instructions, if applicable.
- Provides facilities where media representatives can be briefed. Whenever possible, these facilities will provide telecommunications capabilities for media use.
- Ensures the preparation and maintenance of a Public Information procedures manual to include JIC operations.
- Monitors news media coverage of the incident.
- Establishes rumor control capability.
- Obtains approval for all information releases from the EOC Incident Manager or Incident Commander.

B. Support Agencies

1. All Kitsap County PIOs and KCDEM PIO Task Force Members

- Provide pertinent information (e.g. road closures, emergency instructions, available assistance, place of contact for missing relatives, restricted areas, etc.) to the EOC for use by the JIC for dissemination to the public.
- Provide emergency public information support to the Public Information Officer upon request.

2. State Agency PIOs

- Throughout the emergency, public information staff from the state EOC will 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.
- Coordinate with local and federal agencies on the release of emergency information and instructions.

3. Federal Agency PIOs

The Federal Emergency Management Agency (FEMA) provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Major Disaster Declaration. All emergency public information will be coordinated with the State PIO and with local PIOs.

VI. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. *The National Response Framework*

C. *Kitsap County Joint Information Center Operations Manual*

D. *King County Emergency Management Plan*

EMERGENCY SUPPORT FUNCTION #20

STATE AND FEDERAL SUPPORT

PRIMARY AGENCY: Kitsap County Department of Emergency Management (KCDEM)

SUPPORT AGENCIES:
Washington State Military Department
Washington State Emergency Management Division (EMD)
Washington National Guard
Washington State Department of Transportation (WSDOT)
Washington State Department of Health (WADOH)
Washington State Department of Ecology (WADOE)
Federal Emergency Management Agency (FEMA)
Department of Homeland Security (DHS)
US Bureau of Alcohol, Tobacco and Firearms (ATF)
US Small Business Administration (SBA)
US Department of Agriculture
US Environmental Protection Agency (EPA)
US Social Security Administration
US Department of Veterans Affairs
US General Services Administration
US Department of Commerce, Economic Development Administration
US Department of Defense / US Army Corps of Engineers
US Department of Transportation, Federal Highway Administration
US Department of Health and Human Services
US Department of Interior
US Internal Revenue Service
US Department of Housing and Urban Development (HUD)
US Department of the Treasury
US Department of Labor

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to identify roles and responsibilities involved with how Washington State and the Federal Government will provide support to Kitsap County during all phases of emergency management.

B. Scope

Kitsap County Emergency Management Plan ESF 20, State and Federal Support. This ESF provides a general overview of select state and federal agencies that could provide support to Kitsap County. For specific information on how support will be provided by state and federal agencies, refer to the respective plans and procedures of the agencies.

II. POLICIES

It is the policy of Kitsap County government that locally elected government officials will remain in control during all emergencies and disasters. There are provisions under state and federal law where the state or federal government could assume the direction and control of county level functions should there be a total breakdown of county government.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See the Kitsap County Comprehensive Emergency Management Plan (CEMP)-Basic Plan and the Kitsap County's Hazard Identification and Vulnerability Analysis (HIVA) 2008.

B. Planning Assumptions

State and federal governments will support Kitsap County disaster response efforts when requested. When there is a wide spread disaster that impacts a significant portion of the state or country, it could take three days (or possibly longer) before significant state or federal resources arrive to assist Kitsap County.

Kitsap County government departments and Kitsap County jurisdictions are encouraged to plan for continuity of operations and continuity of government services. If adequate continuity of government planning is accomplished and procedures are followed, it is assumed that there will be less need for state or

federal officials to assume county government roles and responsibilities. See the Kitsap County CEMP-Basic Plan, Planning Assumptions.

IV. CONCEPT OF OPERATIONS

A. General

Each county, city or town is required by state law (RCW 38.52) to have or contract for an active and ongoing emergency management program. It is the responsibility of Kitsap County government and individual municipalities Kitsap County Emergency Management Plan ESF 20, State and Federal Support is to provide for the safety and welfare of their citizens and their collective economic well-being. During all phases of emergency management, governments will work in partnership with one another, and members of the private and nonprofit sectors to prepare constituencies for emergencies and disasters.

B. Organization

- Kitsap County is responsible for providing emergency management services to unincorporated areas of the county, and for coordinating the support of Kitsap County cities on a regional basis.

- There are two federally recognized tribes in Kitsap County (Port Gamble S'Klallam and Suquamish) that, as sovereign tribal nations, have authority to request assistance directly from Kitsap County government, Washington State or the Federal government.

