City of Yakima Comprehensive Emergency Management Plan (CEMP)

2015

Building a Disaster Resilient Community
--The Cornerstone of the City's Program--

City of Yakima
Comprehensive Emergency Management Plan

Promulgation

With this notice, I am pleased to officially promulgate the City of Yakima Comprehensive Emergency Management Plan (CEMP) dated January 13, 2015.

This plan is effective immediately and replaces previous versions. The CEMP was developed in adherence to state and federal standards. The CEMP represents the framework for City disaster mitigation, preparedness, response and recovery activities. The CEMP details authorities, functions and responsibilities to establish a mutually cooperative plan of action between City departments, divisions, and other public and private entities in response to a disaster. The CEMP supports National Incident Management System (NIMS) compliance requirements and utilizes the NIMS Incident Command System (ICS). The CEMP will be used to enhance the City's capability in reducing the impact from a disaster or significant event to citizens, the environment, the economy and property.

Every effort has been made to assure the CEMP's compatibility with the precepts of a modern public safety emergency management program, the current applicable laws, and the organizational structure of the City of Yakima.

City department directors are reminded of their responsibilities concerning emergency management, specifically to support and participate on assigned committees, attend training sessions, offer updates to the CEMP as necessary, and maintain internal Department Disaster Plan that allow for the continuation of services during and following a disaster or significant event.

Through our collective actions, our commitment to saving lives, preserving the environment, sustaining the economy and protecting property within the City of Yakima will be enhanced.

I, Tony O'Rourke, City Manager, do hereby promulgate the attached City of Yakima Comprehensive Emergency Management Plan.

City Manager

Plan Distribution

City Management (City Manager and Emergency Preparedness Director)
City Council
City Clerks
Fire Department
Legal Department
Police Department
Public Works Department
Code Administration Division
Community Development
Community Relations Division (PIO)
Economic Development
Engineering Division
Equipment Rental
Financial Services Division
Human Resources Division
Information Technology Services
Office of Neighborhood Development Services
Parks and Recreation
Planning Division
Purchasing Division
Refuse Division
Streets and Traffic Division
SunComm
Transit Division
Utility Services Division
Water and Irrigation
Wastewater
Yakima Air Terminal

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Annex L: Mass Transportation

ADDENDA

Addendum 1: Catastrophic Incident Framework

Record of Changes

The City's Emergency Preparedness Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The Emergency Preparedness Director will review and exercise elements of the CEMP annually and submit an updated plan to Washington State Emergency Management Division (EMD) every five years.

The plan will undergo revision whenever:

- It fails during emergency.
- Exercises, drills reveal deficiencies or "shortfall (s)".
- Local government structure changes.
- Community situations change.
- RCW 38.52; WAC 118-30-060; and Federal requirements e.g., the National Response Framework, change.

The Emergency Preparedness Director will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

Nature of Change	Date of Change	Page(s) Affected	Changes Made By

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EXECUTIVE SUMMARY

PURPOSE AND DEVELOPMENT

The Comprehensive Emergency Management Plan (hereafter referred to as the CEMP) is intended to enhance the City's ability to deter, prevent, respond to, and recover from acts of terrorism and natural and human-caused disasters through development of a single, common preparedness vision and strategy. This planning effort is designed to assist senior leadership in directing programmatic efforts, accomplishing results, ensuring accountability, and properly allocating limited resources over the next three years. The CEMP reflects the expertise of stakeholders from levels of government, public and private agencies, and non-profit organizations. Furthermore, the CEMP is designed to serve as a long-term guide that is able to direct both short- and long-term efforts of the City and non-governmental agencies to accomplish a single emergency management vision and mission.

The CEMP was developed in collaboration with the City's emergency management stakeholders. Stakeholders helped identify the desired end state of the City's emergency management capabilities using the Department of Homeland Security Target Capabilities List (now Core Capabilities). In addition, they developed a three-year vision and mission for the City's emergency management program. Using the Stakeholder inputs the City developed seven strategic goals that enhances its ability to prepare for, respond to, recover from, mitigate, prevent, and protect against hazards. The strategic goals are very ambitious and will require significant dedication, resources, and leadership to initiate projects, implement changes, monitor progress, and ultimately achieve the desired outcomes.

VISION, MISSION AND GUIDING PRINCIPLES

A key part of this CEMP is the vision, mission, and guiding principles. Together, the vision, mission, and guiding principles help the City and its stakeholders identify and prioritize strategic goals.

Vision
A City prepared with coordinated capabilities to prevent, protect against, respond to, and recover from hazards.

Mission
City government agencies, stakeholder groups, volunteer organizations, and the community work efficiently and in a coordinated manner to protect life, property, the environment, and the economy from any emergency.

Guiding Principles
Guiding principles provide broad but consistent parameters applicable to strategic planning efforts.

The Comprehensive Emergency Management Plan endeavors to be:

1. **Comprehensive.** Consider and take into account hazards, phases, stakeholders and impacts relevant to disasters.

2. **Progressive.** Anticipate future disasters and take preventive measures to build disaster-resistant and disaster-resilient communities.

3. **Risk-driven.** Use sound risk management principles in assigning priorities and resources.

4. **Integrated**. Ensure unity of effort among levels of government and elements of the community (whole community).

5. **Collaborative.** Create and sustain broad and sincere relationships to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.

6. **Coordinated.** Synchronize the activities of relevant stakeholders to achieve a common purpose.

7. **Flexible.** Use creative and innovative approaches in solving disaster challenges.

8. **Professional.** Use a knowledge-based approach based on training, ethical practice, public stewardship, and continuous improvement.

ASSUMPTIONS

Some key assumptions were utilized in the development of this CEMP, including:

1. The success of this CEMP is dependent upon the allocations of appropriate resources.

2. Goals and Objectives are based on the City's emergency management priorities and available resources.

3. When resources are insufficient to accomplish an objective(s), the City may request additional resources through appropriate means.

4. The CEMP should be used as one tool for setting grant funding priorities.

5. The focus of the City's CEMP may shift during and after disasters but that the ongoing functions identified will be resumed as soon as possible.

6. City leadership should monitor and recognize progress on achieving the CEMP goals and objectives.

COMMUNICATION

Various communication techniques will be used to disseminate the CEMP to help build awareness of, and support for, the CEMP. Since the CEMP will form the basis for emergency management program improvements successful implementation depends on effective communication.

Communication of the CEMP will be accomplished through the following:

- Internally, the CEMP will be communicated to City organizational levels.

- Externally, the CEMP will be made widely available. Specifically, the CEMP will be communicated to the community partners and the public.

IMPLEMENTATION AND MONITORING

The implementation and monitoring of the CEMP will take place by the City and stakeholders.

UPDATE AND MAINTENANCE

The CEMP is a living document and will undergo an annual review process by the City and stakeholders. As part of the annual review process, internal and external stakeholders will provide input. These reviews will be documented to provide for either a plan amendment or an updated plan. At a minimum, this plan should be updated annually to keep pace with the changing city environment. An annual planning horizon will be maintained.

STRATEGIC GOALS

Strategic Goal 1: **Develop, maintain and sustain a comprehensive, risk based emergency management program.**

Strategic Goal 2: **Develop and maintain comprehensive emergency management plans and documents.**

Strategic Goal 3: **Enhance the City's emergency management and training and exercise program.**

Strategic Goal 4: **Develop strategic planning documents and authorizing legislation to guide the management of major programs and provide for legal authorities.**

Strategic Goal 5: **Enhance the City's emergency management facilities, equipment and supplies**

Strategic Goal 6: **Strengthen joint information center (JIC) and emergency public information and warning capabilities.**

Strategic Goal 7:   **Identify and formalize a resource logistics and distribution strategy**

Whole Community Principles

1.   Saving and sustaining lives is our number one priority, no matter the scale and magnitude of the crisis. We must stabilize the event within the first 72 hours. Our focus must shift from incidents to individuals and from processes to products.

2.   A disaster event requires that we are prepared to respond in non-traditional ways, well beyond current local planning.

3.   Time is our biggest enemy, and our approach must focus on preparing and fully empowering impacted communities, survivors, and all of society-NGOs, social & fraternal organizations.

4.   Our citizens are force multipliers. Individuals and communities are the most critical response and recovery assets present during the initial hours and days following an event. We need greater inclusion paths designed into our participatory   planning & preparedness activities.

Numerous factors contribute to the resilience of communities and effective emergency management outcomes.

1.   ***Understand and meet the actual needs of the whole community****.* Community engagement can lead to a deeper understanding of the unique and diverse needs of a population, including its demographics, values, norms, community structures, networks, and relationships. The more we know about our communities, the better we can understand their real-life safety and sustaining needs and their motivations to participate in emergency management-related activities prior to an event.

2.   ***Engage and empower all parts of the community****.* Engaging the whole community and empowering local action will better position stakeholders to plan for and meet the actual needs of a community and strengthen the local capacity to deal with the consequences of all threats and hazards. This requires members of the community to be part of the emergency management team, which should include diverse community members, social and community service groups and institutions, faith-based and disability groups, academia, professional associations, and the private and nonprofit sectors, while including government agencies who may not traditionally have been directly involved in emergency management. When the community is engaged in an authentic dialogue, it becomes empowered to identify its needs and the existing resources that may be used to address them.

3.   ***Strengthen what works well in communities on a daily basis.*** A Whole Community approach to building community resilience requires finding ways to support and strengthen the institutions, assets, and networks that already work well in communities and are working to address issues that are important to community members on a daily basis. Existing structures and relationships that are present in the daily lives of individuals, families, businesses, and organizations before an

incident occurs can be leveraged and empowered to act effectively during and after a disaster strikes.

Whole Community Strategic Themes

1. Understand community complexity.

2. Recognize community capabilities and needs.

4. Build and maintain partnerships.

5. Empower local action.

6. Leverage and strengthen social infrastructure, networks, and assets.

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CITY OF YAKIMA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

BASIC PLAN

I.   Purpose, Scope, Situations, and Assumptions

A.   Purpose
The intent of this document is to provide a framework during an emergency or major disaster to coordinate response efforts, prioritize restoration of government services and speed economic and physical recovery. Additionally, it outlines broad prevention, preparedness and mitigation approaches within specific appendices. Taken as a whole, these activities intend to minimize the impact to people, the environment, the economy and property throughout the City of Yakima. Appendices supplement the basic plan to organize specific topics for ease of use.   Annexes to this basic plan can stand alone, however, are guided by the focus of the basic plan.

B.   Scope
The *City of Yakima Comprehensive Emergency Management Plan* (the "CEMP") applies to threats and hazards of concern that may impact the city and its neighboring jurisdictions. The plan applies to city departments as well as any other organization that may respond in support of city operations. The plan provides a framework to coordinate city-wide activities associated with hazards (Natural and Technological/Human-Caused) emergencies and major disasters. The plan shares general emergency management planning concepts with neighboring jurisdictions and complements the Yakima County and State plan.

C.   Situation Overview
The planning environment considers the threats and hazards of concern likely to occur in the City of Yakima as described in the *City of Yakima Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C).* Threats and hazards are listed in Appendix 8.

1.   Capability Assessment

a)   Preparedness Capability
The City of Yakima has adequate resources to provide information to citizens and businesses through a public education program. Additionally, regular meetings of department emergency management liaisons focus on disaster preparedness and continuity of government activities. Training and exercises are conducted regularly to test the planning and preparedness capability. The City of Yakima utilizes the

assessment tool, *An Assessment of Community Readiness Based Upon the Expectations of the Public*, to determine the effectiveness of programs based upon public expectations of government during a disaster.

b) <u>Response Capability</u>
The City of Yakima has adequate resources in traditional response disciplines (fire, police, public works, and animal control) to handle most emergencies. Additionally, the traditional response disciplines may be supplemented by other departments and registered emergency workers (volunteers) as the situation dictates. The City of Yakima utilizes the assessment tool, *An Assessment of Operational Readiness Based on Response Mission Components*, to determine the effectiveness of response.

c) <u>Restoration and Recovery Capability</u>
The City of Yakima has adequate resources to restore government services and recover the economic base during routine emergencies and limited scope major disasters. A large scale or catastrophic emergency or major disaster will normally require external and federal assistance. Most emergencies and major disasters will qualify for recovery assistance from the Stafford Act. Restoration or recovery from an emergency or major disaster will be coordinated using available resources including mutual aid. The Plan does not imply any specific restoration priority or recovery from an emergency or major disaster incident.

2. **Mitigation Overview**
The City of Yakima has a hazard mitigation plan (HMP) that addresses strategies to improve collective hazard resilience. The HMP addresses selected hazards identified in the *City of Yakima Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)*. The City's HMP is included in the 5-year FEMA-required mitigation plan for grant eligibility.

D. **Planning Assumptions**

1. Disaster planning cannot predict potential emergencies or major disasters nor can it predict potential vulnerabilities or impact.

2. Priority of response should be to protect life, public property, the environment and the economy.

3. Delivery of routine city services to citizens may likely be impacted by an emergency or major disaster and may be reduced or cease for an undetermined period of time. Continuation and restoration of services may be prioritized by the impact to citizens and resources available.

4.   Some emergencies or major disasters may provide enough warning for appropriate notifications to be issued allowing for some level of preparation including possible evacuation or relocation, as appropriate. Other emergencies or major disasters may occur with no advance warning.

5.   In the event of a major widespread disaster, outside assistance from local, county, state or federal agencies may be limited or non-existent for an extended period of time.

6.   City residents and businesses may need to utilize their own resources and be self-sufficient following an emergency or major disaster for at least three days.

II.   Concept of Operations/Coordination

A.   General

1.   The City Manager has the authority to activate this plan and the authority is further delegated to the City's Emergency Preparedness Director.

2.   The Emergency Operations Center (EOC) is normally activated by the Emergency Preparedness Director. However, any response official may request or activate the EOC in support of this plan.

3.   Once it is determined the emergency or major disaster has the potential to impact life, property, or the public peace and will overwhelm City and mutual aid resources, the Mayor may proclaim a "***Declaration of Local Emergency***". The Mayor may direct the Emergency Preparedness Director to disseminate the declaration and other emergency or major disaster related information to the County, State and public as required.

4.   Legal issues as a result of preparedness, response and restoration/recovery actions are conducted by the City of Yakima Legal Department.

      a)   Yakima city employee liability is addressed by Yakima Municipal Code.

      b)   Registered emergency workers (volunteers) liability is covered by the Revised Code of Washington (RCW) 38.52.180 (3).

      c)   Evacuation or relocation shelters owned or operated by the City of Yakima have certain liability immunity in accordance with the Revised Code of Washington (RCW) 38.52.180 (1).

5.   The Emergency Preparedness Director coordination efforts include:

      a)   Conducting monthly department emergency management liaison meetings, training and exercises.

b)   Providing department employee and family preparedness training.

c)   Providing department emergency management focused information, training and exercises.

6.   City of Yakima departments are responsible for continuity of operations planning efforts to support this plan. Guidance is provided by the City of Yakima Comprehensive Emergency Management Plan on specific areas to be covered in each department plan.

7.   The City Emergency Operations Center is located at the Yakima Police Department Richard Zias Law and Justice Center 200 South Third Street. If the EOC is damaged beyond use, the City EOC may co-locate with city facilities.

B.   Operational Intent

1.   The City of Yakima government shall direct and control emergency and major disaster coordination, city resources and mutual aid resources within its boundaries.

2.   The City Manager shall coordinate the City's capabilities, resources and assets to prevent, prepare for, restore and recover from an emergency or major disaster.

3.   The City shall maintain the Emergency Preparedness Director as the primary contact for emergency management issues and EOC activations.

4.   City Departments' organizational structures shall be maintained during emergency and major disaster coordination unless it is impractical to do so.

5.   This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS and the National Incident Management System (NIMS) which requires the integration of incident management into the emergency response structure.

C.   Division of Responsibilities

1.   City Government

a)   Most emergencies and major disasters are handled by the responding departments utilizing traditional mutual aid agreements and do not require activation of the Emergency Operations Center. Mutual aid agreements are negotiated and maintained by the individual City departments.

b)   When activated, the City of Yakima Emergency Operations Center will coordinate emergency and major disaster activities.

c) Other local jurisdictions, non-governmental organizations and private sector representatives may be requested to provide support to City of Yakima emergency or major disaster activities under existing mutual aid agreements or ad hoc agreements as required.

2. County Government

Coordination with the City of Yakima for emergency or major disaster information or assistance will be with the City of Yakima's Emergency Preparedness Director or Emergency Operations Center (when activated).

3. State Government

a) Requests for State assistance may be submitted directly to the Washington Military Department, Emergency Management Division by the City of Yakima's Emergency Preparedness Director or Emergency Operations Center, as appropriate based on activation level of the Emergency Operations Center. Some typical state assets that may be requested are: State Patrol, National Guard, Department of Transportation, Department of Agriculture, Department of Ecology and Department of Health.

b) Coordination with the City of Yakima for emergency or major disaster information or assistance will be with the City's Emergency Preparedness Director or Emergency Operations Center (when activated).

