

**CITY OF SAMMAMISH**

**COMPREHENSIVE EMERGENCY**

**MANAGEMENT PLAN**



**UPDATED February 2017**

## PROMULGATION

### To All Recipients:

With this notice, we are pleased to officially promulgate the *2017 City of Sammamish Comprehensive Emergency Management Plan* (CEMP). It is intended to provide a structure for standardized plans and procedures through the City and to facilitate interoperability between local, county, state and federal governments.

Every effort has been made to ensure that the CEMP is compatible with the King County and Washington State CEMPs, the National Response Framework, the National Incident Management System, the Revised Code of Washington and other local, county, state and federal regulations. It will be tested, revised and updated as emergency management evolves and we learn from exercises and actual events.

The format of the CEMP supports that of the National Response Framework (NRF) and the Washington State CEMP. It specifies the authorities, functions and responsibilities that pertain to establishing collaborative action plans between City departments, local, county, state, federal, volunteer, public, non-profit and private sector organizations. It also contains detailed information on participant Emergency Support Functions. The CEMP will help minimize the impacts of disasters and other emergencies in the City of Sammamish by ensuring responder safety and accountability, saving lives, protecting property, preserving the environment and sustaining the economy.

Finally, the CEMP is a reminder to department directors, agencies, commissions and councils of their two primary goals in emergency management: to support the City of Sammamish through the Emergency Operations Center and to establish and maintain a comprehensive internal process for conducting daily business before, during and after an emergency or disaster event.

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Lyman Howard

City Manager

City of Sammamish

**RECORD OF CHANGES**

As changes are made to this plan, the following procedures should be followed:

- The City of Sammamish will issue all changes to holders of the plan through electronic media, email or hard copy.
- Upon receiving written notification regarding changes to this plan, individuals issued a hard copy should insert new pages and remove and destroy old pages. Minor changes may be made on existing pages by pen and ink.
- When any change is made, it will be entered in the log below accordingly.

CITY OF SAMMAMISH CEMP – 2017 UPDATE RECORD OF CHANGES			
CHANGE #	DATE ENTERED	CONTENTS OF CHANGE	INITIALS

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## **BASIC PLAN**

### **I. INTRODUCTION**

#### **A. Mission**

To provide an Emergency Management Organization that meets or exceeds Federal, State and County requirements and to provide resources to minimize loss of life; protect property and natural resources; and, restore the proper operation of the City of Sammamish (City) in the event of a major natural or human caused disaster.

#### **B. Purpose**

The purpose of this Comprehensive Emergency Management Plan (CEMP) is to establish the structure for an organized and effective response to emergencies and disasters that occur within the City. This plan defines common assumptions and policies, establishes a shared concept of operations and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

#### **C. Scope and Applicability**

This CEMP is a local level emergency management plan designed to describe the emergency preparedness, response, recovery and mitigation activities of the City. It is applicable to the government organization of the City, including those services provided by contract. This plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into an emergency management organization.

This plan supports and is compatible with the Regional Coordination Framework for Disasters and Planned Events, the King County CEMP, the State of Washington's CEMP and the National Response Framework.

#### **D. Incident Management Activities**

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

## **II. POLICIES**

### **A. Authorities**

The City's CEMP has been developed under the authority of the following local, state and federal statutes and regulations.

- Revised Code of Washington Chapters 35A.13, 35A.38, 38.52, 39.34; 35.33 and 42.14.
- Washington Administrative Code Title 118.
- Public Laws: 93-234, 93-288/100-707, 95-124, 96-342, 99-499, 105-19 and 109-308.
- Code of Federal Regulations 44 CFR 10, 44 CFR 205 and 44 CFR 206.
- King County Charter and County Code Chapters 2.56 and 12.52.
- Sammamish Municipal Code Chapter 2.70.

### **B. Limitations**

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. The City can only endeavor to make reasonable efforts to respond based on the situation, information and resources available at the time of the emergency/disaster. This plan implies no guarantee of a perfect or complete response system. The City may need to rely on Mutual Aid from neighboring cities.