C. Procedures

- During response and recovery operations, cities are expected to exhaust all their locally available governmental and private resources within their jurisdiction and their fire/emergency zone before requesting assistance from Kitsap County government and the Kitsap County Emergency Operation Center (EOC).

- Kitsap County government will exhaust known governmental and private resources before requesting support from the state.

- When a disaster or emergency happens, the Kitsap County EOC will request a mission number from the Washington EMD.

- Any resource requests will be requested through the WA EMD, or the Washington Emergency Operations Center (EOC) if activated, as detailed in the Kitsap County CEMP, ESF 7-Resource Support.

- Depending on the severity of the disaster and if the governor has forwarded a request for a presidential declaration, a mission assignment for state or federal aid and assistance may be requested.

- Liaison positions will be established in the Kitsap County EOC for state and federal liaisons.

D. Mitigation Activities

The state administers a federally funded mitigation program following each disaster. Funds are allocated to individual local jurisdictions on a competitive basis. Kitsap County Emergency Management Plan ESF 20, State and Federal Support 4 of 10 December 2008 Following a disaster, FEMA administers a mitigation program that funds projects that will mitigate disasters of a similar nature in the future. This program is administered by the State of Washington following federal criteria.

E. Preparedness Activities

Washington State Emergency Management Division (EMD) provides planning, training, public education and exercise assistance to local jurisdictions at the local jurisdictional and county level. EMD works in cooperation with the Federal Emergency Management Agency (FEMA) to provide training classes throughout the state. EMD also administers state and local grants, and federal funding for the County's and local emergency management programs (EMPG, SHSP, UASI, and others). FEMA provides funding to support planning, training and exercising at the county level. These funds are provided to and administered by the state. FEMA also operates a national training facility, the Emergency Management Institute (EMI). This institute provides a variety of training to governmental personnel at the state and local level. Technical assistance is also available from FEMA for assistance with specific hazards or communications equipment.

F. Response Activities

The Washington State EMD operates the Washington State Emergency Operations Center (EOC). This includes the operation of a 24-hour Duty Officer position that provides for early warning and information dissemination to local jurisdictions and state agencies. When activated for disasters, the State EOC provides information, situational reports and updates, and support to local jurisdictions and tribes, and accumulates damage assessment data from counties and state agencies. After collecting and analyzing the data, the WA EOC makes recommendations to the Governor regarding response and recovery assistance needs. The Governor may proclaim a disaster to suspend normal contracting and budgetary procedures. If the assistance required exceeds the state's resources, the Governor may request help from the federal government. The federal government will initially begin operations to respond to a disaster from their FEMA Region X

Regional Operations Center (ROC) located in Bothell, Washington. National level disaster teams may be dispatched from other areas of the country to assist with the regional damage assessment and response. A Joint Field Office (JFO) will be established jointly with the state at a location near the disaster area. The JFO will remain activated through the response effort and during the initial recovery period.

G. Recovery Activities

Washington State administers federally funded recovery programs. Some programs may be available without a presidential declaration of a disaster. Following a presidentially declared disaster, the state and federal government will jointly establish a Joint Field Office (JFO) from which they will temporarily operate to finish the response to a disaster and direct recovery efforts.

Recovery is a long-term process that may take years to fully accomplish. There are numerous federal programs that are available during emergencies or disasters. Some programs require a Presidential Disaster Declaration, other programs, such as the Small Business Administration and the Department of Agriculture, may make declarations under certain conditions.

V. RESPONSIBILITIES

The listing below is not comprehensive in nature. Additional information can be found by contacting the federal department listed or referring to their specific publications.

A. Primary Agency

Kitsap County Department of Emergency Management (DEM) shall:

Exhaust known governmental and private resources before requesting support from the state.

When a disaster or emergency happens, request a mission number from the Washington EMD.

Any resource requests will be requested through the WA EMD, or the Washington Emergency Operations Center (EOC) if activated, as detailed in the Kitsap County CEMP, ESF 7-Resource Support.

Depending on the severity of the disaster and if the governor has forwarded a request for a presidential declaration, a mission assignment for state or federal aid and assistance may be requested.

Establish Liaison positions in the Kitsap County EOC for state and federal liaisons.

Collect Individual and Public Damage Assessment information for reporting to the WA EMD.

Serve as the Kitsap County Applicant Agent for public assistance if thresholds are met (see ESF 14-Long-Term Recovery and Mitigation).

B. Support Agencies

Washington State

Emergency management in Washington State is assigned to the Washington State Military Department, Emergency Management Division. This is a separate and distinct civilian division that is not under the Washington State National Guard.