4. Federal Government
Requests for Federal assistance will be processed in accordance with the National Response Framework. Normally, the request will be processed through Yakima Valley Office of Emergency Management to the State Military Department Emergency Management Division and subsequently to the Federal Emergency Management Agency. Some typical federal assets that may be requested are: Federal Emergency Management Agency, US Coast Guard, US Department of Homeland Security, Federal Bureau of Investigation (USDOJ) and US Department of Defense.

5. Nongovernmental and Volunteer Organizations

a) For emergencies and major disasters confined within the city limits of Yakima, a liaison may be requested to report to the Emergency Operations Center. Typical organizations are: School District, American Red Cross, Salvation Army, faith-based organizations.

b) For emergencies and major disasters impacting more than the city limits of Yakima and when the Yakima County Operational Area Emergency Operations Center is activated, liaisons will normally be assigned at the

county level. The City of Yakima Emergency Operations Center may then coordinate with Operational Area EOC for support.

6.   Private Sector

a)   The City of Yakima may develop emergency or major disaster contracts with private businesses to provide goods, services or equipment.

b)   Businesses may donate goods, services or equipment following an emergency or major disaster.

7.   Citizens

a)   Citizens may volunteer to provide support prior to an emergency or major disaster. Following volunteer training for the purpose of support, citizens may be registered as emergency workers.

b)   Citizens may donate goods or equipment following an emergency or major disaster.

c)   Citizens may spontaneously volunteer to help following an emergency or major disaster.

D.   Emergency Management Program Goals and Objectives

1.   The primary goals following an incident are response, restoration and recovery. These goals overlap following the initial response efforts.

2.   Emergency management requires broad concepts that integrate traditional phases of emergency management into a comprehensive framework aimed at minimizing the effects of an emergency or major disaster.

3.   The objectives of the City of Yakima Comprehensive Emergency Management Plan are illustrated in the following chart.

City of Yakima Comprehensive Emergency Management Plan Objectives	
(1) Protect Public Health and Safety and Prevent Loss of Life	This primary objective includes undertaking efforts to save human life; rescue endangered people; treat the injured; warn the public to avoid further casualties; evacuate people from impacted area; direct people to shelter and mass care; ensure provision of necessary medications and vaccinations; monitor and regulate sources of food and water; and, save animals.
(2) Preserve Property and the Environment	This secondary objective includes measures to save property from destruction; prevent further loss; provide security for property, especially in evacuated areas; and, prevent contamination to the environment.
(3) Assure Continuity of Government and Government Operations	This objective provides for lines of succession for elected and appointed officials; and, assures that critical functions of government can be reconstituted and conducted with minimal interruption.
(4) Restore the Community to Normal	This objective aims to restore essential infrastructure, including utilities; as well as the economic basis of the community.
(5) Mitigate/Prevent the Causes of Damage	This objective aims to prevent damage from a similar emergency that may occur in the future.
(6) Prepare the City in Advance of an Emergency	This objective includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.

E.   **Continuity of Government/Continuity of Coordination**
Continuity of government and continuity of operations are prime operational concepts for the City of Yakima following an emergency or major disaster. Continuity actions and activities follow closely the response efforts to save lives. An evaluation of continuity of government will be accomplished as soon as possible followed by an assessment of city operations. Some city services may be a higher priority than other city services based on the severity of the emergency or major disaster.

1.   **Continuity of Government:** Continuity of Government, or COG, means a coordinated effort within the City Government's elected officials to ensure that City essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological emergencies and major disasters.

2.   **Continuity of Operations:** Continuity of Operations, or COOP, means an effort within individual City departments and agencies to ensure that primary essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological emergencies and major disasters.

III.   **Emergency Organization Structure and Assignment of Responsibilities**

A.   **Emergency Organization Construct**

1.   The City Manager is responsible for emergency or major disaster activities within the City of Yakima providing policy guidance and strategic direction to prepare for, respond to and recover from and incident.

2.   EOC Routine Operations Organization: During routine (normal) operations, departments who respond to emergencies normally do not require additional coordination afforded by an EOC activation. The normal City of Yakima department structure is utilized for these operations. The Yakima Fire Department may assist as required without EOC activation.

3.   EOC Enhanced Operations: During enhanced operations the incident might escalate beyond the capabilities of city departments. Normally, mutual aid assets from other jurisdictions are sufficient to respond to and mitigate the incident. The EOC may activate on a limited basis to assist with coordination of incoming assets or to request county or state assistance. Specific departments may be requested to support EOC enhanced operations. EOC activation is normally of short duration (24 hours or less).

4.   EOC Full Operation: During full operations the incident has escalated, or soon will escalate, beyond the capabilities of city departments and mutual aid is exhausted or not available. The EOC is activated normally to coordinate support for incident commanders' (logistics, planning, administration and finance) and may request county, state or federal resources. Most departments will be requested to support EOC full operations. EOC activation is normally for an extended duration (up to 72 hours).

5.   EOC Catastrophic Operations: During catastrophic operations the incident is a major disaster with limited transportation and infrastructure with widespread damage and has escalated beyond the capabilities of city departments and mutual aid is exhausted or not available. The EOC is activated normally to coordinate support for incident commanders' (logistics, planning, administration and finance) and coordinate requests for county, state or federal resources as well as managing restoration and recovery activities. Most departments will be requested to support EOC catastrophic operations. EOC activation is normally for a long duration (over 72 hours).
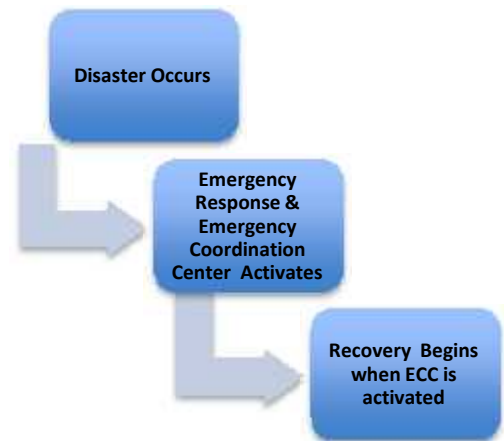
B.   **Assignment of Responsibilities**
The following department emergency responsibility tables outline responsibilities of various departments during an emergency or major disaster. Each matrix is not intended to include possible responsibilities during an emergency or major disaster but is illustrative of some of the major responsibilities that may be assigned. The city uses the Lead Agency designation rather than the Primary designation.

Table 1

Department Emergency Responsibility Matrix
KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.   Notes: Departments/divisions have a responsibility to develop and maintain notification rosters, standard operating procedures (SOPs), checklists, line of succession and other documents to carry out emergency and major disaster functions.

Departments Divisions	HM Response	Damage Assessment	Alert, Warning, Notification	Emergency Public Information	Mass Care & Sheltering	Evacuation or Relocation	Transportation & Movement	High Risk Populations—Specific Needs
City Management	L	L	L	L	L	L	L	L
City Council	S	S	S	S	S	S	S	S
City Clerks	S	S	S	S	S	S	S	S
Fire Department	L	S	S	S	S	S	S	s
Legal Department								
Police Department	S	S	S	S	S	S	S	S
Public Works Department	S	S	S	S	S	S	S	S
Code Administration Division		L	S			S		S
Community Development								
Community Relations Division (PIO)	S	S	S	S	S	S	S	S
Economic Development								
Engineering Division	L							
Equipment Rental								
Financial Services Division	S				S	S	S	S
Human Resources Division								
Information Technology Services								

Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Notes: Departments/divisions have a responsibility to develop and maintain notification rosters, standard operating procedures (SOPs), checklists, line of succession and other documents to carry out emergency and major disaster functions.

Departments Divisions	HM Response	Damage Assessment	Alert, Warning, Notification	Emergency Public Information	Mass Care & Sheltering	Evacuation or Relocation	Transportation & Movement	High Risk Populations— Specific Needs
Office of Neighborhood Development Services								
Parks and Recreation Division					S	S		
Planning Division								
Purchasing Division	S				S	S	S	S
Streets and Traffic Division		S						
Refuse Division								
Transit Division						S	L	
Utility Services Division								
Water and Irrigation		L		S				
Wastewater		L		S				
SunComm (911 Call Center)	S		S	S				
Yakima Air Terminal	S	S	S	S	S	S	L	S
Nongovernmental and Volunteer Organizations								
American Red Cross					L			
School District					S			
Hospitals	N/A	N/A	S	S	N/A	N/A	N/A	S

Table 2

Phased Department Emergency Responsibility Matrix
KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

	Response Phase							
	Immediate Protective Measures			Safety & Security			Overarching Response Activities	
Departments/ Divisions	Rescue	Life Support	Basic Sheltering	Fire/ HAZMAT	Law Enforcement & Security	Evacuation or Relocation	Public Information	Transportation & Movement
City Management	L	L	L	L	L	L	L	L
City Council	S	S	S	S	S	S	S	S
City Clerks	S	S	S	S	S	S	S	S
Fire Department	L	L	S	L	S	S	S	S
Legal Department								
Police Department	S	S	S	S	L	S	S	S
Public Works Department				S			S	S
Code Administration Division			S			S	S	
Community Development								
Community Relations Division (PIO)							L	
Economic Development								
Engineering Division								
Equipment Rental								
Financial Services Division	S	S	S	S	S	S		S
Human Resources Division								
Information Technology Services								
Office of Neighborhood Development Services								
Parks and Recreation Division			S			S		
Planning Division								
Purchasing Division	S	S	S	S	S	S		S

Phased Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Departments/ Divisions	Response Phase							
	Immediate Protective Measures			Safety & Security			Overarching Response Activities	
	Rescue	Life Support	Basic Sheltering	Fire/ HAZMAT	Law Enforcement & Security	Evacuation or Relocation	Public Information	Transportation & Movement
Streets and Traffic Division	S							
Refuse Division								
Transit Division								L
Utility Services Division								
Water and Irrigation			S			S	S	
Wastewater			S			S	S	
SunComm (911 Call Center)				S	S			
Yakima Air Terminal	S	S	S	S	S	S	S	L
Nongovernmental and Volunteer Organizations								
American Red Cross								
School District								
Hospitals	N/A	L	N/A	N/A	N/A	N/A	S	N/A

Table 3

Phased Department Emergency Responsibility Matrix							
KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.							

	Restoration and Recovery Phase						
	Restoration Government Service Focused Activities			Recovery Economic Recovery Focused Activities			
Departments/ Divisions	**Service Priorities**	**Public Information**	**External Assistance**	**Policy Changes**	**Priorities & Strategies**	**Economic Redevelopment**	**Public Information**	**Land Use & Development**
City Management	L	L	L	L	L	L	L	L
City Council	S	S	S	S	S	S	S	S
City Clerks	S	S	S	S	S	S	S	S
Fire Department	S	S	S	S	S	S	S	S
Legal Department								
Police Department	S	S	S	S	S	S	S	S
Public Works Department	S	S	S	S	S	S	S	S
Code Administration Division	S			S		S		S
Community Development	S	S	S	S	S	S	S	S
Community Relations Division (PIO)							L	
Economic Development	L	L	L	L	L	L	L	L
Engineering Division	S	S	S					
Equipment Rental								
Financial Services Division	S		S	S	S	S		
Human Resources Division								
Information Technology Services								
Office of Neighborhood Development Services	S	S	S	S	S	S	S	S
Parks and Recreation Division								
Planning Division				L	L	L		L
Purchasing Division	S		S	S	S	S		

(Note: column headers are Service Priorities, Public Information, External Assistance, Policy Changes, Priorities & Strategies, Economic Redevelopment, Public Information, Land Use & Development)

Phased Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Departments/ Divisions	Restoration Government Service Focused Activities			Recovery Economic Recovery Focused Activities				
	Service Priorities	Public Information	External Assistance	Policy Changes	Priorities & Strategies	Economic Redevelopment	Public Information	Land Use & Development
Streets and Traffic Division								
Refuse Division	S							
Transit Division								
Utility Services Division								
Water and Irrigation	S	S	S					
Wastewater	S	S	S					
SunComm (911 Call Center)								
Yakima Air Terminal	S	S	S	S	S	S	S	S
Nongovernmental and Volunteer Organizations								
American Red Cross								
School District								
Hospitals	L	S	S	N/A	N/A	N/A	S	N/A

C. **Disaster Information Collection**
The following table illustrates the critical or essential information most common to emergencies and major disasters. Other information may be required depending on the situation.

Table 4

Critical or Essential Information Collection Matrix			
What Information is Needed?	**When Information is Needed?**	**Who Information Comes From?**	**Where Information Goes?**
Incident Needs	Immediately	✓ Incident Commander(s)	Department's Coordination Center City EOC
Personnel Accountability	Within first two hours	✓ Department Director or designee	City EOC
Evacuation or Relocation	Within first two hours	✓ Incident Commander(s), ✓ Public	City EOC
Facility Damage Assessment	Within first four hours	✓ Department Director or designee, ✓ Code Administration Division	City EOC
Utility Assessment	Within first four hours	✓ Utilities Services Division, ✓ Public	City EOC
Transportation and Movement Damage Assessment	Within first four hours	✓ Streets and Traffic Division, ✓ Public	City EOC
Department Continuity of Operations	Within first six hours	✓ Department Director or designee	City EOC
Shelter Requirements	Within first six hours	✓ Red Cross, ✓ Parks and Recreation Division	City EOC
Casualty Summary (deceased, missing, injured, homeless)	Within first six hours	✓ Fire ✓ Police ✓ Public	City EOC

IV. **Direction, Control and Coordination**

A. **General**

1. The City Manager is responsible for overall strategic direction of emergency or major disaster operations within the City of Yakima.

2. The Mayor has specific emergency authority as granted by the Revised Code of Washington (RCW) 38.52.070(2).

3. Tactical control of incidents within the City of Yakima is maintained by the incident commander or unified command to manage the response assets necessary, including mutual aid or state mobilized assets.

4. The Emergency Operations Center, when activated, will coordinate emergency management activities within the City of Yakima.

5. Emergencies and major disasters utilizing this plan should be managed according to the National Incident Management System (NIMS).

B. **Joint Information System (JIS)/Joint Information Center (JIC)**
Managing public information during an emergency or major disaster requires a coordinated and consistent message from city officials. Public information officers should participate in a Joint Information System for the purpose of ensuring the public has clear and concise information and directions during phases of emergency response, restoration of service and recovery activities.

    C.   **Plan Integration**

        1.   Vertical Integration

            a)   City plans used to develop this plan include the *Threat and Hazard Identification Risk Assessment (THIRA)* and *Hazard Mitigation Plan* (HMP).

            b)   State emergency management plans were used to develop this plan including the CEMP, HIVA and HMP. The State CEMP Planning Guide was used in the development of this plan.

            c)   Federal emergency management plans were used to develop this plan including the National Response Framework, National Preparedness Goal and National Incident Management System Guide. The FEMA Comprehensive Preparedness Guide 101 (Interim) was used to develop this plan.

        2.   Horizontal Coordination

            a)   City of Yakima department plans, standard operating procedures and field operating guides dealing with emergencies and major disasters will be maintained to supplement this plan, as needed. A review should be conducted to reduce conflicts with this plan.

            b)   Existing City of Yakima department plans, standard operating procedures and field operating guides dealing with emergencies and major disasters published prior to the date of this plan will be reviewed and updated as needed within 90 days following publication of this plan.

V.   **Administration, Finance, and Logistics**

    A.   **Administration**

        1.   Departments should establish and maintain files of emergency or major disaster related activities, directives and forms and have personnel available to augment emergency response activities.

        3.   Reports may be requested from departments to provide local, county, state and federal officials with information concerning the nature, magnitude and impact of the emergency or major disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

        4.   The City of Yakima may utilize emergency workers (volunteers) in accordance with RCW 38.52 and WAC 118-04.

5.   The Mayor may commandeer the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2)

B.   Financial Management

1.   Emergency expenditures are not normally budgeted through the city budgeting process. Emergencies and major disasters may occur which require substantial and necessary unanticipated obligations and expenditures. Authority for emergency expenditures is in RCW 35.33.081, 35.33.091 and 35.33.101.

2.   Municipal governments are authorized to contract for construction or work on a cost basis for emergency services under RCW 38.52.390.

3.   Expenses during an emergency or major disaster must be tracked and maintained in accordance with Federal Emergency Management Agency guidelines for potential reimbursement under the Robert T. Stafford Act (Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121-5207, and Related Authorities. FEMA 592).

C.   Logistics

1.   Coordination and utilization of the limited resources of the city is a primary responsibility of the City of Yakima Emergency Operations Center during an emergency or major disaster.

2.   The City's Emergency Preparedness Director should keep a current list of federally typed resources.

3.   During an emergency or major disaster the City of Yakima Emergency Operations Center should coordinate requests for additional resources beyond the capability of the local incident commander(s).

VI.   Plan Development and Maintenance

A.   Planning Process
The process used to develop this plan is to review county, state and federal plans and the guidance provided by the state and federal government. This plan complements existing plans at each level. The planning format follows department/division focused format outlined in the FEMA Comprehensive Preparedness Guide 101, March, 2009; and, WA State Supplement to CPG-101 v2, March 2009. Each city department participated in review, coordination and input to this plan. Finally, the state emergency management division has reviewed and approved the plan in accordance with the state planning guide and WAC 118-30-060.