The City is a signatory to the King County Regional Coordination Framework (RCF) and can request support through that plan. If the event is beyond the capacity of the RCF, the City will utilize the Washington Mutual Aid System (WAMAS) to request assistance.

## **III. SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

The City is vulnerable to both natural and human caused hazards, as outlined in the City's Annex to the King County Regional Hazard Mitigation Plan.

### **B. Planning Assumptions**

1. The City has the primary responsibility for disaster mitigation, preparedness, response and recovery activities within its jurisdiction. The City will plan for disasters, direct operations, mobilize resources and mitigate the impact of disasters within the limits of available resources and capabilities.
2. Emergency situations could cause significant property damage, injury, loss of life, panic and disruption of essential services. These situations may also create financial, psychological and sociological impacts on citizens and the local government organization.

3. In the event of a widespread disaster, it will likely take 72 hours or longer to receive assistance from nearby communities, county, state or federal agencies. In this situation, the City may need to rely upon the resources of private organizations, businesses and residents for initial response operations. The City will respond to the extent possible given the situation, available information and resources.
4. The role of individual citizens is very important during disaster response and recovery. The immediate availability of resources will be limited and response activities will need to be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore, Sammamish residents and businesses will need to utilize their own resources and be self-sufficient following a disaster event for a minimum of seven days.
5. The City may be requested to provide resources and sheltering support to other jurisdictions during emergencies and disasters if the City is unaffected.
6. The City will make a reasonable effort to meet the requirements of the Americans with Disabilities Act (ADA) during emergency preparedness, response, recovery and mitigation.

## **IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

### **A. Organization**

The City operates under a Council/City Manager form of government. City Council members establish policies and laws, adopt an annual budget, contract for services and grant franchises. The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting of the new year following an election. The Mayor presides at Council meetings and represents the City at ceremonial functions and other meetings. The Deputy Mayor presides in the Mayor's absence.

1. The City Council hires a professional manager to oversee the delivery of public services. The City Manager is the only employee hired directly by the City Council. The City Manager implements the City Council's policies and oversees all City departments.
2. The Continuity of Government Act, Chapter 42.14 RCW, establishes provisions for the continuation of government in the event its leadership is incapacitated.
3. Sammamish Municipal Code Chapter 2.70 established the City's emergency management organization. The City Manager serves as the appointed Director of Emergency Management and is tasked with coordinating emergency preparedness and management activities within the City.
4. The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private

organizations, school districts and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan.

5. The Emergency Management Organization is compatible with the City's existing organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff into emergency response roles and other support roles.

## **B. Emergency Management Organization**

The City's emergency management organization may be partially or fully activated depending on the severity of the impending or actual emergency. Once activated, the Emergency Operations Center (EOC) will be run under the Incident Command System (ICS).

### **1. Emergency Management Coordinating Committee**

As established in Chapter 2.70 SMC, It shall be the duty of the Emergency Management Coordinating Committee to review and advise the City Manager and City Council on the City's emergency management organization, its programs, mutual aid agreements and such ordinances, resolutions, contracts, rules and regulations as are necessary to implement and administer the program.

### **2. Other Agencies & Jurisdictions**

#### **a. King County Office of Emergency Management**

The King County Office of Emergency Management (KC OEM) may provide guidance, as appropriate, in the development and maintenance of the City's CEMP and related emergency management activities. KC OEM will provide overall coordination with outside agencies and organizations involved in emergency planning and response. They will also manage the King County Emergency Coordination Center (KC ECC) during activations and interact with outside agencies and organizations to coordinate emergency support activities. The KC ECC will help coordinate requests for outside assistance through county, state and federal agencies. The KC ECC will also coordinate dissemination of emergency warning information through the Central Puget Sound Emergency Broadcast System and through other available resources. A KC OEM representative may respond to assist at the City's EOC during localized emergencies, when requested. Guidance and assistance may also be provided to the City during the Preliminary Damage Assessment (PDA) processes.

#### **b. Zone 1 Regional Emergency Coordination**

The Zone 1 Emergency Coordinator will be utilized to coordinate a broad range of disaster functions within the Zone 1 geographical area, as outlined in the King County



Regional Coordination Framework. The KC ECC will serve as an information clearinghouse among the zones and oversee resource management County-wide.