Washington National Guard

National Guard Resources are available after local resources have been committed. Prior to making National Guard resources available, the state will explore use of other available resources at its disposal.

Resources available through the National Guard include: limited mass feeding, mobile/fixed communications, and delivery of supplies, security and quarantine of shelter sites, emergency shelter, limited electrical power, limited medical supplies, aerial reconnaissance, and limited potable water.

The National Guard is called to active duty by the Governor acting as Commander in Chief. The state pays for non-appropriated costs. National Guard resources are coordinated through the Washington State EOC. Washington State Department of Transportation

Supports repair of state and interstate roads, and the ferry system in Washington State. Washington State Department of Ecology

The State through the Washington State Department of Ecology may provide cleanup funds for hazardous materials spills where the responsible party cannot be identified or is fiscally unable to effect cleanup of a release (see ESF 10-Oil and Hazardous Materials). Washington State Department of Health

Lead agency in Washington State for evaluating and certifying re-entry of a population to a radiologically contaminated area.

Can acquire federal resources without a state proclamation.

Federal Government

The Federal Emergency Management Agency (FEMA) is the federal agency charged with coordinating the emergency management function in the federal government. The Department of Homeland Security is also involved in preparedness and prevention activities and grant allocation. Additional services in recovery may be provided by the agencies listed below:

Federal Recovery Assistance

See FEMA 229(4), Disaster Assistance

Federal agencies are prohibited by law from rendering assistance in duplication of assistance provided under insurance or by another federal agency. Kitsap County Emergency Management Plan ESF 20, State and Federal Support

Assistance is available through toll-free registration or facilitated at Disaster Recovery Centers (DRC)

Location of a DRC is coordinated with the Kitsap County EOC and the US Small Business Administration (SBA)

Economic Injury Loans for working capital to small businesses and agricultural cooperatives.

Physical Disaster Loans for business losses of machinery, equipment or real estate. Physical Disaster Loans for individuals are available for real estate replacement or repair and for personal property.

US Department of Agriculture

Loans and technical assistance for family farmers' and ranchers' losses.

Water Assistance Grants are available for obtaining potable water that meets the Safe Drinking Water Act standards.

Emergency Watershed Protection funds and assistance is available to individuals to install or repair soil conservation structures.

*Animals: Emergency Hay and Grazing and Livestock Feed Program a*ssist farmers.

Business and Industrial Loans are also guaranteed under USDA provisions.

Farm Operating Loans are available for well drilling, farm supplies and livestock and needed improvements.

Food Distribution donates USDA purchased foodstuffs for school children, certain charitable agencies, and the elderly and elderly tribal nutrition programs on tribal reservations.

Food Stamps are provided to low-income households on a temporary or extended term based on income level.

Catastrophic Risk Protection for crop damages.

Water and Waste Water Disposal Loans and Grants are available for communities of 10,000 or less.

US Environmental Protection Agency (EPA)

Water Pollution Control grants are available for prevention and control of surface water and ground water pollution.

CERCLA funds are available for cleanup of hazardous materials sites.

LGR (local Government Response) funds are available to local governments for recovery of hazardous materials response expenses.

The US EPA is also the lead agency for contaminated debris management

US Social Security Administration

Provides survivor benefits and assists with lost checks and pending claims.

US Department of Veteran Affairs

Provides direct loans to veterans for housing of disabled vets with disaster needs.

US General Services Administration

Sale, exchange or donation of property and goods benefiting state and local governments, public health organizations and services for the homeless.

Public Sector Recovery Programs

Community Disaster Loan Program for local governments with severe losses in tax base and other revenue from disasters.

Hazard Mitigation Grants and Public Assistance Program for local governments and certain private non-profit organizations to repair or replace damaged structures, utilities, roads and bridges, water control

facilities and recreational facilities. Funds are often available for debris clearance from public areas and for emergency measures. Grants are split 75% federal and 25% State and local funding.

FEMA Individual Assistance

Cora C. Brown Fund broad relief for individuals, Historic Site Repair and restoration.

Disaster Housing Program provides transient accommodation reimbursement for short-term housing, home repairs, and mortgage and rental assistance.

Individual and Family Grants up to $12,900 where other sources of assistance are exhausted.

Legal Services for disaster victims including referrals and insurance claims assistance.

US Department of Commerce, Economic Development Administration

Several programs are available for technical assistance and grants to help communities recover economically from the impact of natural disasters.

The Fisheries Act of 1986 provides formula grants through NOAA for restoration of resources damaged by a natural disaster.

US Department of Defense / US Army Corps of Engineers

Beach Erosion Control includes 50/50 grants to control beach and shore Erosion

Flood Control Works rehabilitation from wind, flood, wave or water action.