B.   **Responsibility for Planning and Coordination**
The City' Emergency Preparedness Director is responsible for this plan, its maintenance and coordination.

C.   **Plan Maintenance**
This plan is maintained according to the schedule outlined in WAC 118-30-060 as modified by the state planning guide. It is on a four-year cycle of revision with an annual review of the basic document. Minor changes to the basic document may occur before resubmission to the state at the four-year cycle. Appendices and Annexes may be modified at any time and provided as changes. The plan will be tested at least once annually in an exercise.

D.   **Plan Approval**
This plan will be submitted to the Washington Military Department, Emergency Management Division in accordance with WAC 118-30-060. WEMD reviews CEMPs for consistency with the state CEMP, National Response Framework, and NIMS.

E.   **Plan Distribution**
The plan distribution is outlined in the distribution table at the front of this plan.

F.   **Plan Availability**
When final, this plan will be made available on the City of Yakima Internet site for access by the public and other emergency management partners.

VII.   **Authorities and Guides**
Details are provided in Appendix 1: Authorities and Guides

VIII.   **Response Agencies and Support Tasks**
Appendix 6 provides unique response and support tasks for city departments during an emergency or major disaster. Other tasks may be required as dictated by the emergency or major disaster priorities.

TABLES

Table 1:   Department Emergency Responsibility Matrix
Table 2:   Response Phase Department Emergency Responsibility Matrix
Table 3:   Restoration & Recovery Phase Department Emergency Responsibility Matrix
Table 4:   Critical or Essential Information Collecting Matrix

APPENDICES

Appendix 1:   Authorities and Guides
Appendix 2:   Glossary/Acronyms
Appendix 3:   Training, Drills and Exercises
Appendix 4:   Local Proclamation or Declaration of Emergency
Appendix 5:   Proclamation of a Civil Emergency
Appendix 6:   Pre-Incident and Incident Support Tasks
Appendix 7:   Intrastate Mutual Aid System

Comprehensive Emergency Management Plan (CEMP) 2015

Catastrophic Incident Framework Addendum to the CEMP

Building a Disaster Resilient Community
--The Cornerstone of the City's Program--

Preface

Catastrophe: "Even two decades ago some researchers were saying that there were "disasters" and that there were "disasters that were beyond typical disasters." The latter came to be called "catastrophes."…. The distinction we draw between catastrophes and disasters is not just an academic exercise… What is crucial is that catastrophes require some different kinds of planning and managing than do even major disasters. This is true whether the focus is on the planning for mitigation, preparedness, response or recovery…. The differences that appear between disasters and catastrophes can be especially seen at the organizational, community and societal levels. For our purposes here, let us illustrate at least six general ways in which disasters and catastrophes differ. In a catastrophe compared to a disaster:
(Source: FEMA, B. Wayne Blanchard, Ph.D. CEM, October 22, 2008)

1. Most or all of the community built structure is heavily impacted…. In addition, in catastrophes, the facilities and operational bases of most emergency organizations are themselves usually hit.

2. Local officials are unable to undertake their usual work role, and this often extends into the recovery period. Related to the observation just made, local personnel specializing in catastrophic situations are often unable for some time, both right after impact and into the recovery period, to carry out their formal and organizational work roles. This is because some local workers either are dead or injured, and/or unable to communicate with or be contacted by their usual clients or customers and/or are unable to provide whatever information, knowledge or skills, etc. they can usually provide….

3. Help from nearby communities cannot be provided. In many catastrophes not only are all or most of the residents in a particular community affected, but often those in nearby localities are also impacted…. In short, catastrophes tend to affect multiple communities, and often have a regional character. This kind of crisis, for instance, can and does affect the massive convergence that typically descends upon any stricken community after a disaster. In a disaster there is usually only one major target for the convergence after a disaster. In a catastrophe many nearby communities not only cannot contribute to the inflow, but they themselves can become competing sources for an eventual unequal inflow of goods, personnel, supplies and communication….

4. Most, if not all, of the everyday community functions are sharply and concurrently interrupted.
In a catastrophe, most if not all places of work, recreation, worship and education such as schools totally shut down and the lifeline infrastructures are so badly disrupted that there will be stoppages or extensive shortages of electricity, water, mail or phone services as well as other means of communication and transportation…. In such kinds of situations, the damage to residential areas tends to be correlated with similar destruction of nonresidential areas. Among other things, it means that there are far more "social" facilities and activities that need to be restored to "normal" functioning after a catastrophe than after a disaster. Even in major disasters, there is no such massive-across the board disruption of community life even if particular neighborhoods may be devastated….

5. The mass media system especially in recent times socially constructs catastrophes even more than they do disasters. All disasters evoke at least local mass media coverage. Some major disasters can attract attention from outside the community media, but usually only for a few days…. In catastrophes compared to disasters, the mass media differ in certain important aspects. There is much more and longer coverage

by national mass media. This is partly because local coverage is reduced if not totally down or out. There is a shift from the command point of view that prevails in disasters to an Ernie Pyle approach ("six feet around the foxhole") in catastrophes, especially by the electronic media….

6. Finally, because of the previous five processes, the political arena becomes even more important. All disasters of course involve, at a minimum, local political considerations. But it is a radically different situation when the national government and the very top officials become directly involved. Even in very major disasters, a symbolic presence is often all that is necessary. In catastrophes, that symbolism is not enough, particularly for the larger society. Part of this stems from the fact that catastrophes as happened in Katrina force to the surface racial, class and ethnic differences that are papered over during routine times. It is easy to take partisan political advantage of such uncoverings especially when they go against widely held cultural values and norms in democratic societies. Another reason is that organizational weaknesses of responding organizations come even more to the surface. The structural weakness of the Federal Emergency Management Agency (FEMA) as a result of its subordinate position in the Department of Homeland Security (DHS), as some disaster researchers had predicted for at least three years, became a major problem in the response. The considerable expertise that still existed in the lower level professional ranks in FEMA could not make up for the badly organized FEMA-DHS interface.

"…the qualitatively different demands and needs that surface in catastrophes compared to disasters means that innovative and creative actions and measures will be required far more in the former than the latter. Actually any kind of crisis requires imagination in responding. But the most is required by a catastrophe because there will be more contingencies and unusual aspects in such occasions." (**Quarantelli**, *Catastrophes are Different from Disasters*, 2006)

Impacts in prior catastrophic incidents suggest the following outcomes are genuine possibilities in Washington:

- Affected jurisdictions are overwhelmed.

- Immediate, persistent and widespread shortages of supplies.

- The availability of resources within affected sectors may be drastically reduced, consequently altering assumptions and prioritization efforts at every level of government.

- The availability of resources from outside the area is initially reduced, then becomes overwhelming as contractors, responders and material flood the affected regions and potentially affect local controls.

- Extensive damage or limited access to roadways have consequential impacts such as access to emergency shelters, slowing relief supply delivery, evacuations including of those requiring medical support, and slower-than-normal utility repair.

- Utilities normally conducting repair operations independently may need to coordinate with each other and local jurisdictions for priority access and fuel.

- Logistical support for coastal areas may have to be temporarily provided from marine platforms.

- Enormous stresses on the medical system due to disruption of care facilities, additional patients and the need to conduct triage/medical care at ad hoc sites and/or loss of pharmaceutical supplies and services.

- Huge overtime costs for jurisdictions, possible conflicts with employment contracts and/or need to add temporary personnel or use volunteers.

- Result in informal partnerships between multiple jurisdictions, businesses and non- governmental organizations.

- Unconventional structures will become shelters.

- Demand for government services such as building inspection and permitting will overwhelm agencies.

- Government services may have to be conducted in temporary facilities.

- Increased exposure of individuals and businesses to potential fraud and substandard work with limited recourse.

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Executive Summary

Catastrophic incidents comprise a special category within the city's Comprehensive Emergency Management Plan (CEMP) because they are rare and require significantly greater effort for initial response activities, restoration of essential services and require an extended recovery.

A catastrophic incident results in impacts over a prolonged period, across multiple jurisdictions and critical infrastructure sectors and almost immediately exceeds resources normally available to state, regional, tribal, local authorities and the private sector. Incidents of catastrophic proportions drive response, restoration and recovery requirements beyond normal planning criteria. In addition, the response and recovery phases cannot be effectively separated in time. The magnitude and distribution of effects is such that response, restoration and recovery occur simultaneously in different sectors, and response and restoration activities are likely to have direct effects on recovery. As indicated on the following page, catastrophic threats and hazards are not exclusive of natural and technological incidents. Incidents state-wide or regional would probably result in major issues for city.

Catastrophic Impacts to the Whole Community

1.   Catastrophic Impacts;
    • Street/road disruptions, e.g., debris, power lines, water;
    • Utility–line disruptions, e.g., power lines, water mains, etc.;
    • Need for evacuations, e.g., life-hazard occupancies;
    • Health/medical concerns, e.g., health/medical care facilities;
    • Emergency response disruptions, e.g. fire, police, ambulance;
    • Continuity of government service interrupted, e.g. day-to-day business;
    • Private-sector business interruption, e.g. normal business activities;   and
    • Communication disruptions, e.g. landlines, cell phones, radio linkages.

2.   Community Impacts
    Within the community, there are special population centers. These facilities, i.e. disabled, hospitalized, elderly, institutionalized, incarcerated, have special evacuation requirements. These sites are within the high-risk impact. The City of Yakima has identified these special population centers.

3.   Government/Private Sector Disruption Impacts
    • Physical damage to a building/buildings
    • Damage to or breakdown of machinery, systems or equipment
    • Restricted access to a site or building
    • Interruption of the supply chain including failure of a supplier or disruption of transportation of goods from the supplier
    • Utility outage, e.g., electric power outage
    • Damage to, loss or corruption of information technology including voice and data communications, servers, computers, operating systems, applications, and data
    • Absenteeism of essential employees

Catastrophic Threats and Hazards

Natural	*Technological* *Human-Caused*
Resulting from acts of nature	**Involves accidents or the failure of systems and structures caused by the intentional actions of an adversary**
Drought	Air pollution
Epidemic, human	Business interruption
Dam/levee failure	Critical infrastructure (building/structure) collapse
Earthquake	Critical infrastructure (building/structure) fire/explosion
Fire, rural/urban	Cyber attack
Flood, flash	Ecological terrorism
Flood, riverine/stream	Economic emergency
Flood, urban	Energy emergency
Heat, extreme	Fuel shortage
Landslide	HM accident, fixed facility (EPA-regulated chemicals)
Thunderstorm	HM accident, transportation routes (Roadways, Railroads, Pipelines)
Tornado	Power outage
Volcano	Riot/demonstrations/violent protest/illegal assembly
Water shortage	Transportation accident, aircraft
Wind	Weapons of Mass Destruction: CBRNE/aircraft
Winter storms	Workplace violence: business/industry and schools
State-Wide/Regional Acts of Nature	
Massive influx of displaced disaster-victims.	

-- Earthquake Planning Scenario --
ShakeMap for SaddleMtn7.35 Scenario
Scenario Date: Mon Apr 27, 2009 12:00:00 GMT M 7.3 N46.79 W119.79 Depth: 0.0km
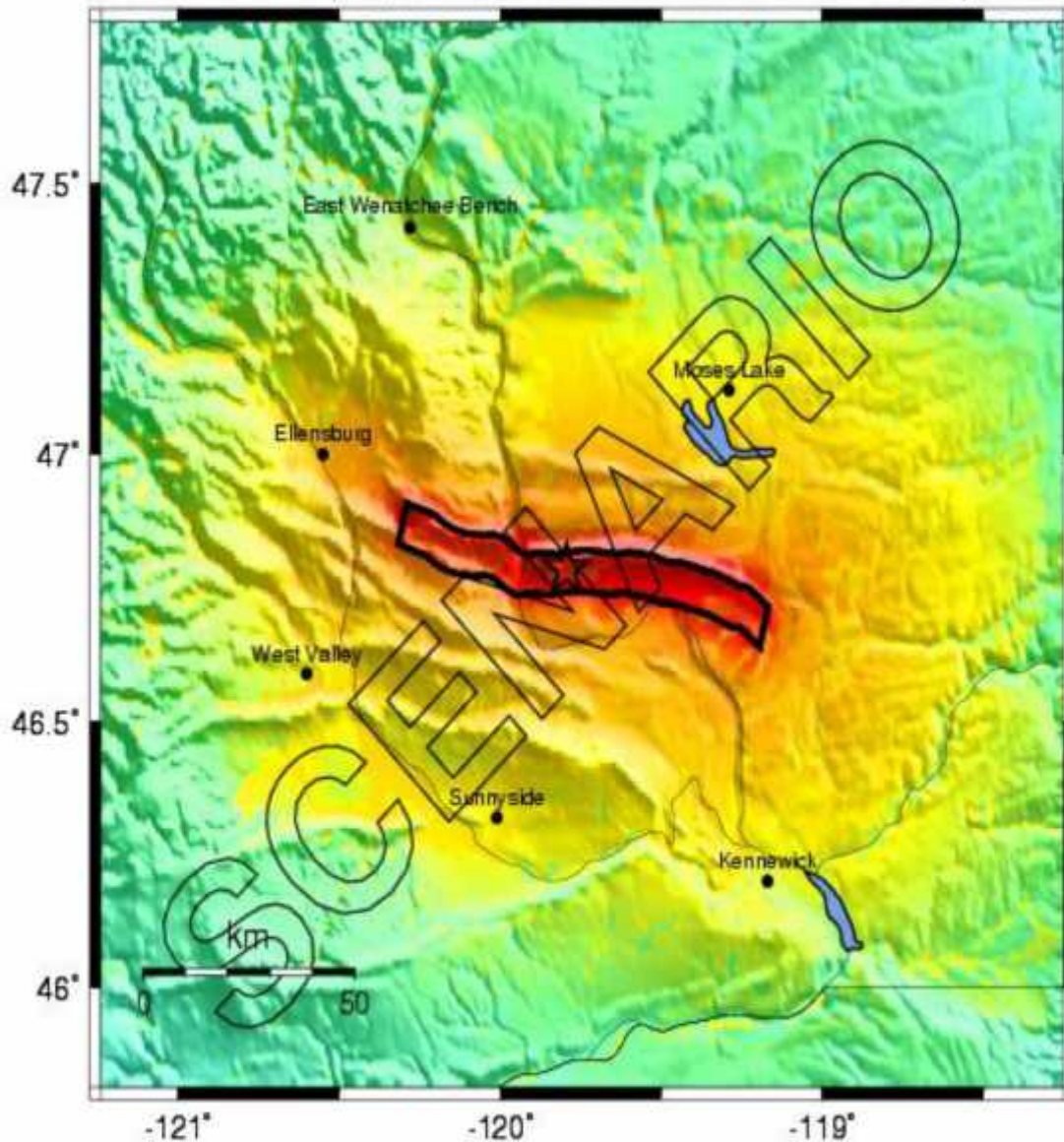
PLANNING SCENARIO ONLY -- Map Version 4 Processed Wed May 6, 2009 11:01:46 PM MDT

PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
POTENTIAL DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy
PEAK ACC.(%g)	<.17	.17-1.4	1.4-3.9	3.9-9.2	9.2-18	18-34	34-65	65-124	>124
PEAK VEL.(cm/s)	<0.1	0.1-1.1	1.1-3.4	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+

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CITY OF YAKIMA
CATASTROPHIC INCIDENT FRAMEWORK

Purpose

This addendum helps the City of Yakima prepare to respond rapidly in the case of a catastrophic incident. Studies of major disasters emphasize the need for establishing guidelines in advance to be used post-disaster and interagency planning. Catastrophic incidents break communications channels, isolate responders, hinder delivery of support and present common disaster requirements (e.g. sheltering) at such an extreme scale that actions otherwise unthinkable become requirements. Adjusting responses on the spot (ad hoc) may work for simple requirements, but is often counterproductive for complex, multi-agency actions. Coordinating general courses of action in advance to address activities likely in a catastrophic disaster simplifies communications, speeds response and helps to guide the host of additional participants that commonly become involved.

These pre-coordinated activities and additional response operations are termed here catastrophic contingency options. They may be implemented by county and state agencies to support of the City of Yakima. (As this concept is introduced in this appendum, the term will be italicized throughout.) Catastrophic disasters are rare in Yakima; the demands of such an incident are relatively unfamiliar. Implementing these options will improve city response by helping to adjust for the scope and scale.

The addendum describes the term catastrophic contingency options and provides general development and implementation guidelines. Development of catastrophic contingency options can be based on reasonably predictable estimates of incident scenarios even though the full set of specific requirements must be determined at the time of the incident. Attachment 3 to this addendum is a list of contingency options, focusing on long-term recovery. The objectives of these options are:

1. Increase speed of action by governmental entities in decision-making, prioritization, provision of support.

2. Establish models, platforms, procedures or tools facilitating public/private or inter- jurisdictional cooperative action.