## **C. Responsibilities**

### **1. City Council**

- a. Give advice and consent to the City Manager regarding emergency management policies and decisions.
- b. Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules and regulation as are necessary to implement emergency plans and programs.
- c. Approve, at the earliest practical time after issuance, rules and regulations reasonably related to the protection of life and property.
- d. Approve mutual aid agreements as requested by the Director of Emergency Management or designee.
- e. Ensure that emergency preparedness, mitigation, response and recovery activities are carried out within the City through the CEMP.
- f. Provide visible leadership to the community.
- g. Provide policy direction through the City Manager.
- h. Approropriate funds to provide emergency preparedness programs and mitigation activities within the City and to meet emergency needs.
- i. Maintain continuity of government.
- j. Upon recommendation of the Director of Emergency Management, proclaim an emergency. In the event that a majority of the City Council is unavailable or unable to be present, the Mayor may issue such proclamation after consultation with those present Councilmembers.

### **2. City Attorney**

- a. Serve as chief legal advisor to the City.
- b. Provide legal advice to the City Council, City Manager and department heads regarding emergency response and recovery operations.
- c. Issue legal opinions.
- d. Interpret laws, rulings and regulations.
- e. Draft ordinances, resolutions, contracts and other documents relating to emergency operations.

### **3. City Manager/Director of Emergency Management**

- a. Serve as Chief Executive Officer of the City.
- b. Serve as the Director of Emergency Management and manage City staff in their emergency management duties.
- c. Prepare Proclamations of Local Emergency.
- d. Issue notices of evacuation as appropriate.
- e. Appoint an Incident Commander, if applicable.
- f. Enforce and administer provisions, laws and ordinances governing the City.
- g. Plan, coordinate and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.
- h. Report to the City Council on general conditions, disaster circumstances and the financial condition of the City.
- i. Advise the City Council regarding emergency policies for the City.
- j. Oversee the development, implementation and maintenance of continuity of government plans.
- k. Interact with Mayors/City Managers to make joint decisions on issues that impact the region.
- l. Amend the CEMP as needed.

#### **4. Deputy City Manager**

- a. Assume the duties of the City Manager in their absence.
- b. Assist in intergovernmental coordination of emergency response and recovery.
- c. Assist in recovery planning and continuity of government planning.
- d. May be appointed as lead for ESF 14, Long Term Community Recovery and Mitigation.

#### **5. Public Information Officer**

- a. Serve as the primary access point for emergency information within the City.
- b. Disseminate accurate and timely information about emergency services and supplies available following an emergency or disaster.
- c. Represent the City at press conferences, public hearings and other public events, as directed by the City Manager.
- d. Support emergency messaging by utilizing the City's communication tools.
- e. Serve as the lead for ESF 15 and assist with ESF 8 and ESF 11.

#### **6. Emergency Manager/EOC Manager**

- a. Manage operations in the EOC during a disaster.
- b. Provide assistance and information to the City Manager and City departments regarding emergency management, disaster response operations and recovery.
- c. Ensure that the CEMP and supporting procedures are reviewed and updated as needed.
- d. Coordinate with FEMA, the Washington State Emergency Management Division, King County and neighboring jurisdictions regarding emergency management and planning.
- e. Locate, configure and equip an EOC and ensure that it is operationally ready, as resources allow.
- f. Develop procedures for activating, operating and managing the EOC.
- g. Assist in developing and implementing a training program for City employees and maintain the emergency management training record.
- h. Issue and authorize volunteer emergency worker identification cards.
- i. Develop and conduct periodic emergency management exercises.
- j. Draft a disaster proclamation for signature and promulgation by the City Manager.
- k. Chair the City's Emergency Management Coordinating Committee.
- l. Coordinate King County regional planning efforts and Zone 1 activities on behalf of the City.
- m. Coordinate with the Public Information Officer when preparing and disseminating information to the public and the media.
- n. Report to the Deputy City Manager.