Watercourse Navigation: Protection and Clearing grants are available to remove obstructions from waterways for navigation or flood control.

When requested by the governor, the Chief of Engineers is authorized to provide emergency potable water.

Following major disasters, USACE may perform emergency work on public and private land, clear debris and provide temporary housing for disaster victims.

US Department of Transportation, Federal Highway Administration

Emergency Relief Program: Federal-aid road damages are 100% covered if repairs are done within 180 days of the disaster.

Airport Improvement Program for runways, aprons and taxiways.
US Department of Health and Human Services

Community Services Block Grants: Provides meal services, legal assistance for seniors, formula grants to assist low income persons find employment make living arrangement, and provide nutritious foods.

US Department of Interior

Conservation Grants are available for habitat restoration and enhancement, purchase of and development of recreation areas and to assist farmers to perform control of wind erosion, floods and other natural disasters.

US Internal Revenue Service

The federal tax code provides for the limited deductibility of losses from current income.

Qualifying expenses and losses in excess of 10% of the AGI (adjusted gross income) may be applied. Losses in excess of $3000 may be carried over to following years until exhausted.

Taxpayers may prepare an amended return for the prior year and receive a refund rather than wait to claim the disaster loss on the current year's tax return.

Information is usually provided via 1-800 number (phone) or representative in the local DAC.

Taxpayers may receive copies of previous returns and documentation.

US Department of Housing and Urban Development (HUD)

Community Development Block Grants provides long-term reconstruction, rehabilitation or acquisition of damaged properties including debris clearance and demolition. May be used along with FEMA and SBA assistance.

The Home Investment Partnerships Program provides permanent housing for low-income homeowners or renters in large cities and urban counties.

HUD may provide temporary, rental housing from listed sales inventory.

US Department of the Treasury

Savings Bond Replacement is available for documents lost due to major disasters or emergencies under the Stafford Act.

EMERGENCY SUPPORT FUNCTION #21
DAMAGE ASSESSMENT

LEAD: Kitsap County Department of Emergency Management (DEM)

SUPPORT: Emergency Management Council
American Red Cross (ARC)
County and Local Law Enforcement Agencies
All County Fire Agencies
County and Local Public Works Agencies
County and Local Parks and Recreation Agencies
County and Local Building Departments

I. INTRODUCTION

A. Purpose

The Damage Assessment ESF is designed to encompass all activities associated with Rapid Assessment or "windshield tours", Damage Assessment, Building Inspections and related automated processes to capture data and generate reports to local, state and federal agencies which may benefit by or require damage assessment reports and information.

B. Scope

This ESF applies to all damage assessment activities in unincorporated Kitsap County related to damage resulting from natural, technological, and human-caused disasters. The damage methodologies for unincorporated Kitsap County are also the same methodologies used in Kitsap County cities and cross jurisdictional maps and training has been facilitated to allow mutual aid request to assist across jurisdictional line.

II. RELATED POLICIES

Kitsap County Department of Emergency Management has established the protocols for Damage Assessment including, but not limited to, Rapid Assessment ("windshield tour"), Damage Assessment, Damage Assessment Data Collection Program, Building Inspection as an appendix to the Comprehensive Emergency Management Plan. Law enforcement agencies are the primary organizations with public works and other county and city government agencies assisting as available and needed.

Annex F to the Kitsap County Comprehensive Emergency Management Plan (CEMP) is the Damage Assessment Plan. This plan is the foundation document for all phases of Damage Assessment to include, Rapid Assessment, Damage Assessment and Building

Inspection Damage Assessment throughout the duration of a disaster event and the following recovery period.

III. PLANNING ASSUMPTIONS

There are three phases of damage assessment:

Rapid Assessment - Urgent, for rapid assessment of what has happened county-wide for locations know to be critical infrastructure or high risk population locations to prioritize initial response activities and determine the immediate need for outside assistance (often referred to as a "windshield tour"); and

Damage Assessment - Detailed, to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance. During the Damage Assessment phase Kitsap County Department of Emergency Management's Damage Assessment Data Management Program which can be used to further identify areas of greatest damage and displacement as well as generate reports needed by Washington's Emergency Management Division and the Federal Emergency Management Agency.

Building Inspection – This third phase is when all structures are inspected in great detail for insurance and federal claims for loss and damage. This phase may take days, weeks or even months after significant events involving widespread damage (such as a significant seismic event).

Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.

There may be a shortage of individuals qualified to assess the damage.

Cities, special purpose districts, and public utilities will make detailed damage assessment reports to the county.