3. Enable simultaneous actions by many public and private entities which are semi-independent but connected.

4. Help stakeholders at various levels perform effectively by summarizing likely decision issues.

5. Develop alternative procedures in case routine procedures fail due to disaster effects.

6. Coordinate a planned basis for many catastrophe-related actions prior to advent of the disaster.

Properly developed *catastrophic contingency options* will be broadly coordinated with affected agencies and other partners to inform decision-makers and form the basis for communications.

Scope

This appendum addresses the development of *catastrophic contingency options* by city agencies as part of their support for the Yakima Emergency Operations Center. In a catastrophic incident distinctly different methods are required for certain response activities.

In addition it is intended to serve, together with the *catastrophic contingency options,* as a tool to facilitate communications between and among community partners in the case of a catastrophic incident. Public-private coordination and partnering is emphasized but requires significant coordination with willing partners in the private sector to make such partnerships a reality. As such *catastrophic contingency options* are expected to support and extend current public/private coordination initiatives. *Catastrophic contingency options* must be exercised in whole or in part on a regular basis to offer realistic options for response following a disaster; therefore state agency exercise planners must include *catastrophic contingency options* in exercise planning schedules.

Policies

See CEMP, Basic Plan.

Situation

City of Yakima is vulnerable to technological and natural hazards with the potential to cause significant casualties and infrastructure damage. Disasters labeled 'major' are not uncommon, and the City of Yakima CEMP addresses the response requirements of major disasters caused by floods, earthquakes, and wildfires.   These typically impact a limited geographic area and population.

In contrast, a catastrophic incident (which may be one or a combination of incident types) impacts a large area or across many societal sectors. While current mitigation efforts are focused in part on catastrophic scenarios in an effort to reduce impacts, a catastrophic incident is one that overwhelms - even though mitigated structures are expected to be more resilient. The scale of the incident operates on many levels - personal, structural, infrastructure services and governmental. The nature and extent of damage; number, location and severity of personal injuries; type, availability and condition of surviving resources; and the damage to critical infrastructure all are likely to be in the extreme range. The extreme scale also severely disrupts the normal environment in which response, restoration and recovery assumptions are designed to operate.

Various ways of identifying and classifying catastrophic disasters exist. Currently, existence of one or more of the following criteria is indicative of a catastrophic incident (though this list is not exhaustive):

- The impact affects many sectors of multiple jurisdictions or within a geographic area.

- The incident results in thousands of casualties (deaths and injuries) and/or tens of thousands homeless and/or displaced survivors.

- One or more incidents are of such severity and magnitude that effective response is clearly beyond the capabilities of the state and affected local governments, necessitating the immediate need for supplemental federal assistance

  Yakima has substantial resources available to respond to disasters, so an incident must have significant magnitude to require almost immediate supplemental state assistance. Examples include very large earthquakes affecting populated areas (and associated tsunami), extreme terrorist incidents such as nuclear detonation, a major cyber incident, certain animal diseases or human epidemics and volcanic eruptions.

- The incident impacts critical infrastructure broadly or to an extreme or at multiple locations. These include energy, transportation and finance.

Concept of Operations

General
This addendum describes potential operational activities in excess of normal response actions or involving unconventional arrangements which will be implemented in addition to typical operations in a catastrophic disaster. These potential activities will be developed and referred to as *catastrophic contingency options* and consist of protocols, procedures and frameworks to be used as guidelines in initial response and restoration operations. In sum these options will constitute a playbook of coordinated procedures emergency managers may use to implement extraordinary response measures. They are developed to establish a common set of goals including any scenario-specific options.

Catastrophic contingency options are developed to be implemented based on a proclamation of emergency by the Mayor, or designee. They are designed to overcome the likely effects of catastrophic incidents including:

- an increase in assistance requests by one or more orders of magnitude severely overloading emergency management capacity;

- the need for multi-agency workgroups and/or public/private partnerships to address specific recovery taskings rapidly and efficiently;

- persistent lack of situational awareness and severely reduced communications capability;

- decisions that must be taken before full knowledge of disaster impacts is available; and,

- shared or networked resource implementation (e.g. call center services coordinating the participation of many more organizations and jurisdictions than usual).

Most *catastrophic contingency options* do not exist yet, though various agencies have conducted significant internal disaster planning. As *catastrophic contingency options* are developed in detail and coordinated, they will be included in an appendix to this addendum and referenced in the CEMP annexes.

Key Concepts

Prior planning is critical to success following a catastrophic disaster. While some responses will be developed on the spot, it will be difficult to enact them broadly because communication will be poor, travel limited and knowledge of nearby situations deficient. Procedures that address the general requirements of a catastrophic scenario need to be developed in advance with time to allow coordination between partners and a good general understanding of how to implement the procedures.

The principal concept implemented in this addendum is that of the *catastrophic incident option.* This is a general framework, coordinated in advance with participants including local and federal partners, for conducting a particular function that typically will only be invoked in the case of a catastrophic disaster or possibly an unusual, major disaster. *Catastrophic contingency options* need to be developed in sufficient detail to: form a framework (not a fully developed plan) for operations or other activity; provide a common basis between participants and allow flexibility when implemented to fit the situation as appropriate. A key element of a pre-coordinated *catastrophic incident option* is to improve and simplify interagency and inter-jurisdictional communication at a time when the disaster itself interrupts normal communications. State agencies will be required to process an overwhelming volume of requests; they will need to prioritize in the glare of public attention and form an effective partnership with the federal government and various Non-Governmental Organizations (NGOs). C*atastrophic incident options* can address situations expected to arise which will be new or novel in the experience of responders or managers and to which some type of response is required. *Catastrophic incident options* will address a wide range of topics and must reflect characteristics specific to producing an effective catastrophic incident response. As a fundamental characteristic, *catastrophic incident options* will incorporate some or all of the following critical components:

- Time is of the essence - this applies in all areas of response. The EOC in particular must rapidly scale operations in order to respond to a volume of assistance requests one or two orders of magnitude greater than usual.

- Multi-disciplinary teams providing interagency coordination or integration of effort to accelerate local-level response to and throughput of local requests for assistance.

- Multi-jurisdiction cooperative response operations and regional coordination.

- Private/Public partnerships to maximize the use of potential resources and leverage multiple informal communications channels.

- Proposals for reasonable, temporary modifications to elements of the regulatory environment recognizing the effects of the disaster may render numerous rules impractical or infeasible or even increase the risk to people and property.

- Facilitate the inclusion of individuals and many non-governmental response groups in the overall response effort.

Catastrophic incident options may be developed in a variety of forms depending on the required outcome. The most common form for a *catastrophic incident option* will be a protocol and procedure. Because the first, second and third order effects of a catastrophic disaster are difficult to predict with precision, a *catastrophic incident option* need not be a full plan addressing every requirement in detail. Instead these

options may simply be serviceable platforms for scaling up response capability, including new partnerships and implementing unusual operations. They may be seen as a bridge from standard operations to catastrophic operations allowing the state to respond effectively in the first few weeks and a basis to which appropriate situational adjustments may be applied.

- A protocol is an agreement between agencies or jurisdictions (or both) to conduct certain operations according to a particular set of procedures, constraints or objectives.

- A procedure is a method or process for accomplishing a (usually narrowly defined) particular set of tasks or objectives.

Whole Government is a practical concept for response to catastrophic incidents and extends into recovery. The typical integration of activities through the EOC is insufficient to the demands of a catastrophic incident. Specific activities such as feeding or sheltering will require the combined effort of many agencies and non-governmental organization (NGO) partners in an effective, operationally-oriented team. Attachment 2 identifies many of these impacted partners.

Key concepts for the City of Yakima Emergency Management Program regarding catastrophic incidents include:

- Implementing a simple, flexible approach to Continuity of Government (COG) using a system many people can be trained to implement. COG systems must provide trained personnel at multiple governmental levels to be broadly useful. In a very severe disaster the likelihood that some key people will be unavailable is high for a variety of reasons – out of town travel, impassable conditions and need to attend family among them. Familiarity by many personnel in the COG plans and procedures will simplify and improve communication and support more effective decision-making. Plans for COG should be rigorously tested from time to time in order to be considered effective.

> *. . . an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from emergencies or disasters that threaten life, property, economy, and the environment . . .*

- The city promotes self-sufficiency planning for a minimum period of at least several days food, water and sanitation at the individual, company and organizational levels. A local system of checking on and helping populations likely to need assistance is a critical element of local self-sufficiency.

- A majority of organizations and households prepared for 7-10 days without significant assistance is preferable and much more resilient. This is particularly important in neighborhoods subject to isolation due to an identified catastrophic risk factor such as road damage

- Predetermined alternate communications and methods for establishing basic organizational structure in case of a total communications outage.

- Nominal levels of catastrophic disaster planning including:

  o how to minimize business recovery timeframes;

  o initial planning factors for road repair and neighborhood access;

  o prior discussions on the authority and availability of potential regulatory relief declarations or requests;

  o understanding utility vulnerabilities;

  o comprehensive plan revisions suggesting intermediate housing options (including utilities, sanitation and transportation);

  o emergency financing of extraordinary expenses;

  o adjustment of local procedures such as building permit issuance or inspections; and,

  o Participating in a structured exercise program testing their *catastrophic contingency options*.

ATTACHMENT 1
LONG-TERM RECOVERY CONTINGENCY OPTIONS

Recovery activities attempt to return the community to normal. Recovery continues until community systems and services return to normal, or near normal. Short-term recovery returns vital life support systems to minimum operating standards. Long-term recovery from a disaster may go on for years until the entire disaster area is completely redeveloped; or utilized for a new purpose. Recovery planning should include a review of ways to avoid future emergencies.

Recovery planning begins when the City EOC is activated. Recovery planners begin an assessment of the disaster impacts and determine which Recovery Support Functions (RSFs) will be activated to meet the City's recovery needs.

Recovery Support Functions represent groupings of types of recovery activities and programs that the City and its citizens are likely to need following disaster. A "primary" agency/department for each RSF will be responsible for coordinating the implementation of the recovery activity or programs. The primary agency/department will be responsible for identifying the resources (support departments and organizations) within the RSF that will accomplish the post disaster activities. The primary agency/ department is also responsible for coordinating the resource delivery.
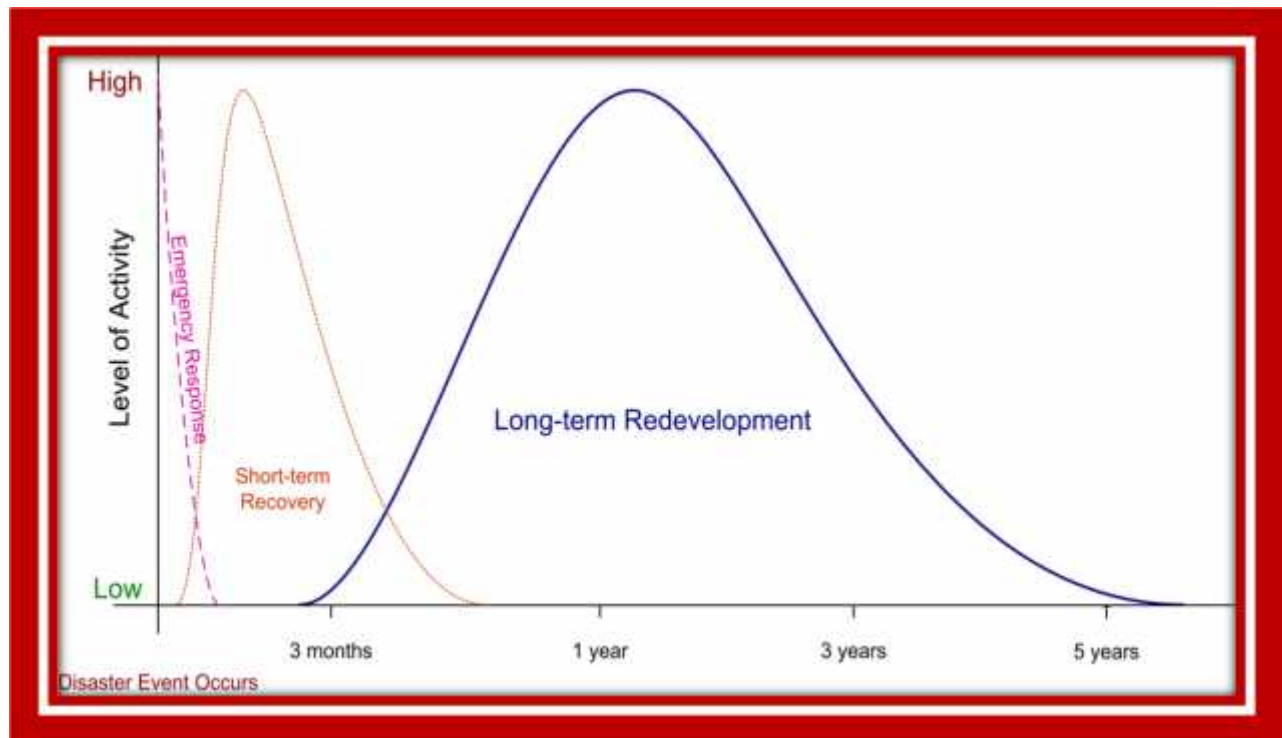
CONTINGENCY TASKS

Long-term recovery is the phase of recovery that follows intermediate recovery and may continue for months to years. Examples include the complete redevelopment and revitalization of the damaged area. It is the process of rebuilding or relocating damaged or destroyed social, economic, natural, and built environments in a community to conditions set in a long-term recovery plan. The goal underlying long-term re-development is the impacted community moving toward self-sufficiency, sustainability, and resilience. Activities may continue for months and years depending on the severity and extent of the disaster damages, as well as the availability of resources. Attachment 3 provides additional decision making guidance.

1.   Identifying of risks that affect long-term community sustainment and vitality.

2.   Developing and implementing disaster recovery processes and plans, such as a long term recovery plan and/or reflecting recovery planning and mitigation measures in the community's land use planning and management, comprehensive plans, master plans, and zoning regulations.

3.   Rebuilding to appropriate resilience standards in recognition of hazards and threats.

4.   Addressing recovery needs across all sectors of the economy and community, and addressing individual and family recovery activities and unmet needs.

5.   Rebuilding educational, social, and other human services and facilities according to standards for accessible design.

6.   Reestablishing medical, public health, behavioral health, and human services systems.

7.   Reconfiguring elements of the community in light of changed needs and opportunities for "smart planning" to increase energy efficiency, enhance business and job diversity, and promote the preservation of natural resources.

8.   Implementing mitigation strategies, plans, and projects.

9.   Implementing permanent housing strategies.

10.   Reconstructing and/or relocating, consolidating permanent facilities.

11.   Implementing economic and business revitalization strategies.

12.   Implementing recovery strategies that integrate holistic community needs.

13.   Implementing plans to address long-term environmental and cultural resource recovery.

14.   Ensuring there is an ongoing and coordinated effort among local, state, tribal, and federal entities to deter and detect waste, fraud and abuse.

15.   Identifying milestones for the conclusion of recovery for some or all non-local entities.

ATTACHMENT 2
WHOLE COMMUNITY PARTNERS IMPACTED—City, County, State and Federal

Private Sector

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ATTACHMENT 3
EXECUTIVE OFFICIAL INCIDENT ACTIONS

General "Must Do's"

> ➢ *Obtain current FEMA public disaster assistance program information and requirements. Ensure your jurisdiction's participation and compliance.*

> ➢ *Determine recovery needs and functions based on impacts;*

> ➢ *Develop and maintain a recovery incident action plan;*

> ➢ *Appoint a local recovery manager to chair and maintain a local recovery task force. Task force membership comprises local stakeholders to include department heads (or designees) from local community planning, economic development, health, legal, finance, environment, historic and cultural, public safety, public works, business community to:*

>> ✓ *Prepare a redevelopment plan;*

>> ✓ *Develop procedures to carry out build back policies;*

>> ✓ *Develop policies for redeveloping areas that have sustained repeated disaster damage;*

> ➢ *Develop policies that promote mitigation from future damage; and*

> ➢ *Develop priorities for relocating and acquiring damaged property.*

Other considerations:

> ➢ *Maintain leadership;*

> ➢ *Utilize local initiative and resources;*

> ➢ *Maximize state/federal programs and benefits;*

> ➢ *Establish and maintain communications to and from citizens;*

> ➢ *Provide a point of contact for disaster victims;*

> ➢ *Make maximum use of damage assessment for recovery planning; and*

> ➢ *Promote economic recovery.*

Ensure that your jurisdiction is providing and updating damage impacts and cost estimates to state and federal in order to maximize state and federal individual and public disaster assistance.