**7. Administrative Services Director**

- a. Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
- b. Maintain personnel files, to include current employee emergency notification information, while ensuring confidentiality of materials in accordance with applicable laws.
- c. Assist with reviewing and registering all spontaneous unaffiliated emergency management volunteers as emergency workers.
- d. May serve in the Compensation/Claims Unit in the Finance Section if the function is activated.

## **8. City Clerk**

- a. Serve as the custodian of official records and perform official certifications.
- b. Supervise the records management program for the City.
  - i. Identify critical documents and essential records.
  - ii. Assist departments in identifying, managing and storing essential records.
  - iii. Develop and implement a disaster recovery program for essential records.
- c. Oversee the preparation and publishing of official legal notices.
- d. Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.
- e. Serves in the Documentations Unit in the Planning Section of the EOC.

## **9. Finance & Technology Director**

- a. Oversee the central financial and information management system of the City.
- b. Manage and supervise the finance, accounting and reporting operations of the City during a disaster, including all financial controls, audits and reports. Ensure that proper documentation is maintained for all emergency-related expenditures.
- c. Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
- d. Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
- e. Establish a unique project number for each disaster for all disaster-related expenses.
- f. Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
- g. Gather, interpret and report information on emergency costs and expenditures.
- h. Prepare and report data for recovery of disaster relief funds.
- i. Project the costs of various disaster-recovery options; prepare fiscal plans and projected budgets for disaster recovery.
- j. Serve as the Finance Section Chief in the EOC when activated.

## **10. Information Systems Manager**

- a. Provide support to other departments with computer network coordination, including hardware and software support.
- b. Oversee data security as defined in City policies.
- c. Provide computer assistance to City staff, network backup and maintenance of the local area network.

- d. Oversee and support the City's voice, wireless, telephone and audio-visual systems for emergency operations.
- e. Support and ensure operational readiness of all technologies that support the activation of the EOC.

#### **11. Police Chief**

The King County Sheriff's Office provides Police Services under a contract with the City. The Police Chief may serve as the Incident Commander, as part of a Unified Command Team or as the Operations Section Chief, depending on the nature of the incident. While the Police Chief may serve in the EOC as part of the policy group, police functions and responsibilities also include:

- a. Law enforcement.
- b. Traffic and crowd control.
- c. Staging and perimeter security.
- d. Explosive ordinance disposal.
- e. Protection of critical facilities (including the EOC).
- f. Evacuation management.
- g. Crime scene control.
- h. Search and rescue management.
- i. Coordination of investigation of acts of terrorism.
- j. Lead on ESF's 9, 13, 16 and the Terrorism Annex.

#### **12. Fire Chief**

Fire Services are provided to the City through a contract with Eastside Fire & Rescue. The Fire Chief may serve as the Incident Commander, as part of a Unified Command Team or as the Operations Section Chief, depending on the nature of the incident. Fire functions and responsibilities include:

- a. Fire prevention.
- b. Fire suppression.
- c. Emergency Medical Services.
- d. Emergency rescue.
- e. Damage assessment.
- f. Hazardous Materials preparedness and response.

- g. Urban Search and Rescue.
- h. Lead on ESF's 4, 8 and 10.

### **13. Community Development Director**

- a. Organize and carry out both short-term and long-range planning during emergency operations and recovery.
- b. Manage the gathering, analyzing, interpreting and reporting of disaster-related information, including disaster damage, response capabilities, regional disaster conditions, etc.
- c. Ensure that City ordinances, codes and regulations are followed to the extent possible in disaster response and recovery; recommend necessary and appropriate revisions to meet disaster conditions.
- d. Ensure compliance with the Growth Management Act, zoning requirements, State Environmental Policy Act and State Emergency Management requirements.
- e. Maintain and manage planning and development assets.
- f. Coordinate and compile initial damage assessment information and reports.
- g. Coordinate recovery efforts and mitigation planning.
- h. Service as the Planning Section Chief when the EOC is activated.