IV. CONCEPT OF OPERATIONS

After any hazardous event, which impacts Kitsap County, a damage assessment of the affected area will be conducted.

A. Rapid Assessment

A rapid assessment is needed to provide the County Emergency Operations Center (EOC) and first responders with an immediate sense of the types and magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is sometimes referred to as a windshield assessment. The elements necessary to be assessed in the immediate onset or aftermath of a disaster include, but may not be limited to:

1. Boundaries of the disaster area
2. Social, economic and environmental impacts
3. Assessment of jurisdictions impacted
4. Status of transportation routes
5. Status of communication systems
6. Access points to the disaster area
7. Status of operating facilities and critical facilities
8. Hazard specific information
9. Weather data
10. Status of key personnel
11. Resource shortfall
12. Priorities for response
13. Status of upcoming activities
14. Historical information
15. Endangered Species Act impact
16. Status of lifeline network

Rapid damage assessment will generally begin during the hazardous event, such as a flood or windstorm, or immediately following, such as after an earthquake, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the county

Initial, urgent reports may be provided by county organizations, county employees, the media or the public. Damage reports from county organizations or employees should be as concise yet informative as possible and without delay. Reports of damage should not be delayed to gather detailed information. As a minimum, urgent reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.

Rapid assessment reports will be made to the EOC by the most expeditious means under the circumstances.

Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.

Following urgent damage assessment, and as necessary, responders will establish response priorities, attending to the needs of the public in a way that provides maximum life-saving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements or through the EOC.

EOC staff will analyze the information received, develop countywide response priorities and coordinate resources accordingly. EOC staff will also disseminate damage information to appropriate government officials, the

media, and the public.

B. Damage Assessment

A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal assistance, and to meet the information needs of the public.

Detailed damage assessment will generally begin during the response activities by resources not needed for life safety measures. Depending on the nature and magnitude, damage assessment could last for several days.

Initial detailed damage assessment of residential and business structures will be conducted by law enforcement and government agencies personnel in the field as well as by the American Red Cross. The ARC data will be provided to the EOC, which will add value and insurance information through the Damage Assessment Data Management Program. When requested, EOC or DEM staff will forward private damage assessment information to the state for determination of whether Kitsap County qualifies for state and federal assistance for individuals, families and businesses.

Completed preliminary damage assessment forms will be returned to the EOC or DEM staff. Staff will compile the information and, when requested, forward it to State Emergency Management for a determination of whether Kitsap County qualifies for state and federal public assistance.

Generally, preliminary damage assessment forms must be provided to the state before any determination is made as to the availability of public assistance.

Any county organization or public agency suffering damage from a hazardous event will document the damage on preliminary damage assessment forms available from the Emergency Operations Center or Department of Emergency management staff.

County EOC staff will disseminate damage information to appropriate government officials, the media, and the public.

Depending on the nature of the hazard, such as an earthquake or flood, the Kitsap County Department of Community Development will conduct structural inspections of privately owned structures and businesses to determine whether they are safe to enter or to occupy. Subsequent engineering evaluations to determine corrective action or to appeal the county's action, will be the responsibility of the property owner or occupant.

Additional county organizations may be involved with private damage assessment depending on the nature of the hazard, information received by the

EOC, information discovered by the building inspectors, or decisions made by the Disaster Recovery Team.

C. Building Inspection Damage Assessment

Detailed damage assessment of public property and facilities will be conducted by the owner or organization. Specialized assistance will be requested from appropriate county organizations or private sources, as appropriate.

Detailed building inspection damage assessment after a significant event can be expected to take weeks to months to complete in areas where all or most structures have sustained some potential damage.

V. RESPONSIBILITIES

A. All County Organizations

Include damage assessment activities in organizational training programs and participate in countywide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.

Implement damage assessment procedures following a hazardous event, as appropriate.

Make damage assessment information available to the County EOC or DEM staff.

Assist those organizations with specific damage assessment responsibilities as requested.

B. All County Employees

Following a hazardous event, assess surroundings and situation, look to your own safety and to those around you, and, safety permitting, and communicate observed damage to the EOC. Remember, even in a disaster, 9-1-1 remains the number to call for immediate life-saving assistance.

C. American Red Cross (ARC)

Conduct preliminary and detailed damage assessments of residential and business structures in accordance with existing ARC regulations and procedures.

Make preliminary and detailed damage assessment information available to the County EOC or emergency management staff.

D. Emergency Management

Develop and maintain Damage Assessment procedures including Rapid Assessment, Damage Assessment, Damage Assessment Data Management and Building Inspection Damage Assessment.