Short Term "life safety" recovery activities could include:

> ➢ *Search and Rescue;*

> ➢ *Emergency Medical Care;*

➢ *Safety-Security-Traffic Control;*

➢ *Food and Water;*

➢ *Initial Impact Assessment;*

➢ *Implementing Legal and Financial Procedures;*

➢ *Emergency Debris Clearance;*

➢ *Transportation;*

➢ *Sheltering and Mass Care;*

➢ *Public Information/Education;*

➢ *Response Coordination with Municipalities;*

➢ *Mutual Aid Response;*

➢ *Volunteer Resource Response;*

➢ *Emergency Communications;*

➢ *Temporary Building and Rebuilding Moratoriums; and*

➢ *Enactment of Special Ordinances.*

Intermediate Recovery (Restoration) activities could include:

➢ *Re-entry;*

➢ *Detailed Community Damage Assessment;*

➢ *Debris Clearance and Removal;*

➢ *Federal Assistance Programs (Individual/Public);*

➢ *Resource Distribution;*

➢ *Restoration of Essential Services;*

➢ *Relief Services (including mental health);*

➢ *Temporary Housing and Long Term Housing Strategy;*

➢ *Temporary Repairs to Damaged Facilities; and*

➢ *Restoration of Public Health Services.*

Long-Term Recovery activities could include:

➢ *Environmental Management;*

➢ *Evaluation of Development Regulations;*

➢ *Evaluation of Construction Designs;*

➢ *Evaluation of Infrastructure Designs and Standards;*

➤ *Permanent Repair and Reconstruction of Damaged Facilities;*

➤ *Complete Restoration of Services;*

➤ *Debris Disposal;*

➤ *Economic and Community Redevelopment;*

➤ *Housing Strategy;*

➤ *Hazard Mitigation;*

➤ *Risk Assessment/Review;*

➤ *Acquisition/Relocation of Damaged Property;*

➤ *Coordinated delivery of long-term social and health services;*

➤ *Improved land use planning;*

➤ *Re-establishing the local economy to pre-disaster levels;*

➤ *Recovery of disaster response costs; and*

➤ *The effective integration of mitigation strategies into recovery planning and operations.*

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Comprehensive Emergency Management Plan (CEMP)
Annex L
Mass Transportation

Catastrophic Mass Transportation

Rationale: In general, the populations to which this Annex is applicable consist of individuals who must evacuate but are unable to provide their own transportation, including:

➢ Residents who must leave their homes because of life-safety concerns generated by the disaster event, such as release of hazardous materials;

➢ Residents who must leave their homes because the homes are damaged or lack potable water, wastewater and/or power service, or because the residents are fearful of remaining in their homes;

➢ Residents who have access and functional needs that prohibit them from self-evacuating;

➢ Commuters who cannot return home because of damage to transportation infrastructure;

➢ Visitors to the region who are stranded by the incident and require evacuation.

Priorities for mass transportation/ evacuation operations:

1. Developing situational awareness and determining mass transportation requirements and capabilities for real-time communication and information exchanges

2. Establishing a priority for movement of affected populations based on life-safety concerns

3. Developing a service plan of operations to support movement of emergency service workers into the affected area

4. Identifying appropriate message systems and provide guidance to the evacuating public

5. Acquiring and deploying appropriate transportation resources to move outbound evacuees and inbound emergency service workers

6. Managing mass transportation networks and resources to conduct initial movement of evacuees and emergency service workers.

7. Providing mass transportation resources and management to support follow-on movement of evacuees from shelters to interim housing and other locations

8. Supporting re-entry of evacuated populations

9. Supporting ongoing transportation of response workers into and within the region

10. Supporting restoration of basic transportation services

No.	Task
Key Emphasis: People with Disabilities/Assess & Functional Needs (PWD/AFN)	
1	Identify and analyze evacuation scenarios considering PWD/AFN.
2	Ensure PWD/AFN are incorporated into the transportation and evacuation planning process.
3	Include evacuation procedures for PWD/AFN in the transportation annex of the EOP and/or other applicable planning documents.
4	Conduct outreach programs to educate people with access and functional needs about personal evacuation planning
5	Identify and inventory disability transportation resources.
6	Identify and map community locations with concentrations of PWD/AFN.
7	Identify and maintain current contact information for Agencies serving PWD/AFN.
8	Identify communication protocols established between EOC, first responders and transportation providers.
9	Develop and maintain communications operability between EOC, first responders and transportation providers.
10	Establish a database for evacuation alert notifications.
11	Define clear thresholds and procedures for evacuation orders.
12	Identify time estimates for executing moderate- and large-scale evacuations of PWD/AFN.
13	Establish a system to mission task evacuation (transportation) resources.
14	Identify protocol for activation of transportation providers.
15	Develop a timeline mobilization of transportation resources once tasked.

	Key Emphasis: People with Disabilities/Assess & Functional Needs (PWD/AFN)
16	Establish criteria for a prioritizing resources when demand exceeds availability.
17	Define clear roles and responsibilities for highest elected official (s) regarding transportation and evacuation.
18	Define clear roles and responsibilities for the City Manager regarding transportation and evacuation.
19	Define clear roles and responsibilities for emergency services/management regarding transportation and evacuation.
20	Define clear roles and responsibilities for stakeholders regarding transportation and evacuation of PWD/AFN.
21	Ensure transportation and evacuation roles and responsibilities for transportation agency (s) are clearly defined in the Mass Transportation (Annex L) to the CEMP.
22	Ensure transportation and evacuation plans for schools include PWD/AFN.
23	Ensure transportation and evacuation plans for medical facilities include PWD/AFN.
24	Ensure transportation and evacuation plans for elderly from congregate housing include PWD/AFN.
25	Ensure transportation and evacuation plans for incarceration facilities include PWD/AFN.
26	Compare EOPs for various city care facilities for vendor overlap with regard to services.
27	Ensure transportation evacuation plans include service animals and comfort animals.
28	Ensure transportation evacuation plans include mobility devices and durable medical devices on transit equipment.
Evacuation	
29	Identify a system for persons needing transport assistance.
30	Identify a system for documenting and tracking evacuees.
31	Exercise tracking and recording procedures at least annually.
Transportation Staging Areas	

	Key Emphasis: People with Disabilities/Assess & Functional Needs (PWD/AFN)
32	Designate personnel to manage transportation staging areas.
33	Ensure a Traffic Plan for PWD/AFN is included in transportation annex.
34	Identify transportation staging areas.
35	Provide transportation stakeholders with the location of staging areas and reception centers.
36	Provide accessible transportation information to PWD/AFN at transportation staging areas.
37	Identify and plan for individuals who may be unable to reach transportation staging areas.
Evacuation Routes	
38	Clearly define evacuation and alternate evacuation routes.
39	Train transportation providers and first responders on evacuation routes/ alternate routes.
40	Ensure Traffic Control Points (TCPs) provide communication accessibility.
41	Ensure TCP system gives priority to evacuation (transit) resources.
42	Exercise evacuation protocols including PWD/AFN at least annually.
Evacuation Logistics	
43	Identify alternate transit/paratransit operational facilities.
45	Identify alternate power supply for transit/paratransit.
46	Identify alternate fuel supply for transit resources.
47	Identify and train alternate driving and maintenance staff.
Training	
48	Coordinate EOP evacuation training with transportation providers
49	Coordinate EOP evacuation exercises with transportation providers.
50	Coordinate evacuation EOPs with Public Information Officers, Joint Information Center and 211.

Annex A
Pubic Protective Measures

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Annex B
Relocation/Evacuation

Evacuation Phases

Listed below are the six phases of an evacuation. The phases are summarized here to provide readers a clear, high–level understanding of the types of activities an effective evacuation plan will address – before, during, and after an evacuation. The evacuation plan templates, as well as the relevant planning checklists, in this template are organized around these six phases.

1.   Incident Analysis Phase – The Incident Analysis Phase is when information becomes available about an incident that has occurred or is likely to occur. It outlines the procedures used by local officials to collect data from the on–going disaster incident to determine whether an evacuation should occur. If a no–notice incident occurs there may be a delay in information flow to decision makers and evacuation orders might have to be issued before a full, complete picture of the situation is available. Since evacuations are often times multi–jurisdictional, this phase will determine what type command structure to adopt-- Incident Command Post and EOC, etc.) and how elected officials will provide approval. Evacuation personnel will analyze additional aspects of the situation:

   a)   Nature of the hazard (magnitude, direction, speed, duration, etc.).

   b)   Population characteristics (numbers, special needs, transportation required, etc.).

   c)   Local geography and facilities at risk.

   d)   Assets available to support an evacuation.

   Information gathered during this phase should be used when making a determination of whether an evacuation order should be issued.

2.   Warning Phase – This phase involves notifying relevant agencies and the affected population that an evacuation may be or has been declared. Relevant issues include the various types of warning technologies, verification procedures, authorization, as well as which jurisdictions/ agencies/ organizations should be warned and the composition of those warning messages. Warnings should take place before an incident occurs, if possible. In addition, warning messages that provide updated information should occur at regular intervals throughout an incident's duration.

3.   Preparation to Move Phase – The Preparation to Move Phase focuses on coordination with other jurisdictions; confirming what is permissible under a jurisdiction's legal charter; determination of evacuation routes; whether support services, assembly points, shelters and reception areas are required; as well as coordination of public information and elected officials.

4.   <u>Movement & En–Route Support</u> – This phase includes operational activities that support the actual movement of the affected population from the unsafe area to the reception and support safe area. A determination should be made about where a law enforcement presence is required, what assets, etc.

5.   <u>Reception and Support</u> – Reception and Support focuses on receiving evacuees at the reception point; triage; life support services to include shelter, food services, sanitation, public information/education, medical and mental health services, pet and service animal support, and care for livestock.

6.   <u>Return Phase</u> – The Return Phase includes planning steps for a controlled, safe return by the evacuees to the previously evacuated area or onward movement to a new location

Evacuation Operational Considerations

The following operational factors should be considered in preparing for evacuation:

- Determine area to be evacuated.

- Establish a perimeter. Consider special equipment:
    - Barricades with flashing lights.
    - Barricade tape.
    - Evacuation route signs.

- Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to insure safety.

- Establish entry and exit control points.

- Identify special populations:
    - Schools.
    - Day care centers.
    - Nursing homes.
    - Handicapped persons (hearing, sight, mentally, mobility impaired).
    - Non-English speaking persons.
    - Hospitals, health care facilities.
    - Jails, juvenile facilities.
    - Transient populations (street people, motel/hotel guests).
    - People without transportation.
    - Animals: Kennels, veterinary hospitals, pet stores, animal shelters, farm animals.

- Identify assembly areas for people without transportation.

- Estimate numbers of people requiring transportation. Remember special populations.

- Identify evacuation routes. Consider traffic capacity, risk areas.

- Identify mass care facilities, safe areas.

- Consider need for animal control, care, evacuation.

- Plan for "what ifs," i.e. vehicle breakdowns, bridge/road damages, secondary hazards along evacuation routes, etc.

- Plan for security: Perimeter control, property protection, etc.

- Minimize family separation. Consider how to reunite families.

- Is an "evacuation order" from the local elected official(s) needed?

- Issue specific evacuation instructions to include:
  - Emphasize hazard/threat/risk.
  - The life/death consequences for not evacuating.
  - Services that will be discontinued or interrupted within the evacuation area.
  - Legal consequences for re-entering the area.
  - Identification of the specific area(s) to be evacuated.
  - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
  - Departure times.
  - Pickup points for people requiring transportation assistance.
  - Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.)
  - Location of mass care facilities outside of the evacuation area.
  - Where family members go to be united.
  - How special populations are being assisted.
  - What to do with animals.
  - Keep animals secured, on leash, etc.

- Remember to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.

Attachment One

Pet Evacuation and Transportation

I.   **General Information**
        A. Purpose
        To provide guidance for dealing with pets and service animals in case of a disaster. In addition to the trauma experienced by evacuees who are forced to abandon their animal companions and the subsequent suffering the animals endure, there are serious health and safety risks to disaster areas that are exacerbated by the abandoning of pets.

B.   **Scope**
        1. Focuses on natural or technological emergencies/disasters.
        2. Addresses broad guidance that should provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster; to include pet-friendly emergency shelter facilities.

II.   **Policy**
In the interest of public health and safety, efforts should be made to identify and attempt to meet the care and emergency needs of pets and service animals following emergencies and disasters. Priorities should be directed toward animal care functions after human needs are met.

III.   **Situation**
        A. Threats and Hazards (Appendix 8)
        B. Planning Assumptions
        1. An emergency or disaster is imminent or has occurred, and is of such magnitude that animals should be protected to minimize loss of life.
        2. A shortage of personnel and resources may occur during widespread and long term events to manage animal needs.
        3. Red Cross managed shelters for people may not accept companion animals.

IV.   **Concept of Operations**
        A. General
        1. Movement of pets and service animals from certain areas to prevent injury and/or death may be an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration must be given to the potential safety gained by sheltering animals as opposed to the risk posed by the hazard, the warning time available and the time available to move to an approved shelter
        2. The actual message to owners should be clear and concise and contain specific information as to the hazard and the specific risk and what provisions have been made for animal shelter.

        B. Organizational
        The humane society, animal control staffs and veterinarians residing in the county should be the first line of response to emergencies involving animals in their communities.

V.   **Responsibilities-Jurisdiction/Department/Agency**
        A. Primary Agencies
        1. Humane Society of Central Washington
        Secure and identify lost and stray animals
        2. Animal Control
        a) Search for, rescue, evacuate, and shelter animals
        b) Collect and dispose of dead animals
        3. Veterinarian Association
        Treat and care for injured and sick animals

        B. Support Agencies
.   Yakima Emergency Management
        Coordination of response efforts.
        2. Volunteer Organizations
        Provide assistance, as requested.

VI.   **TABS**
        Tab A: Yakima County Local Shelters
        City of Yakima Animal Control
        129 North 2nd Street
        Yakima, WA 98901
        (509) 575-6038

        Humane Society of Central Washington
        2405 West Birchfield Road
        Yakima, WA 98901
        (509) 457-6854

        Animal Home
        9003 Tieton Drive
        Yakima, WA 98909
        (509) 966-3464

        Yakima Valley Pet Rescue and Adoption Center
        PO Box 991
        Selah, WA 98942
        (509) 698-6266

        Tab B --Yakima Dog-Friendly Accommodations
        Motels/Hotels
        Best Western Ahtanum Inn
        2408 Rudkin Rd.

        Clarion Hotel and Conference Center
        1507 N. First Street

Comfort Suites
3702 Fruitvale Blvd

Motel 6-Yakima
1104 North 1st Street

Quality Inn
12 E. Valley Mall Blvd

Red Lion
607 E. Yakima Avenue

Red Lion
9 N. 9th Street

RV Parks and Campgrounds
Trailer Inns RV Park
1610 N. 1st Street
Yakima KOA
1500 Keys Road

Stores
Petco Pet Store

Annex C
Emergency Operations Center Framework

YAKIMA EMERGENCY OPERATIONS CENTER (EOC) STRUCTURE

. . . an integrated system establishing a uniform set of processes, protocols
and procedures for the conduct of emergency operations . . .

The nature of emergency operations will depend on the characteristics and requirements of the situation. The Yakima EOC will be activated as required to cope with the specific situation and each element will operate according to the provisions of the appropriate organizational responsibilities in the CEMP and any pertinent department/agency SOPs.

The Yakima EOC locates and mobilizes resources requested by incident command. Resources not available within the city or through existing Mutual Aid are requested through the Washington Intrastate Mutual Aid System (WAMAS). Final request for assistance will be through the Washington State EOC.
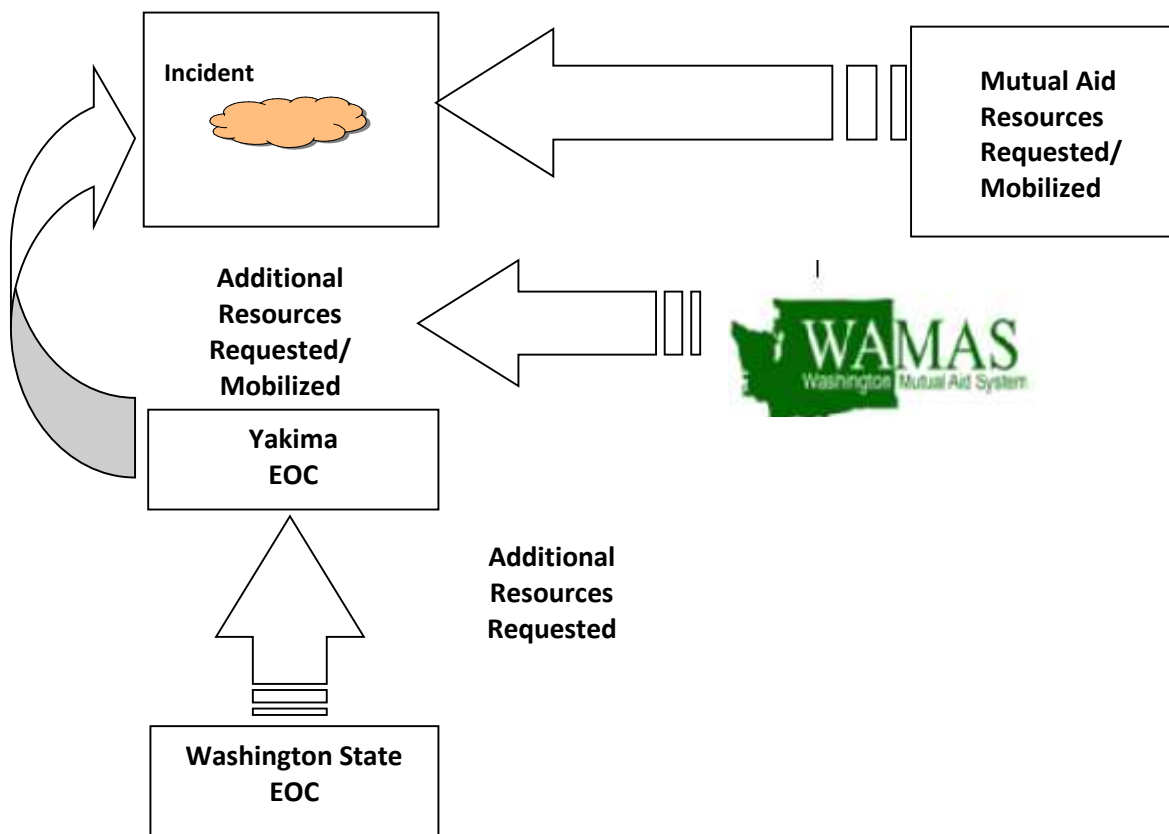
EMERGENCY OPERATIONS CENTER
EMERGENCY OPERATIONAL TASKS SUMMARY

> **EOC SHOULD REMAIN**
> **FOCUSED ON THESE**
> **TASKS.**

OPERATIONAL TASKS

- Develop and disseminate warnings, emergency public Information and other advice and action instructions to the public.