### **14. Building Official**

- a. Provide for the initial damage assessment and safety evaluation of essential public and private buildings.
- b. Provide support to the EOC in safety evaluation of structures during rescue operations.
- c. Coordinate building and structural inspections for safety and habitability following a disaster. Close facilities or restrict occupancy/use as required.
- d. Pre-establish a list of priority inspections to be completed during a disaster and manage ongoing priorities throughout the EOC operation.
- e. Document losses of City and other public structures.
- f. Coordinate inspections and recommendations with utility districts, the Federal Housing Administration (FHA) and other government entities. Provide enforcement of codes, occupancy policies and other site safety and demolition as appropriate.
- g. Assist in damage assessment and reporting.
- h. Review building plans for code compliance and manage the inspection of construction activities.

- i. Provide expertise and recommendations for reconstruction, demolition and structural mitigation during the recovery period.

#### **15. Parks and Recreation Director**

- a. Coordinate and manage the use of the parks and recreation buildings and other appropriate facilities as emergency shelters as necessary.
- b. Serve as the Logistic Section Chief when the EOC is activated. Oversee all logistical support for an emergency/disaster event, including staffing, volunteers, equipment and resources.
- c. Oversee the sheltering and mass care functions during an emergency.
- d. Identify parks and other open areas that could be used for emergency debris deposit sites, staging areas and points of distributions (PODs).
- e. Maintain and manage park assets.
- f. Oversee the volunteer and human service needs during an emergency.
- g. Coordinate with social service organizations, relief agencies, the American Red Cross, etc.
- h. Maintain liaison with organizations that outreach to at-risk populations, the elderly, people with disabilities and others to identify ways to meet their needs during an emergency.

#### **16. Public Works Director**

- a. Maintain and manage Public Works assets.
- b. Provide technical assistance to the EOC and City staff during disaster response and recovery operations.
- c. Oversee the operations of contractors, service providers and emergency response agencies regarding Public Works projects and assets.
- d. Maintain files of Public Works projects, development records, street operations and maintenance and other relevant documents.
- e. Advise the Director of Emergency Management regarding codes, policies and procedures for any response or recovery activity involving City roads, rights-of-way or facilities.
- f. Provide oversight for Public Works crews and other support agencies engaged in emergency response and recovery activities.
- g. Assist in damage assessment and reporting.
- h. Provide periodic response and recovery work progress reports to the EOC.

- i. Provide on-site direction and guidance to City employees and emergency volunteer workers during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.
- j. Maintain liaison with utility providers within the City.
- k. The Director may serve as the Incident Commander, as part of a Unified Command Team or as the Operations Section Chief, depending on the nature of the incident.

#### **17. All City Departments**

- a. Develop emergency and evacuation plans for facilities used by the department.
- b. Provide staffing for the EOC when it is activated.
- c. Provide clerical staff to support administrative activities.
- d. Preserve essential departmental records.
- e. Document emergency-related costs and activities.

### **V. CONCEPT OF OPERATIONS**

#### **A. General**

1. Each City department will take an active role in emergency planning. It is the responsibility of the director of each City department to:
  - a. Establish a departmental line of succession to activate and carry out emergency disaster responsibilities.
  - b. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
2. City government, acting from the EOC, will be the focal point of the Emergency Management Organization of the City. Mitigation and preparedness actions will be developed and implemented by the appropriate City personnel. During and after a disaster, the City's Emergency Management Organization will act from the EOC to mobilize and control City personnel and resources to respond and recover from disaster effects.
3. All City departments will make staff and resources available at the request of the Director of Emergency Management for training activities and emergency operations assignments.
4. Immediately following any natural or human caused event, all City departments will notify the EOC of their status including, level of readiness, availability of resources, resource requirements and any other pertinent information.