Assist other organizations in identifying damage assessment resources, including training opportunities.

Develop and distribute a list of critical facilities. Critical facilities are those needed for continuity of government and public safety such as disaster management direction and control facilities, shelters, fire houses, correctional facilities, and hospitals.

Develop EOC procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information.

Include damage assessment administration and reporting as part of the countywide emergency management training program.

Develop and distribute damage assessment aids, such as windshield visor cards, wallet cards, and check lists.

Develop and maintain a system for registering damage assessment emergency workers.

G. Emergency Management Council of Kitsap County

Council members are encouraged to develop jurisdictional procedures and protocols which mirror those of the Department of Emergency Management to ensure damage assessment information consistent and can be provided to the Kitsap County EOC. In accordance with state procedures, Preliminary Damage Assessment forms (DEM 129 and DEM 130) must be forwarded through the county.

H. Fire Agencies

Develop and maintain procedures to support damage assessment by surveying the fire district immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the Fire District should receive highest priority for assessment.

J. Sheriff's Office and Local Law Enforcement Jurisdictions

Develop and maintain procedures for field personnel to support rapid assessment and damage assessment by surveying their patrol areas immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the patrol area should receive highest priority for assessment.

I. Public Works - Roads

Develop and maintain procedures for both rapid assessment and damage assessment including detailed inspections of bridges, roads and transportation rights-of-way.

Ensure adequate resources and trained personnel are identified to conduct inspections. Develop plans and procedures to register and use resources of other county jurisdictions and government agencies, professional and educational organizations, and volunteers.

Develop and maintain procedures for work crews and personnel to support urgent damage assessment by surveying their work areas immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the work area should receive highest priority for assessment.

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VI. REFERENCES

A. *Washington State Emergency Management Disaster Assistance Guide for Local Governments*

B. *American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment*

C. *Washington State Comprehensive Emergency Management Plan*

D. *Applied Technology Council Procedures for Post Earthquake Safety Evaluation of Buildings*

E. *Kitsap County Comprehensive Emergency Management Plan, Annex F*

VII. ATTACHMENTS

1. Documentation of Disaster Related Costs for Government and Government-Like Organizations (with state damage assessment forms DEM 129 and DEM 130)

ATTACHMENT 1
DOCUMENTATION OF DISASTER RELATED COSTS FOR GOVERNMENT AND GOVERNMENT-LIKE ORGANIZATIONS

Government and government-like organizations have a responsibility to document the costs of a disaster, whether for damage suffered or for the costs of response and recovery. The following entities should document disaster related costs: cities, counties, school districts, drainage districts, fire districts, port districts, other special purpose districts, tribes, private non-profit organizations that have either public utility systems or are providing services of a governmental nature. Recognized private nonprofit organizations include: museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, and facilities which provide health and safety services of a government nature.

Documentation serves several meaningful purposes: it is the basis for declaring a local emergency, for the governor declaring a state emergency, and for requesting a presidential disaster declaration; it serves to identify the scope of damage and allow for prioritizing subsequent activity and distribution of resources; it serves to document damage for insurance purposes; it provides subsequent justification for a budget extension; and it serves as justification for state and federal reimbursement should a disaster declaration be made.

Disaster related costs are classified as either Emergency Work or Permanent Work. Definitions are provided below. To qualify for state and federal reimbursement, there must be a clear audit trail for disaster related expenditures. It is best to establish this trail from the outset of a potentially disastrous situation. The documentation system used is an organizational choice; use what works best for you.

Cost Categories (as used on DEM 129 and DEM 130)

Emergency Work

Category A: Debris clearance (Cleaning up debris off of publicly owned properties).

Category B: Emergency protective measures (Emergency response activities for the protection of lives, property and the environment).

Personnel costs for categories A and B should be based only on overtime costs for permanent full-time employees. Personnel costs include salaries and benefits. If you hire temporary help to respond to the emergency, then their regular and overtime costs can be included. All equipment and material costs, regardless of when used, can be included. Equipment costs should be based upon established hourly rates. Permanent Work (In general, the cost of repair or restoration must be at least $1,000.00 per site or project.)

Category C: Road Systems (Repair of damaged roads. Each individually identifiable damaged segment should be considered a separate project; damage to roads for which the jurisdiction receives federal aid must be submitted to Washington Department of Transportation (WADOT) and must be at least $3,000.00 per project).

Category D: Water Control Facilities (Damages to dikes, levees, drainage channels and other similar facilities).

Category E: Public Buildings and Equipment (Damages to publicly owned buildings and equipment).