- Monitor and support evacuation and/or rescue operations in the field.

- Monitor and support mass care (food, lodging, etc.) needs of displaced persons.

- Monitor and assist with the implementation of health and safety measures.

- Advise industry, schools, and businesses of possible impacts to their systems.

- Monitor impacts to city essential facilities and infrastructure.

Annex D
Hazardous Materials Response

Emergency/Disaster Conditions and Hazards

1. Hazardous material incidents can occur anywhere and at anytime throughout the city. The volume and distribution of hazardous materials determines the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over them.

2. The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

3. The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health and other agencies. While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health, and the environment that will require further remediation.

Planning Assumptions

1. A natural or technological disaster may result in a single or numerous situations in which hazardous materials are released into the environment.

2. Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous   waste sites which produce, generate, use, store, or dispose of hazardous materials) may be damaged so that existing spill control apparatus and containment measures are not effective.

3. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.

4. Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released may present serious problems.

Regional Response Team

Because of the exotic nature of many chemicals and substances in common use today, most local emergency response agencies cannot afford the training and equipment needed to deal with them. So, in 2003, the **YAKIMA FIRE DEPARTMENT** began developing plans for an organized, effective regional - wide response to the increasing possibility of hazardous materials incidents. A committee was composed initially to consider alternatives for mitigating anhydrous ammonia emergencies and included representatives of Fire Chiefs from Yakima County, Representatives from Private Industry, Military Hazmat Team Leaders, and Emergency Management Personnel.

This is where the concept of a Regional Response Team came into play. After numerous HazMat Response solution options were analyzed by the members, YFD stepped forward and entered into an inter-governmental agreement with an existing HazMat Response Team which already served the Washington Counties of Walla Walla, Benton and Franklin. **The Yakima Fire Department's HazMat Team is an extension of the Tri-County Team and available to supplement the efforts of local governments, fire departments, and fire districts in incidents requiring a higher level of training and more sophisticated equipment, commonly known as technician level capability.**

The Tri-County Hazardous Materials Response Team is intended to protect citizens and responders alike. It provides all communities, regardless of size or population, with an effective, professional response to hazardous materials incidents in a safe, expedient and cost effective manner. The team is composed of emergency response personnel certified

according to standards set by the Occupational Safety and Health Administration (OSHA) standards, Washington Administrative Code (WAC), and the National Fire Protection Association (NFPA). Team members are qualified to handle a wide range of hazardous materials incidents. At a minimum, each member must have a Hazardous Materials Technician Level certification. **The team is strategically headquartered in Benton County and has a satellite in the City of Yakima.** The location of response equipment takes into consideration population centers and transportation corridors, among other things. Due to travel time and distances for a responding team, local emergency response agencies must be capable of an operational level response until the HazMat Team arrives.

The HazMat Team does not take the place of local emergency response agencies, nor are they responsible for cleaning up hazardous material spills. Clean up of spilled hazardous materials is the responsibility of the person having control over the material.

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Annex E
Rapid Needs (Life Safety) and Damage Assessments

Preface

Emergencies may create widespread damage and life threatening situations. The City must make an initial determination of where damage is, damage severity, the kinds of resources needed and locations where they are needed. This assessment begins the City's emergency response to locate and quantify the scope and severity of life threatening situations and identify escalating emergencies.

The City must also gather detailed damage information necessary to organize longer term response and recovery efforts. This information is essential to obtaining a state of emergency declaration by the Governor or a federal disaster declaration, which are necessary to obtain external assistance from these sources.

The function of damage assessment begins and goes "hand-in-hand" with emergency response, and continues long after the response phase is terminated. Emergency responders, who must focus on saving lives, and property, and other emergency tasks, find it difficult to provide damage information and reports. Meanwhile, without solid information as to the nature and extent of the disaster and a description of the affected area, the Emergency Operations Center will have a difficult time providing direction, control, and beginning the recovery process. A damage assessment program should be ready to implement before emergencies/disasters occur. Assessment teams, composed of non-emergency personnel, must be selected, trained, and registered.

Lead Department(s)	Support Department/Divisions
City of Yakima Emergency Management Office	Codes Enforcement Public Works Fire Department IT/GIS

I.   ANNEX OVERVIEW

A.   PURPOSE

1.   To coordinate the initial rapid needs (life safety) and damage assessments in the City so that accurate and timely information on the initial post emergency situation is obtained; and to conduct comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.

    a.   **Rapid Needs Assessment (RNA):** Coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the City so that accurate and timely information on the situation post-emergency are obtained.

    b.   **Damage Assessment (DA):** Accomplish comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state or federal disaster assistance.

B.   SCOPE

    To describe the organization, concept of operations and logistical matters of the rapid needs (life safety) and damage assessment processes that will be performed after an area has been subjected to the impact of an emergency.

C.   SITUATION

1.   Immediate, post–emergency impact, assessment flights of the impacted area(s) may not be possible due to severe weather and lack of daylight and other factors.

2.   Road debris and downed power lines can hamper early transportation and entry into an area and rescue efforts.

3.   Random reentry attempts can waste response capabilities, cause duplication of effort and cause damage to critical utilities.

4.   A variety of public and private organizations have valid reasons for early reentry to impacted areas.

5.   The critical facilities that need to be accessed first may be identified in advance of emergency events.

6.   Communications capabilities are likely to be seriously impaired for an unpredictable period of time in the immediate aftermath of a major emergency. This could interfere with dispatch of damage assessment personnel and rescue units.

7.   There is a need for immediate rapid needs and life safety assessment that will eventually transition to deployment of Local Damage Assessment Teams (LDATs).

8. Damage Assessment is a structured attempt to quantify overall damages to property and the number of people injured or killed. Damage assessments are used to justify requests for gubernatorial and presidential disaster declarations. Damage assessment consists of gathering preliminary estimates in dollars and general descriptions of the location, nature, and severity of the damage sustained by the public and private sectors.

9. To support claims for public and private property losses under City, State, and Federal disaster recovery programs, the City will conduct a detailed assessment of damage to both the public and private sector and submit reports to the Yakima Valley Office of Emergency Management (YVOEM).

10. A timely and well-managed damage assessment will demonstrate City management and leadership, and will enable state/federal assessment teams to perform their job quickly, and maximize public assistance benefits to the City.

D. ASSUMPTIONS

1. Organizations with responsibilities in this Annex will perform as expected.

2. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels.

3. The prompt and accurate assessment of impacts and damages will be a top City priority.

E. POLICIES

1. City departmental personnel will regularly report operational information and damages observed by them to the EOC through their normal dispatch centers.

2. The City will share assessment information with response and relief organizations through the EOC management structure and communication framework.

3. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations identified within this plan for the sole purpose of providing assistance to these victims.

4. In the event of a law enforcement related event, some assessment information may need to be kept confidential by the EOC staff or have limited distribution within the EOC until such time as the Police Chief or designee deems it appropriate for release within the EOC or to the public.

5. Rapid Needs and Life Safety Assessment will begin immediately upon occurrence of an emergency and Damage Assessment will begin as soon as it can safely be done.

6. Damage assessment should be conducted using surveys by teams of qualified City assessors representing both the public and private sectors. Where required, these City teams will be augmented by assessor from appropriate state and federal agencies. Types of damage assessment include:

a. Individual Assistance damage assessment relates to estimates of damage to the private sector and individuals, and includes damages to homes, businesses, farms, possessions, and other improvements.

b. Public Assistance damage assessment involves damage to public buildings, facilities, roads, bridges, sewer plants, etc. Public assistance is composed of emergency work and permanent restoration. Emergency work is defined as that necessary to save lives, protect public health and safety, and protect property. An example of emergency costs would be those associated with temporary facilities or temporary restoration of services. Permanent restoration is the cost associated with bringing a facility back to pre–emergency condition.

c. Building Inspection. This is a more thorough, professional evaluation of individual building safety and habitability conducted by City inspectors.

7. All affected City departments will provide damage assessment reports regarding damage to buildings, equipment, vehicles, communications, and personnel availability to the EOC.

II. RESPONSIBILITIES

A. THE CITY EMERGENCY MANAGEMENT OFFICE

1. Organizes City–wide damage assessment teams (RNA and DA) and ensures that City/local agencies/departments are aware of their responsibilities. Also ensures that all other potential sources of expertise are tapped to obtain necessary and required information. Maintains current listing of team member names and 24–hour phone numbers.

2. Trains rapid needs assessment and damage assessment team members. Ensures that they understand the following:

a. The purpose of the team and its damage assessment function. Also, the conditions under which it would be activated and how it would operate.

b. Their role as team members, including how they will be apprised of the team's activation, what information would be expected of them, including geographic or assessment area of responsibility, and how and when it would be transmitted to the City Emergency Management Office.

c. The state's requirements with regard to submitting the Initial Damage Assessment Forms, and participating in the Preliminary Damage Assessment (PDA) process.

3. In a disaster situation, determines which teams should be activated, and upon activation:

a. Briefs the team(s) on details of the disaster and on the specific timeframe for submitting information to the City Emergency Management Office.

b. Reviews with the team damage assessment procedures and reporting requirements.

4. Receives and compiles information from the team members and uses it to complete the Initial Damage Assessment Forms. Submits the report as required to the State EMD via the Yakima Valley Office of Emergency Management

   • Submits updated reports, as necessary, to the State EMD.

5. Provides damage assessment information to the City Manager and other decision makers on an ongoing basis. Obtains specific or additional damage assessment information at their request.

6. Maintains records of all damage reports and disaster–related expenditures.

7. Ensures that all affected City government agencies are maintaining separate and accurate records of disaster–related expenditures.

8. As required, appoints and briefs City representatives on Preliminary Damage Assessment (PDA) teams.

9. As required, coordinates with State EMD and the Federal Emergency Management Agency (FEMA) in conducting the PDA. If requested, locates facility to be used as headquarters for PDA teams and coordinators.

10. Upon request, provides appropriate information and documentation to State EMD in support of requests for federal disaster assistance, e.g., Small Business Administration (SBA) Disaster Loan Program, Farmers Home Administration (FmHA) Emergency Loan Program, and Presidential Emergency or Major Disaster Declarations.

B.   CITY–WIDE RAPID NEEDS ASSESSMENT AND DAMAGE ASSESSMENT TEAMS

Team Members are responsible for doing the following:

1. Attend training sessions and briefings conducted by the City Emergency Management Office to develop an understanding of the following:

   a. The purpose of the rapid needs assessment and damage assessment teams, and their assessment functions. Also, the conditions under which teams would be activated and how they will operate.

   b. Their role as team members, how they would be activated, what area they would be responsible for assessing, what information they would be expected to provide, and how and when they would be expected to transmit the information to the City Emergency Management Office.

   c. The City's reporting responsibilities with regard to Initial Damage Assessment Forms and its role in the Preliminary Damage Assessment (PDA) process.

2. Determine, prior to a disaster occurrence, how they will obtain the rapid needs and damage information they are responsible for submitting to the City Emergency Management Office.

3.   Upon activation of the team, obtain information on or attend a briefing conducted by the City Emergency Management Office to review assessment procedures and reporting requirements and to be apprised of specific timeframes for submitting assessments.

4.   Perform assessment(s) and submit assessment information to the City Emergency Management Office within the required timeframe. Submit updated information, or other requested information, to the City Emergency Management Office. Maintain record of all submitted information.

5.   As appropriate (e.g., if representing a City government or emergency response agency), maintain separate and accurate records of disaster–related expenditures.

6.   If requested by the City Emergency Management Office, participate, as instructed, in the Preliminary Damage Assessment (PDA) process as a City/local representative.

7.   Upon request by the City Emergency Management Office, obtain and submit additional information to be used as documentation in support of requests for federal disaster assistance.

C.   SUPPORTING DEPARTMENTS AND ORGANIZATIONS

SUPPORT DEPARTMENTS/ORGANIZATIONS RESPONSIBILITIES/TASKS	
American Red Cross	1. Provide and deploy damage assessment teams to augment City damage assessment.
Code Enforcement/ Building Inspector	1. Provide inspectors to assist with damage assessment.
Departments, All City	1. Provide damage reports. 2. Support damage assessment teams, as appropriate.
Finance	1. Provide administrative advice and support relative to preparation of damage assessment forms and reports. 2. Support damage assessment teams as appropriate. 3. Gather applicable information. 4. Identify sources for reimbursement. 5. Assure compliance with all provisions for financial reimbursement. 6. Secure reimbursement.
Fire Department	1. Conduct inspections and enforce fire safety regulations and laws. 2. Support damage assessment teams as appropriate. 3. Provide damage assessments of fire–rescue buildings and equipment.
Information Systems	1. Provide computer support to assemble damage assessment information.
Police Department	1. Provide damage assessments of police buildings and equipment. 2. Support damage assessment teams as appropriate. 3. Provide security for damage assessment teams as requested.
Public Works	1. Support City damage assessment. 2. Provide damage assessments of City critical infrastructure—streets, roads, bridges, other. 3. Perform post disaster damage assessment. 4. Complete appropriate damage assessment forms.
Business and Industry Associations	1. Provide assistance and coordination of business damage assessments.
Specialists (As situation requires.)	1. Real Estate Agencies – Provide real estate expertise with damage assessment. 2. Private Sector Architects, Engineers – Assist with damage assessment and participate in post disaster structural evaluations.
Utilities: Private	1. Conduct infrastructure damage assessment of utility "life lines" (water, power, telecommunications, sewer, waste services) owned by each utility.

III.   CONCEPT OF OPERATIONS

A.   OVERVIEW OF DAMAGE ASSESSMENT

1.   When a disaster occurs of such magnitude that it could result in a Presidential declaration, a damage assessment of public and private property will be required to determine the extent of damage. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of City resources in the disaster area during the early stages of the recovery effort. The damage assessment process will expedite relief and assistance if promptly implemented.

2.   There are two types of damage assessment:

a.   Rapid Needs Assessment (RNA): Urgent, for rapid assessment of what has happened City-wide to prioritize initial response activities and determine the immediate need for outside assistance; and

b.   Damage Assessment (DA): Post-disaster, to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance.

Overview and Comparison of RNA and DA Likely Tasks	
RNA	**DA**
• Collect and analyze initial assessment and damage information to include: – Locations of injuries, deaths, damages. – Types and extent of damages. – Impact on people. – Identify immediate victim needs (need for shelters, water availability, etc.). – Identify resource requirements (assistance needed) in areas affected. – Identify local resources available. • Responsible for determining the initial impact on the citizens, the community, and/or City services. • Provide initial damage assessment data to the Planning Section Situation Unit. • Prepare an initial situation map illustrating the footprint (location, size, etc.) of the affected area to aid in deploying response and recovery resources. – The footprint may be revised several times during emergency response until the full extent of the impacted area is clearly identified. • Make recommendations as to actions to be taken based on the assessment information. • Provide a consolidated, overall situation report.	• Staff the Damage Assessment function in the EOC Planning Section Situation Unit. • Coordinate damage assessment of public and private property to determine the extent of damage. • Activate, deploy damage assessment teams; Assign City personnel and volunteer professionals to damage assessment teams based on levels of certification and expertise. • Receive, record and consolidate all damage reports. • Provide data to support declarations of local, state and federal emergency and formal requests for assistance. • Determine unsafe facilities; Assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety. • Provide damage assessment data and information to Emergency Management Office. • Compile damage assessment reports and provide information on damages for reports to the State EOC. • Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).

> - Provide appraisers to assist with damage assessment.
> - Coordinate damage assessments with state, and federal agencies as appropriate.

3. The collection of damage information begins with the initial response phase to an event and continues long after the response is over. During and after any major event, it is very important that timely and accurate assessments of damages, remaining capabilities and needs are received by the City EOC. This information is used to manage immediate response, stabilization, short and long term recovery issues. Damage assessment is conducted separately from life-saving and property protection operations.