5. When a major emergency or disaster occurs, City department management may use the following general checklist as a basis for managing disaster operations:
  - a. Account for personnel.
  - b. Report to the pre-determined site to manage departmental operations.
  - c. Assess personnel and resources available.
  - d. Assess damages to facilities.
  - e. Assess problems and needs.
  - f. Report situations, damages and capabilities to the EOC.
  - g. Send designated representatives to the EOC to participate as members of the EOC staff.
  - h. Carry out departmental responsibilities and assigned tasks.
  - i. Continue assessment of departmental resources, needs and actions.
  - j. Continue providing reports to the EOC.
  - k. Keep detailed and accurate records.
  - l. Conduct operations utilizing NIMS.
6. The EOC may be activated when the level of operations requires it. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC and its staff may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.
7. EOC staff will be responsible for evaluating the situation to determine if a Proclamation of a Local Emergency by the City Manager is necessary.
8. City Departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner.
9. If a situation is beyond the capabilities of City resources, the EOC Manager may request assistance from the Zone 1 Emergency Coordinator (Z1 EC), KC ECC or WA EMD.
10. During a disaster, common communication tools, such as cell phones and 800 MHz radios, may fail. This failure would prevent incident command posts throughout the City from communicating with the EOC. To re-establish communication, alternative communication resources will be used, such as amateur radios.
11. The registration of emergency workers and other volunteers will be coordinated by the Emergency Manager.

## **B. Overall Coordination of Incident Management Activities**

In order to minimize the effects of a disaster, provide emergency response capabilities and facilitate recovery efforts, the various elements of the City's Emergency Management Organization will attempt to provide services in the areas of mitigation, preparedness, response and recovery to the best of their ability.

### **1. Mitigation Phase**

Mitigation consists of actions taken prior to a disaster to eliminate or reduce the degree of long term risk to life, property and the environment. Mitigation activities taken by the City may include, but are not limited to:

- a. Developing a mitigation plan that complies with Federal and State regulations.
- b. Pursuing risk management and insurance programs.
- c. Conducting structural and non-structural mitigation programs, as appropriate.
- d. Reviewing hazard and risk analyses and developing capabilities to enhance the City's ability to respond to disasters.
- e. Enforcing building codes.
- f. Conducting public education to inform of possible hazards and enhance citizen self-sufficiency.

### **2. Preparedness Phase**

Preparedness activities are necessary to the extent that mitigation measures cannot fully prevent disasters or eliminate their effects. Organizations develop plans and procedures to save lives and minimize damage by enhancing disaster response actions. Preparedness actions taken by the City may include, but are not limited to:

- a. Developing and maintaining the City's CEMP.
- b. Developing appropriate contingency plans and standard operating guidelines in support of the CEMP.
- c. Conducting and maintaining the City's Hazard Mitigation Plan.
- d. Facilitating inter-local agreements, mutual aid agreements and contracts for emergency management assistance, as appropriate.
- e. Coordinating with other local, county, state and federal agencies to ensure cohesive working relationships and compatible emergency plans.
- f. Obtaining and maintaining City resources and equipment.
- g. Coordinating with volunteer organizations to ensure cohesive working relationships and coordinated response.

- h. Conducting training and exercise activities to enhance response capabilities.

### **3. Response Phase**

Response activities following a disaster include providing assistance for casualties, seeking to reduce the occurrence of secondary damage and enhancing the speed of recovery operations. Response actions taken by the City may include, but are not limited to:

- a. Activating and staffing the EOC as required for the situation.
- b. Disseminating emergency warnings as appropriate.
- c. Initiating actions necessary to preserve life, the environment and property.
- d. Utilizing the Incident Command System as established in the National Incident Management System.
- e. Carrying out initial damage assessment and evaluating overall situations.
- f. Restoring essential services and facilities.
- g. Coordinating response and support functions with outside agencies and volunteer organizations.
- h. Coordinating operations, logistics and planning functions.
- i. Compiling event status information and reporting to appropriate agencies.
- j. Preparing and maintaining detailed documentation.
- k. Preparing a Proclamation of Local Emergency as appropriate.

### **4. Recovery Phase**

Recovery actions are taken to return vital life support systems to minimum operating standards and to return life to normal or improved levels, including some form of economic viability. Recovery actions taken by the City may include, but are not limited to:

- a. Establishing a Recovery Task Force of community stakeholders to establish community priorities.
- b. Carrying out damage assessment functions and assessing community needs
- c. Prioritizing recovery projects and assigning functions accordingly.
- d. Coordinating recovery efforts and logistical needs with supporting agencies and organizations.
- e. Preparing documentation of the event, including an event log, cost analysis and an estimated cost for recovery.