Category F: Public Utility Systems (Damages to water, sewer, sanitary sewer, electrical utility systems, water and/or sanitary sewer treatment plants that are publicly owned or owned by private nonprofit organizations).

Category G: Parks (Damages to park facilities, fences, landscaping, etc.).
All personnel, equipment, and material costs (regular and overtime) are recognized for permanent work.

DEM Forms 129 and 130 are available in the distributed copy of the CEMP and from Kitsap County Emergency Management. Please call 616-5870.

You will need to specify the Category of Work, provide a brief description of the damage or loss, the location of the damage or loss, and an estimate of cost to repair or replace. Estimates do not have to be formal but rather educated guesses. The purpose of the information is to determine if the County might qualify for federal assistance. Additionally, you must provide the following information:

1. Identify and describe damages, which constitute a health and/or safety hazard to the general public.

2. Describe population adversely affected directly or indirectly by the loss of public facilities or damages.

3. What economic activities are adversely affected by the loss of public facilities or damages?

4. Describe how the applicant intends to repair the damage, provide a schedule for accomplishing the work, and describe the source and availability of funds to accomplish the repairs. How quickly can the damage be repaired, without degradation of public services?

5. What is the impact on public services if a declaration is not made?

PRELIMINARY DAMAGE ASSESSMENT WORKSHEET DEM 129

THIS FORM SHOULD BE USED AS A WORKSHEET BY THE AFFECTED PUBLIC AGENCY OR INDIAN TRIBE TO COMPILE DAMAGE VALUES. NOTE: THE DAMAGES MUST BE COMPILED ON A CATEGORY-OF-WORK BASIS.

EMERGENCY WORK: CATEGORY A - DEBRIS CLEARANCE; B - PROTECTIVE MEASURES; PERMANENT WORK; C - ROAD SYSTEMS; D - WATER CONTROL FACILITIES; E - PUBLIC BUILDINGS AND EQUIPMENT; F - PUBLIC UTILITY SYSTEMS; G - PARKS AND OTHER.

1. PLEASE INDICATE TYPE OF ROAD SYSTEM (ON OR OFF) ON THE CATEGORY OF WORK LINE.
2. PLEASE TRANSFER TOTALS TO (FORM DEM 130) PRELIMINARY DAMAGE ASSESSMENT SUMMARY.
3. THE PRESIDENT DECLARES DISASTER AREAS (USUALLY) BY COUNTY. THE COORDINATION OF THE STATE/FEDERAL DAMAGE ASSESSMENT WILL BE THROUGH THE COUNTY EMERGENCY MANAGEMENT OFFICE. PLEASE PROVIDE COPIES TO THAT OFFICE AS SOON AS POSSIBLE, TIME IS OF THE ESSENCE.

TO BE COMPLETED BY PUBLIC AGENCY OR INDIAN TRIBE			TO BE COMPLETED BY STATE/FEDERAL TEAM	
BRIEF DESCRIPTION OF DAMAGE	LOCATION	ESTIMATED COST OF REPAIR	ESTIMATED COST OF REPAIR	COMMENTS

PRELIMINARY DAMAGE ASSESSMENT SUMMARY

COUNTY	NAME OF APPLICANT	LOCAL CONTACT	PHONE # ( )	POPULATION	TOTAL BUDGET $	MAINT. BUDGET $	DATE BUDGET BEGINS

PART II. -- DAMAGED COST ESTIMATES

CATEGORY OF WORK	# OF SITES	FEMA		CORPS		FHWA		NRCS	
		LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM
A-Debris Clearance	_____	$	$	$	$	$	$	$	$
B-Protective Measures	_____	$	$	$	$	$	$	$	$
C-Road Systems	_____	$	$	$	$	$	$	$	$
D-Water Control Facilities	_____	$	$	$	$	$	$	$	$
E-Public Buildings & Equipment	_____	$	$	$	$	$	$	$	$
F-Public Utilities	_____	$	$	$	$	$	$	$	$
G-Parks/Other	_____	$	$	$	$	$	$	$	$
	_____								
	__								
Sub-Totals		$	$	$	$	$	$	$	$

LOCAL TOTAL DOLLAR ESTIMATE $_____

TEAM TOTAL DOLLAR ESTIMATE $_____

PART III.-- DISASTER IMPACT (NARRATIVE)

(LOCAL)	(TEAM)
Please complete the narrative questions on page 2 of this form, detailing the impacts on	
on your jurisdiction.	