4. As soon as possible after a disaster, information on immediate needs and damages to public facilities and private property must be compiled to assist in setting priorities in response and recovery operations and to determine if state or federal assistance programs may be in order. Forms for documenting public and private property damage and impact shall be included in department procedures, or distributed by the City Emergency Management Office as needed.

5. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC.

B. OVERVIEW OF THE CITY'S DAMAGE ASSESSMENT PROGRAM

1. The City Emergency Management Office organizes City–wide rapid needs and damage assessment teams. The team members are trained on a routine basis and are prepared for activation 24 hours a day, 7 days a week subsequent to a disaster occurrence.

2. Teams are pre–assigned to cover a specific geographical area. Each team member knows what information is required to be reported, the timeframes for reporting, who to report to (e.g., the City Emergency Management Office at the EOC if activated), and by what means (i.e., via phone, electronic mail, 2–way radio, in person, etc.).

3. During a disaster, City and local response agencies will, on an ongoing basis, report on the extent of their involvement, estimate damages, and gather information regarding the disaster's impact on the public and private sectors. Such information is used by City decision–makers to direct the response and recovery effort. The City Emergency Management Office coordinates receiving and disseminating this information as appropriate. The City EOC may be activated or a field command post set up to facilitate this process.

4. As the disaster progresses and emergency response efforts are curtailed, the City will continue to assess the impact of the disaster through information received from response agencies and from the deployed City damage assessment teams. This information will allow decision–makers to prioritize recovery efforts and to determine the need for supplemental state or federal assistance.

5. When a decision is made to request Presidential Disaster Assistance, the City is required to participate in the Preliminary Damage Assessment (PDA) process. The PDA is the first step in requesting such assistance. The City Emergency Management is responsible for assigning a knowledgeable City/local representative to each of the PDA teams.

C. DAMAGE ASSESSMENT PHASES AND PROCESS

Phase 1: Spot Reports	Reports of impacts / damages by citizens, media, emergency responders.
Phase 2: Rapid Needs Assessment (RNA)	Normally will take place within hours of incident and should be completed within 24 hours. The focus is on life safety issues, imminent hazards, and critical facilities. This phase is also known as windshield surveys and snapshots.
Phase 3: Initial Damage Assessment (IDA)	Provides supporting information for state of emergency declaration and requesting a state and federal. This assessment is more detailed than the rapid assessment, including estimates of financial losses of public and private property. The IDA should be completed within 72 hours of an event by Local Damage Assessment Teams.
Phase 4: Preliminary Damage Assessments (PDA)	The PDA verifies damages and is generally performed by teams consisting of local, state, and federal agency representatives.

1. **Phase 1: Spot reports by citizens, media, and emergency responders.**

   a. During the first few hours following the occurrence of disaster, the EM Crisis Action Team (CAT) will be the focal point for the initial "spot reports" from emergency responders, 911 dispatch center, the media, and the general public.

   b. Key information as to the nature and extent of the disaster and a description of the affected area allows the EM CAT to map, record and direct response to critical areas.

   c. Initial Reports: Information may be obtained by radio, mobile phone and telephone from emergency personnel on scene (fire/rescue, law enforcement, EMS, public works), homeowners, businesses, media (TV, Radio), social media

2. **Phase 2: Rapid Needs (Life Safety) Assessment Teams activated.**

   a. The primary function of the Rapid Needs Assessment (RNA) is to rapidly determine the extent, location and nature of life threatening conditions within the City. City department personnel (typically public safety officers, fire and EMS units, and other City workers) shall report what they observe and what specific resources are needed. This information is transmitted to the EOC where it is processed into a common operating picture of what has happened to the community.

   b. RNA focus is also on immediate victim needs (such as water, food, medical and shelter) and impact to infrastructure (such as utilities, transportation and communications capabilities).

c. These initial "first impression" reports form the basis for City emergency proclamations, and requests for assistance from the state and federal government. The RNA information will be communicated and filed with the EOC.

d. Methods include:

   •   RNA teams drive through affected areas visually gathering data. Because of the inherent danger in the immediate post-emergency environment, department staff or units performing this function in the field should consist of a minimum of two people, operating out of a single vehicle.

   •   Aerial Inspection (Fly Over): Weather permitting, aircraft are utilized for initial RNA assessments, and later for more detailed assessments. Input can be written observer logs, photos, or video.

e. Information is compiled by the EOC "Situation Analysis Unit." Immediate analysis will include:

   •   A description of the disaster,
   •   Where the disaster struck.
   •   Locations of injuries, deaths, damages.
   •   Types and extent of damages.
   •   Impact on people.
   •   Identify immediate victim needs (need for shelters, water availability, etc.).
   •   Identify resource requirements (assistance needed) in the affected areas.
   •   Identify local resources available.
   •   Whether the disaster is still occurring, and other current conditions.
   •   Any conditions that could affect the ability to carry out response and relief coordination.

3. **Phase 3: Initial Damage Assessment.**

   a.   An initial damage assessment of public and private property in the City is required to determine the extent of damage in order to provide a basis for determination of additional response/recovery actions necessary, establishment of priorities and allocation of City government resources. The initial damage assessment process will expedite stabilization and relief assistance if promptly implemented.

      •   The City is required to complete an initial damage assessment report and submit it to the County Emergency Operations Center

   b.   Local Damage Assessment Teams (L-DATs) are activated to provide a "detailed evaluation of what happened." Initial damage assessment surveys may be conducted by teams comprised of representatives from several organizations. Initial damage assessment is conducted separately from lifesaving and property protection operations.

   c.   Initial Damage assessment may continue into the recovery phase. Forms for documenting public and private property damage and impact shall be included in department procedures, or distributed by the Emergency Management Office, as needed.
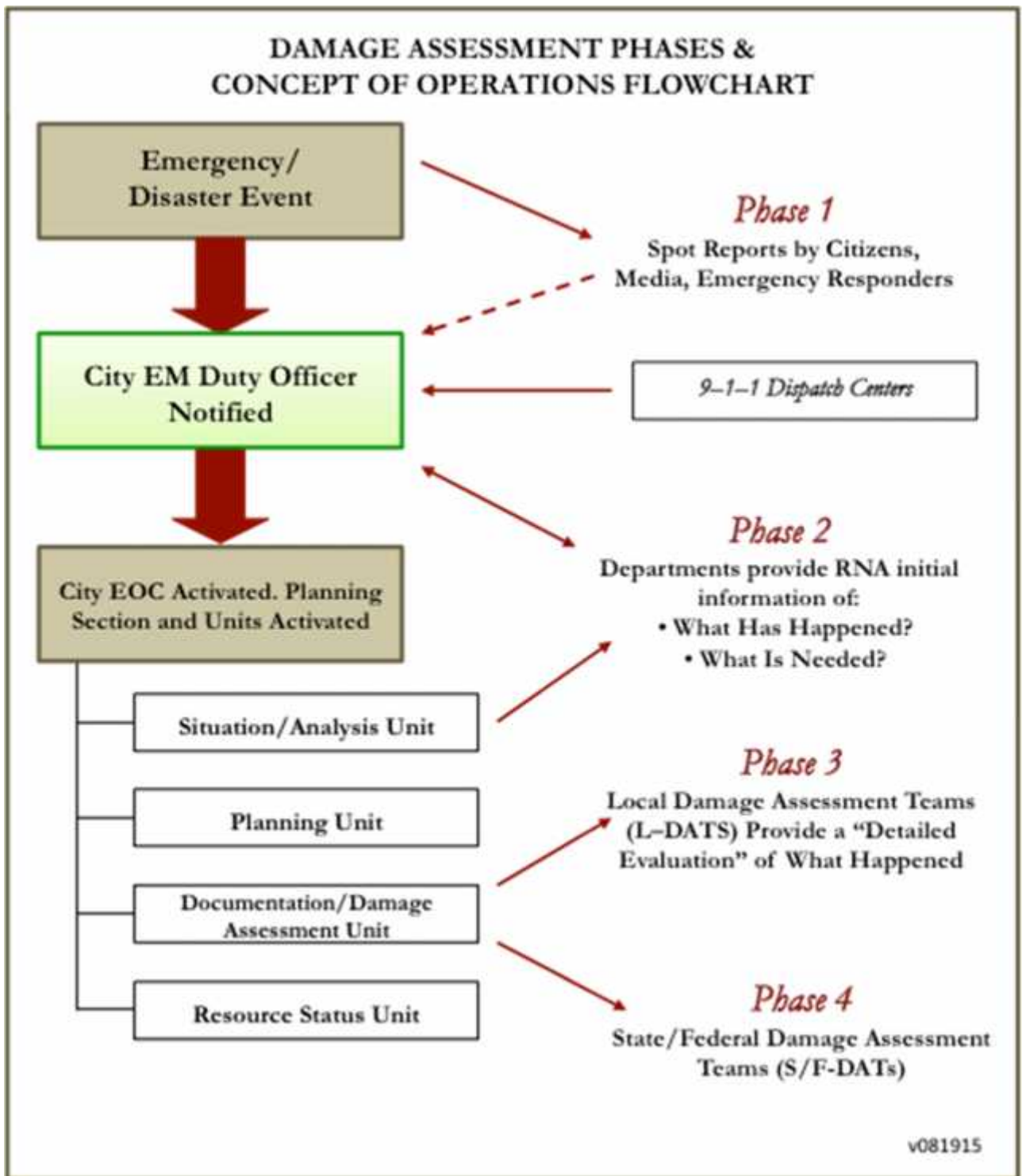
d. The EOC "Damage Assessment Unit" coordinates with and directs L-DATs into specific impact areas to gather data on the number of individual homes, apartments, mobile homes, businesses, public buildings, public infrastructure, critical facilities, etc. that have been damaged or destroyed.

e. L-DATs provide a more detailed assessment of the damaged areas and they:

   • Identify damages to:
      - Infrastructure
      - Critical facilities
      - Essential services
      - Public buildings
      - Private buildings, businesses.
   • Estimate the amount and types of debris.
   • Rate the safety of damaged buildings and structures, and post signage.

f. Methods include:

   • Walking through area "block by block" and " street by street."
   • Damage / repair inspection report from building manager.
   • Obtaining a more detailed assessment of the damaged areas through telephone or personal inter- views.
   • Use of media reports (print, video).

g. Analysis includes:

   • Exact locations of impacts, damages and debris
   • Safety, integrity of buildings, and structures.
   • Extent of the disaster impact and the dollar amount of damages (necessary for state, federal assistance application).

4. **Phase 4: Preliminary Damage Assessment (PDA); State and Federal Damage Assessment Teams (S/F-DATs).**

a. After the initial damage information is collected, and if damages are, or appear to be, of the magnitude to be included in Federal Disaster Assistance, federal/state/local teams may be formed to verify the damage information. Because federal funding may be involved, and as part of the public assistance application process, state and federal damage assessment teams will want to identify and validate damaged property in public infra- structure, define the scope of repairs, and determine repair or replacement costs.

   • A timely and well managed PDA will demonstrate City leadership, and will enable the state/ federal assessments teams to do their job faster, maximizing public assistance benefits.

   • The formation of the teams and the coordination of what will be assessed and when is coordinated by the City Emergency Management Office.   A local "state of emergency"

declaration is needed to begin this process.

b. Federal Assistance is divided into two basic categories: damage to private property and small businesses (Individual Assistance) and damage to and costs incurred by public agencies and private, non-profit organizations which provide a like government service (Public Assistance). Either one or both categories, may be requested in a major event.

c. After the PDA is done, a specific request for assistance is sent by the Governor, through the Federal Emergency Management Agency (FEMA) to the President. The President may approve or deny the request.

DAMAGE ASSESSMENT PHASES & CONCEPT OF OPERATIONS FLOWCHART

Emergency/ Disaster Event

Phase 1
Spot Reports by Citizens, Media, Emergency Responders

City EM Duty Officer Notified

9–1–1 Dispatch Centers

City EOC Activated. Planning Section and Units Activated

Phase 2
Departments provide RNA initial information of:
• What Has Happened?
• What Is Needed?

Situation/Analysis Unit

Planning Unit

Phase 3
Local Damage Assessment Teams (L–DATS) Provide a "Detailed Evaluation" of What Happened

Documentation/Damage Assessment Unit

Resource Status Unit

Phase 4
State/Federal Damage Assessment Teams (S/F-DATs)

v081915

C. TEAM ACTIVATION

1. The City must be prepared to respond quickly and effectively on a 24-hour basis to any emergency or disaster event.

    a. With warning: A Damage Assessment Coordinator (DAC) will be in place before a with-warning disaster event occurs and will be present at the EOC during activation. The Director of Emergency Management will assign this position and this person will be in charge of coordinating all rapid needs and damage assessment operations.

    c. The Damage Assessment Coordinator (DAC) will contact assessment team members as soon as an emerging event is detected or when an event occurs unexpectedly.

2. Based on 911 emergency responses and spot reports, responding agency personnel will begin identifying the areas most affected and the mechanism of damage. First responders will perform an initial or "windshield" assessment. This provides a high-level overview of the extent of damage to residential and commercial properties, status on infrastructure condition, a rough estimate of damages to public facilities, and determines immediate life-threatening situations and imminent hazards to be addressed by rapid needs assessment teams.

3. The DAC will conduct a briefing to ensure any last minute assessment issues are settled, explain the rules of engagement, provide geographical assignments, and review necessary forms or data collection platforms.

4. When it is deemed safe, rapid assessment teams will proceed to pre-assigned geographical areas.

D. FIELD OPERATIONS

1. Evacuation.

    a. Rapid Needs Assessment (Life Safety) and Damage Assessment officials will implement evacuation orders due to unsafe buildings, fire danger, hazardous materials, or any other reason identified by competent authority. Fire Department officials will take lawful actions necessary to save lives and property.

    b. Evacuation orders will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter, and the needs of access and functional needs populations and individuals are provided for.

2. Scene Operations.

    a. Emergency response personnel may establish inner and outer perimeters to secure an emergency scene. A strict policy of limited access to the emergency area will be rigidly enforced to ensure the safety and wellbeing of the community. All movement into and out of the secured area(s) will be requested and approved through the established command post(s).

b.   Security will be provided for essential facilities if required, and law enforcement officers will assist the Damage Assessment Teams in restricted areas if required.

3.   Hazardous Materials Response.

a.   Damage Assessment Teams responding to impacted areas will ensure that they have a full understanding of the Incident Commander's assessment of the situation, particularly potential hazardous materials, and take full and proper precautions to protect themselves.

b.   Only personnel having proper training should be deployed to a hazardous material incident.

E.   LOGISTICS AND ADMINISTRATION

1.   Damage Assessment equipment.

a.   Tools and equipment–individual: All RNA and LDAT teams should be equipped with the following items.

   •   Rain protection, hardhat, rubber gloves, leather gloves, ear protection, safety glasses, and flashlight with spare batteries.

b.   Needed equipment: provided by RNA and LDAT members' organizations as follows (per vehicle). This list may be modified as experience is gained.

   •   Cellular phones and organizational radios to the extent feasible.
   •   1 digital camera or 1 video camcorder, if possible, w/ tape and spare battery, vehicle power cord.
   •   Radios for internal communications.
   •   GPS.
   •   Team work area map set w/ markers.

c.   Vehicles are to be furnished by City organizations.

2.   Administration of this Annex is the responsibility of the Yakima Emergency Management Office as the primary department.

3.   Team equipment lists are subject to modification as recommended by team members.

F.   POST–INCIDENT

1.   City–wide Rapid Needs and Damage Assessment Team Members

a.   As appropriate (e.g., if representing an applicant for public assistance), cooperate with the City Emergency Management Office in complying with FEMA public assistance grant requirements.

b. Attend damage assessment team debriefing conducted by City Emergency Management Office. Critique damage assessment operation and make recommendation for improvement.

G. **PLAN DEVELOPMENT AND MAINTENANCE**

1. Participating departments/divisions shall ensure that personnel responsible for implementing portions of this Annex are familiar with the plan and with their duties.

2. City Emergency Management Office and responsible agencies shall conduct regular training and drills to maintain and improve capabilities that support execution of this plan.

3. Document Review and Revision.

   a. Maintenance of this Annex is the responsibility of City Emergency Management Office.

   b. Departments/divisions will develop and maintain procedures for performance in accordance with the responsibilities assigned.

   c. Based on the findings of annual reviews, City Emergency Management Office shall coordinate plan revisions as necessary.

Attachment 1
DAMAGE ASSESSMENT CHECKLIST FOR LEAD AGENCY

PRIMARY DEPARTMENT DAMAGE ASSESSMENT RESPONSIBILITIES	
Yakima Emergency Management Office	
Pre-Emergency	1. Maintain this Annex. 2. Develop and coordinate damage assessment procedures with the State EOC. 3. Develop system and forms for tabulating damage assessment. 4. Develop damage assessment teams: RNA and DA. 5. Conduct damage assessment training. 6. Maintain pre–emergency maps, photos, and other documents. 7. Participate in drills, exercises. 8. Develop emergency action checklists.