- f. Assessing special community needs and providing information and assistance where appropriate.
- g. If needed, facilitating the establishment of Federal and State disaster assistance offices to assist private business and citizens with individual recovery.
- h. Evaluating and modifying, as needed, local zoning and building codes, development standards, permit requirements, etc.
- i. Reviewing and updating all plans and documents associated with emergency preparedness and response in accordance with information obtained from the disaster.

### **C. Concurrent Implementation of Other Plans**

The City will utilize this CEMP for all major disasters. The City's plan supersedes all other plans during operations within the City's boundaries. Any conflicts between plans will be reviewed on a case-by-case basis.

### **D. Principal Incident Management Organizational Elements**

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

The EOC can be activated at various levels to coordinate a sufficient level of disaster operations. The level of staffing will be determined by the EOC Manager (see ESF 5).

The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.

### **E. Emergency Response and Support Teams (Field Level)**

Specialized teams, such as the Eastside Hazardous Materials Team and the American Red Cross (ARC), may be available to respond to incidents within the City. Special response teams are designed to assist with incident management, set up emergency response facilities, or provide specialized expertise and capabilities, such as mass care. Response and support teams are available from various jurisdictions within King County, the State of Washington and the Federal government. Teams from King County Zone 1 are available through mutual aid agreements and the King County Regional Coordination Framework. Teams can be requested directly from the jurisdiction or through the Z1 EC. Resource teams from outside Zone 1 may be requested through the Z1 EC, KC ECC, or directly from the WA EMD.

### **F. Defense Support of Civil Authorities**

All defense support must be coordinated through the WA EMD. Activation of the Washington National Guard requires governor approval before resources can be deployed within the state.

#### **G. Law Enforcement Assistance**

Law enforcement assistance may be available from the King County Sheriff's Office (KCSO). Requests for assistance will be submitted to the KC ECC for coordination with the KCSO. The Washington State Patrol may also be available to assist the City's Police Department and should be coordinated through the WA EMD. The Police Department also has access to the Washington State Police and Sheriff's Mobilization Plan for additional mutual aid resources.

Federal law enforcement agencies may be requested to provide public safety and security support during incidents of national significance. ESF 13 provides further guidance on the integration of public safety and security resources to support the full range of incident management functions.

### **VI. Incident Management Actions**

#### **A. Actions**

This section describes incident management actions ranging from initial threat identification to early coordination efforts. These actions do not necessarily occur in sequential order; many actions may be undertaken concurrently in response to single or multiple threats or incidents.

All departments will prepare and maintain an updated list of their personnel, facilities and equipment resources. Any or all of these resources may be called upon during disaster and emergency situations.

The City will be required by State and Federal agencies to submit reports with information regarding the nature, magnitude and impact of the incident. The reports will be used for evaluating needs and coordinating appropriate response resources and services. These reports include, but are not limited to:

1. Situation Reports
2. Proclamations of Local Emergency
3. Requests for Assistance
4. Damage Assessment Reports
5. Mitigation and Recovery Costs

No services or assistance will be denied on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60-Laws Against Discrimination and Title 44, CFR 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

### **1. Notifications and Assessment**

In coordination with County and State government officials, the City will communicate information regarding actual or potential threats to the Federal Emergency Management Agency (FEMA) and/or Homeland Security Operations Center (HSOC).

Upon submitting notification to the KC ECC, the City will make appropriate notifications to City personnel and take actions to initiate emergency plans. The EOC and required staff may be activated at the appropriate level required by the situation. The EOC will disseminate emergency warnings as appropriate (see ESF 2).

### **2. Activation**

Once the City is aware of a threat or potential threat, the Director of Emergency Management will determine the need to activate components of this CEMP to conduct further assessment of the situation, initiate activation of the EOC and/or coordinate information with regional agencies. Additionally, the Director of Emergency Management will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency.