Name of:	Agency	Phone #'s		Date
Local Representative-	-	W( )	H( )	-
State Representative-	-	W( )	H( )	-
Federal Representative-	-	W( )	H( )	-

EMERGENCY SUPPORT FUNCTION #22
MILITARY SUPPORT TO CIVIL AUTHORITIES

LEAD: Kitsap County Department of Emergency Management (DEM)

SUPPORT: Washington State Military Department
Local Federal Military Activities

I. INTRODUCTION

A. Purpose

To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities (MSCA).

To describe procedures to obtain MSCA.

B. Scope

This Emergency Support Function (ESF) applies to all requests for military support originated by Kitsap County Emergency Management following a local declaration of emergency.

II. RELATED POLICIES

None specific.

III. ASSUMPTIONS

A. The military is capable of providing a wide range of support to local governments in an emergency.

B. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.

C. All military assistance, except requests during imminently serious situations as described herein, will be requested through the Washington State Military Department, Division of Emergency Management.

D. Military support may be delayed until a state of emergency is declared by the Governor or there has been a presidential declaration.

E. It may take 48-hours or longer to receive military assistance.

F. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. CONCEPT OF OPERATIONS

A. If Kitsap County cannot accommodate a resource request using county or private assets, a resource request will be made to the state EOC as part of routine resource management activities. It will be up to the state to determine the appropriate means of meeting the county's request, including the use of military assets.

B. If the county Logistics Section Chief is aware of a specific resource owned by the military and needed by the county, the specific resource may be requested as part of the request sent to the State EOC.

C. In an imminently serious situation, the county may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:

1. An imminently serious situation exists.

2. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.

3. The military unit is the only source of help available including the private sector, or the only source of help, including the private sector, that can respond in time to support the county in alleviating the situation.

4. The Board of County Commissioners has proclaimed a local emergency.

5. The county or Washington State government is willing to certify to military authorities that conditions 1, 3, and 4 exist.

6. The county agrees to assume the costs incurred by the military unit to provide the requested support.

V. RESPONSIBILITIES

A. EOC Logistics Section

1. Determine if and when a recommendation will be made to request military assistance.

2. Prepare requests for military assistance.

3. Transmit all requests to State Emergency Management.

4. Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.

5. Coordinate activities to ensure efficient use of requested assets.

VI. REFERENCES

A. *Kitsap County Comprehensive Emergency Management Plan*, Emergency Support Function 7, *Resource Management*.

B. *Washington State Comprehensive Emergency Management Plan.*

C. *Headquarters, I Corps and Fort* Lewis, *Military Support to Civil Authorities Plan*.

VII. ATTACHMENTS

1. Military Organizations

2. Examples of Military Resources and Services

ATTACHMENT 1

MILITARY ORGANIZATIONS

U.S. Army Corps of Engineers, Seattle (206) 764-3406 MILITARY CONTACT MUST BE VIA THE WASHINGTON STATE EMERGENCY OPERATIONS CENTER OR DUTY OFFICER

Washington Army National Guard, Camp Murray, WA 98430

Commander, 5th Continental US Army (CONUSA) Headquarters, 1st Corps, Fort Lewis, WA 98431-5000

Madigan Army Medical Center, Tacoma, WA 98431-5000

US Army Reserve HQ, 70th Regional Support Brigade (RSC) 4575 36th Ave. W., Fort Lawton, WA 98199-5000

A Company, 6th Battalion, 158 Aviation Regiment 3433 109th St. SW, Everett, WA 98204

Navy Region Northwest, 1103 Hunley Rd., Silverdale, WA 98315-1199, (360) 315-5123

Naval Base Kitsap – Emergency Contact: 1-360-315-4636
Bangor
Bremerton
Keyport

Naval Station Everett, 2000 W. Marine View Drive, Everett, WA 98207-500

Puget Sound Naval Shipyard, Bremerton, WA Emergency Contact: 1-866-291-1160

Manchester Fuel Depot, 7501 Beach Dr., Port Orchard, WA 98366

Naval Hospital Bremerton, Bremerton, WA 98312

Navy Engineering Field Activity NW, 19917 7th Ave. NE, Poulsbo, WA 98370-7570

62nd Air Force Wing, McChord Air Force Base, WA 98438

ATTACHMENT 2

EXAMPLES OF MILITARY RESOURCES AND SERVICES

(Not all-inclusive)

A. Washington Military Department

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications
- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water
- Aerial reconnaissance

B. U. S. Department of Defense:

- Medical assistance
- Patient evacuation
- Urban fire suppression (requested through CENCOM mutual aid)
- Communications equipment
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings

- Demolition
- Water supply
- Restoration services for critical facilities
- Contracting and construction management
- Electrical generation

REFERENCES:

RCW Chapter 38.08