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

### **3. Requests for Assistance**

When a major emergency or disaster occurs, it is anticipated that City departments and responding agencies will organize their areas of responsibilities into manageable units, assess damages and determine needs. If departmental resources cannot meet the needs created by the disaster, assistance may be requested through existing mutual aid agreements. In the event of a Proclamation of Local Emergency, the deployment of resources will be coordinated through the EOC. Resources may be placed at staging areas until specific assignments can be made.

If the situation exceeds or is expected to exceed the resources within the City and those provided through mutual aid, the City may request assistance through the KC ECC.

#### **4. Pre-Incident Actions (Prevention)**

The EOC facilitates information sharing activities to enable the assessment, prevention, or resolution of a potential incident. The EOC will also coordinate with appropriate agencies and jurisdictions during developing situations to prevent an incident and mitigate vulnerabilities.

Prevention includes efforts taken to protect the public and minimize damage to property and the environment, such as:

##### **a. Public Health and Safety**

Initial safety efforts focus on actions to detect, prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts will be coordinated with Public Health – Seattle & King County.

##### **b. Responder Health and Safety**

The health and safety of responders is a high priority for the City. Actions that are essential to limit risks include full integration of deployed health and safety assets, risk assessments and situational awareness that considers responder and recovery worker safety.

##### **c. Property and the Environment**

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

#### **5. Response Actions**

Once an incident occurs, priorities shift to immediate and short-term response actions that are necessary to preserve life, property, the environment and local economy.

Response actions may include: law enforcement, fire and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; urban search and rescue; establishment of mass care facilities; provision of public health and medical services; provision of food, water and other emergency essentials; debris clearance; restoration of critical infrastructure; control, containment and removal of environmental contamination; and protection of responder health and safety.

When emergency work is performed to protect life and property, environmental review and permitting requirements may be waived or orally approved, as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act and Flood Control Act.

Following a Proclamation of Local Emergency, the Director of Emergency Management has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations (RCW 38.52.110).

The City Manager or designee is authorized to contract with any person, firm, corporation or entity to provide construction or work, on an agreed upon cost basis, during response, recovery and mitigation operations (in accordance with RCW 38.52.390).

## **6. Recovery Actions**

All initial recovery actions within the City will be coordinated through the EOC. The EOC staff will prioritize recovery actions based upon damage assessments and other information provided from incident command posts throughout the City.

For long term recovery efforts, the City Manager may appoint a Recovery Task Force. Members of the Sammamish Emergency Management Coordinating Committee may be considered as initial members of this task force.

The City will utilize resources available through the Z1 EC, KC ECC and WA EMD to assist with recovery efforts.

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

## **7. Mitigation Actions**

Mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. Following a disaster, the Emergency Management Organization within the City will coordinate mitigation efforts with the KC ECC and WA EMD. In the event of a large scale disaster, the City will coordinate with the Joint Field Office (JFO).

If public assistance is needed after an incident, the City will work with the KC ECC and WA EMD to provide public assistance programs to the residents of Sammamish. If the disaster is considered an Incident of National Significance, the City will also utilize the



JFO's Community Recovery and Mitigation Branch, which is responsible for coordinating the delivery of all mitigation programs within the affected area.

In addition, City officials and the EOC staff will work with the KC ECC and the WA EMD to develop a long-term recovery strategy for the City.

#### **8. Demobilization**

Once response and recovery efforts have been completed, the City will be transitioned back to normal day-to-day operations. This process will occur in stages, and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel. The EOC will remain activated until all resources have been demobilized and returned to their pre-incident state.

As a component of demobilization, incident debriefing will occur as soon as possible, and an after action report will be developed to detail operational successes, problems and key issues affecting incident management.

### **VII. Ongoing Plan Management and Maintenance**

#### **A. Coordination**

All departments participate in the City's Emergency Management Organization for the ongoing management and maintenance of this CEMP. All departments will have a responsibility in the coordination of policy, planning, training and other preparedness requirements related to this CEMP.

#### **B. Plan Maintenance**

The CEMP will be reviewed and updated periodically as required to incorporate new Presidential Directives, legislative changes and procedural changes based on lessons learned from exercises and actual events.

### **VIII. APPENDICES**

- A. Definitions
- B. Acronyms
- C. Authorities and References
- D. Distribution List