Emergency Operations Center (EOC)	1. Staff the Damage Assessment position in the EOC.
	    • Coordinate rapid needs (life safety) assessment and damage assessment of public and private property to determine the extent of damage.
	2. Collect and analyze initial life safety assessment information from field units to include:
	    a. Locations of injuries, deaths, damages.
	    b. Types and extent of damages.
	    c. Impact on people.
	    d. Identify immediate victim needs (need for shelters, water availability, etc.).
	    e. Identify resource requirements (assistance needed) in the affected areas.
	    f. Identify local resources available.
	3. As appropriate compile the information gathered by damage assessment teams, complete the state's report for the City and submit it within 24 hours to Yakima Valley OEM.
	4. Provide initial life safety assessment data and information to the EOC Planning Section Situation Unit.
	5. Prepare an initial situation map illustrating the footprint (location, size, etc.) of the affected area to aid in deploying response and recovery resources.
	    • The footprint may be revised several times during emergency response until the full extent of the impacted area is clearly identified.
	6. Make recommendations as to actions to be taken based on the assessment information.
	7. Provide a consolidated, overall situation report for responding agencies/ departments.
	8. Provide information necessary for the EOC Public Information Officer.
	9. Activate, deploy damage assessment teams.
	    • Assign City personnel and volunteer professionals to damage assessment teams based on levels of certification and expertise.
	10. Prepare Initial Damage Assessment reports for the Situation Unit Leader.
	11. Request and coordinate structural engineers to assist in the evaluation of

PRIMARY DEPARTMENT DAMAGE ASSESSMENT RESPONSIBILITIES	
Yakima Emergency Management Office	

	building safety, especially during search and rescue (SAR) operations.
	12. Receive, record and consolidate all damage reports.
	   a. Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas.
	   b. Determine the extent of damages. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of City resources in the emergency area during the early stages of the recovery effort.
	13. Provide data to support the City's local declarations of emergency and formal requests for assistance. Information to include:
	   a. The extent of emergency impact on the City (description of the emergency, where the emergency struck, approximate number of people affected, demographics of the affected area).
	   b. The estimated dollar amount of damages.
	   c. Any conditions that could affect the ability to carry out relief coordination.
	14. Determine unsafe facilities.
	   • Assess and post damaged buildings, structures, and facilities for structural integrity and occupant safety.
	15. Provide damage assessment data and information to the Planning Section.
	16. Compile damage assessment reports and provide information on damages to the Yakima Valley EOC.
	17. Provide appraisers to assist with damage assessment.
	   • Arrange for appraisers to arrive at affected sites.
	18. Coordinate damage assessments with county, state and federal agencies as appropriate.
	   a. Because federal funding may be involved, and as part of the public assistance application process, state and federal damage assessment teams may want to identify and validate damaged property, define scope of repairs, and determine repair or replacement costs.
	   b. Escort state and federal damage survey officials on inspection of damaged areas.
	   c. Develop map(s) for affected areas:
	     (1) Sites are numbered on City map.
	     (2) Damages are described on separate sheets of paper by numbers corresponding to numbers on maps.
	   d. Prioritize sequence of site visitations to ensure most heavily damaged areas are visited; it may not be necessary to visit isolated damage sites.

Recovery Actions	1. Based on the damages and community development plans, provide guidance for post emergency mitigation and redevelopment opportunities. 2. Prepare Hazard Mitigation Reports. 3. Coordinate emergency permitting procedures.

PRIMARY DEPARTMENT DAMAGE ASSESSMENT RESPONSIBILITIES
Yakima Emergency Management Office

4. Serve as liaison to insurance industry in event of build–back issues and FEMA/NFIP requirements.
6. Coordinate and monitor the movement and activity of contractors entering the City working on restoration projects.
7. Assist Real Estate Assessments with reappraisal of properties following an emergency for tax adjustments.
8. Activate the City's Emergency Permitting Process.
9. Prepare or coordinate local Project Worksheets and other public assistance paperwork.
   - A FEMA Project Worksheet identifies a specific damaged property or structure, defines the scope of work, and establishes the cost of repair or replacement. A separate Project Worksheet is assigned to each site or project. The compendium of Project Worksheets comprise in total the City's Public Assistance Application (federal monies granted to repair, replace damaged or destroyed public facilities).
10. Train and deploy personnel for damage assessment.
11. Provide administrative advice and support relative to preparation of damage assessment forms and reports.
12. Analyze the damage assessment information to determine if the damages meet the criteria to request Federal Disaster Assistance (SBA or Presidential Declaration).
13. Coordinate Damage Assessment reports for submission to state.
14. Request assistance from emergency relief organizations as indicated from the damage assessment.

Attachment 2
PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the categories of work below. All damage sites should be identified by the applicant before the inspectors arrive.

    a. Roads.
    b. Water control facilities.
    c. Public buildings and related equipment.
    d. Public utilities.
    e. Facilities under construction.
    f. Recreational and park facilities.
    g. Educational institutions.
    h. Certain private non–profit facilities.

2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.

3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).

4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.

5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.

6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.

7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.

8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.

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Annex F
High Risk Populations—Specific Needs

I.   **General Information**

      A.   **Purpose**
            To provide a framework for local emergency personnel to work with members of the community who have special considerations. Members of the community who may have specific needs are generally those who are deaf and hard of hearing, totally and legally blind, with cognitive, developmental, or physical disabilities, and those with limited English proficiency.

      B.   **Scope**
            This annex is developed with the purpose of access to emergency preparedness, response, and recovery services for the vulnerable and hardest to reach populations with traditional disaster preparations.

            The City of Yakima will utilize the *U.S. Department of Justice, An ADA Guide for Local Governments. Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities* to enhance its planning for special, high risk populations.

II.   **Situation**

      A.   **Situation**

            1.   Emergency responders and other personnel utilized in initial response may experience communication barriers while assisting community members who have specific needs.

            2.   Community members who have specific needs may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless.

            3.   Primary needs of community members with specific needs may include assistance with relocation/evacuation, transportation, sheltering and receiving warnings and public information.

            4.   Disabilities can be temporary, chronic, episodic, visible or invisible.

            5.   Some members of the community with specific needs may identify the need for assistance during emergency situations, others may not.

            6.   Some people may utilize service animals, therefore accommodations for service animals have been included in the City's relocation/evacuation planning and sheltering planning.

7.   Members of the community with specific needs are generally more vulnerable during a disaster and have a responsibility to prepare for disaster.

B.   **Planning Assumptions**

1.   Community resources such as interpreters, health care personnel, and housing managers will provide assistance to members of the community and emergency response personnel who require their assistance.

2.   Many community members with specific needs have support networks that may provide needed assistance for the individuals in the event of an emergency or disaster.

3.   Some residents, including those with specific needs, may have created personal emergency plans and disaster supply kits, to care for themselves in the event of an emergency or disaster.

4.   Some members of the community, especially those who are homeless, may not have access to emergency warning and notification or to public information disseminated by the media.

5.   Emergency response personnel may need guidance from the community and supporting social service agencies, when working with individuals with specific needs who require special assistance.

6.   Many community members requiring specialized services may have access to family member support or direct care from service providers; others may not have access to   their normal resources.

7.   Some members of the community may have relocated or evacuated without or have been separated from durable medical supplies and specialized equipment they need (e.g., wheelchairs, walkers, service animals, listening devices, etc.).

III.   **Concept of Operations**

A.   **General**

1.   To provide for an effective response to a disaster situation, the Emergency Operations Center, when activated, should coordinate the efforts of various agencies to meet individual human needs.

2.   Disaster victims with specific needs may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical, and financial). Social service agencies who normally provide these services may continue to do so. When the social service system is unable to support the

needs of those with specific needs, the Emergency Operations Center, when activated, should coordinate and may provide emergency support.

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Annex G
Mass Care and Sheltering

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

Planning Assumptions

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

2.   Depending on the hazard and the severity of its effects, the City of Yakima may have limited numbers of shelters or resources to manage them.

3.   The ARC Chapter is responsible for mass care and shelter during an emergency or disaster. If the Chapter cannot provide the services needed, victims will be referred to community, church, or other social service shelters that may be opened.

4.   The opening of an ARC shelter for the city should be coordinated through the EOC.

Mass Care includes:

1.   **Housing (Sheltering)**
       The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary.

2.   **Feeding**
       The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations should be based on sound nutritional standards and include provisions for meeting dietary requirements of victims with special dietary needs.

3.   **Emergency First Aid**
       Emergency first aid services should be provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service should be supplementary to emergency health and medical services established to meet the needs of the victim.

4.   **Disaster Welfare Information**
         Disaster Welfare Information (DWI) regarding individuals residing within the affected area should
         be collected and provided to immediate family members outside the area through a DWI System.
         DWI will also be provided to aid in reunification of family members within the area who were
         separated at the time of the event.

5.   **Bulk Distribution of Emergency Relief Items**
         Sites should be established within the affected area for distribution of emergency relief items.
         The bulk distribution of these relief items may be determined by the requirement to meet
         urgent needs of victims for essential items.

Attachment One

Non-Traditional Shelter Concept of Operations

Purpose

This Concept of Operations (ConOps) establishes procedures for providing services in City of Yakima Non-Traditional Shelter(s) (NTS) to persons affected by a large-scale or catastrophic incident/event or precautionary evacuation.

When an incident/event displaces a significant number of people, often for extended periods, the capacity of traditional shelters and their support services may be exceeded. In these instances, the City of Yakima may open an NTS with the support of non-governmental organizations (NGOs) and other resources. An NTS is a location, generally in large structures or open space shelters, where a significantly large number of evacuees can take refuge and be sheltered for short periods of time. These locations require an expanded amount and diversity of internal infrastructure and support services which may include infrastructure operations such as logistics, utilities, security, and traffic control.

This NTS ConOps expands upon the base concept designed by the American Red Cross for venues and facilities. This ConOps provides a broader set of options for the City of Yakima. The City may need to shelter a significant displaced population in a large-scale or catastrophic event but may not have physical facilities, infrastructure, or resources to accommodate that population.

For the purposes of this ConOps, the focus will be on the large-scale facility and open space models.

Scope

This ConOps may be activated by Incident Command or the City of Yakima Emergency Management in the City Emergency Operation Center (EOC) in response to emergencies that require the care and shelter of large numbers of impacted and displaced individuals.

Assumptions

1. This Non-Traditional Shelter ConOps is activated by the Yakima Fire Department if an incident/event is large enough that traditional congregate shelters will not be able to adequately provide sheltering.

2. Activation of an NTS ConOps and an NTS is a significant and complex operation and will require multi-agency cooperation and coordination. In an event which has received a State or a Federal Presidential disaster declaration, this will include State and Federal partners and resources in addition to local.

3. An NTS will require expansion of existing site infrastructure that will already be strained due to the size or complexity of the incident/event.

4. At the onset of a large-scale disaster or emergency, NTS operations will be heavily reliant on local resources—human and material—or mutual aid. State or Federal support will take at least several days to arrive at an NTS.

5. The Yakima Fire Department will serve as the primary agency responsible for NTS operations.

6. To supplement the Yakima Fire Department, the city will have trained staff and volunteers to manage and operate an NTS.

7. NGOs, Private Non-Profit Organizations (PNPs), Faith-Based Organizations (FBOs) and Community-Based Organizations (CBOs) that normally respond to disaster situations will continue to do so.

8. The private sector will seek ways to participate in the provision of NTS support services.

9. CBOs and faith-based organizations that provide social services and serve vulnerable populations will initially be overwhelmed with requests for service.

10. Neighborhood organizations and local groups, some without training, will emerge to provide mass care and assistance independent of local government.

11. Spontaneous sheltering will arise outside the response system by persons in the displaced population or persons in the community seeking to help.

12. The percentage of the displaced population that seeks congregate care is dependent on the size, scope, and nature of the incident/event.

13. A percentage of the population seeking shelter will be those with disabilities and others with access and functional needs including those:
 ➢ Who have mobility impairments.
 ➢ Who are elderly.
 ➢ Who have limited English proficiency or are non-English speaking.
 ➢ Who do not have transportation.
 ➢ Who have physical, behavioral, or cognitive disabilities.

14. The Yakima EOC will be activated for an incident/event severe enough to create a mass care need. Consistent with the city's CEMP, the EOC will manage and coordinate both public and private agencies to support response.

15. Should multiple Non-Traditional Shelters be opened in the City, this will add complexity to NTS operations and will impact the availability of resources.

16. In a major disaster, mass care operations will require an influx of resources from outside the area to be fully operational. A full complement of resources will be contingent on the severity of the

incident/event, impact to transportation infrastructure, and the ability to move resources and supplies into and within the affected area.

17. Mutual aid assistance from unaffected jurisdictions and from State and Federal emergency agencies will be available, but not immediately.

18. Some displaced residents will spontaneously converge on public parks and open spaces as an alternative to using indoor congregate shelters after incidents/events that have potentially affected the structural integrity of buildings.

19. When multiple and concurrent Non-Traditional Shelters are activated, resources (e.g., medical, transportation) will be exponentially impacted by competing demands, needs, and priorities, therefore coordinated resource management for NTS operations will be necessary.

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Annex H
Recovery

A. INTRODUCTION, PURPOSE, GOALS

1. The City has the primary role in planning for and managing all aspects of its recovery. State and federal officials will look to the City to clearly articulate its recovery priorities and develop recovery plans. Post-disaster recovery activities begin in the early stages of the response operations and may last for years.

2. The purpose of recovery planning is to anticipate what will be needed to restore the community to full functioning as rapidly as possible. This is accomplished through pre-event planning and cooperation between citizens, businesses, and government. Successful community recovery from disaster will only occur if everyone in the community understands the process, and how they fit in. Individuals, agencies, organizations, and businesses must understand their responsibilities and must coordinate their work efforts with the City's recovery leadership.

3. This Recovery Annex provides a framework to guide the City's recovery efforts.

4. The City's recovery goals are to:

    a. Maintain leadership.
    b. Utilize local initiative and resources.
    c. Maximize State/Federal programs and benefits.
    d. Establish and maintain communications to and from citizens.
    e. Provide a point of contact for disaster victims.
    f. Make maximum use of damage and impact assessment for recovery planning.
    g. Promote economic recovery.

B. POLICY

1. To establish overall direction, control, and/or coordination through a City Recovery Management Organization to support disaster recovery.

2. To utilize the National Incident Management System (NIMS) as the organizational basis for recovery from any emergency.

3. To use "Recovery Support Functions (RSFs)" to organize the City's recovery efforts.

C. RECOVERY ROLES AND RESPONSIBILITIES

1. Individuals and Households.

   a.   Individuals and families need to plan and be prepared to sustain themselves in the immediate aftermath of a disaster. Those who prepare reduce personal stress, and they enhance their ability to undertake their own recovery and shape the future of the City's recovery.

   b.   Individuals and households should carry adequate insurance and maintain essential levels of supplies, medication, food, and water. Resources to help individuals and families prepare are available through websites and publications of various organizations that are active in disasters, including local, state, and federal agencies.

2.   Private Sector - Business Community and Critical Infrastructure Owners and Operators.

   a.   The private sector has a critical role in recovery. When the private sector is operational, the community recovers more quickly by retaining and providing jobs and a stable tax base. Additionally, the private sector owns and operates the vast majority of the critical infrastructure, such as electric power, financial, and telecommunications systems.

   b.   The private sector should: develop, test, and implement business continuity and restoration plans; implement mitigation measures and preparedness; and, carry adequate insurance.

3.   Nonprofit Sector.

   •   Nonprofit-sector support is provided by a range of organizations from small locally-based nonprofits to national organizations with extensive experience in disaster recovery. Nonprofits directly supplement and fill gaps where government authority and resources cannot be applied.

4.   City.

   a.   The Yakima Emergency Management Director is the lead for the City's preparedness, pre-disaster recovery, and mitigation planning.

   b.   Based on the disaster impacts, a recovery support function driven Recovery Action Plan (RAP) will be developed. Recovery planning efforts will focus on activities that will restore the community and reduce future disaster potential.

   c.   Certain City Divisions/Departments, Agencies, and Non-Government Organizations (NGOs) will be assigned to lead specific recovery support functions.

   d.   During recovery the City should appoint a Disaster Recovery Manager to organize and manage the City's recovery activities.

5.   City Disaster Recovery Manager (DRM).

   a.   When needed, the City Manager will appoint a DRM for the city to manage its recovery

activities and work closely with the county, state and federal disaster recovery coordinators.

b. Key responsibilities for the DRM may include, but are not limited to:

(1) Leading and coordinating the establishment and activities of local recovery-dedicated organizations and initiatives.

(2) Working with recovery coordinators/leads at the state and federal levels to facilitate the development of a unified communication strategy.

(3) Determining and communicating recovery priorities to state, federal, and other recovery stakeholders and supporters.

(4) Organizing recovery planning processes to fully engage constituents' input and leading the development of the City's recovery visions, priorities, resources, capability, and capacity.

(5) Leading the development of the City's recovery plans and ensuring that they are publicly supported, actionable, and feasible based on available funding and capacity.

(6) Incorporating critical mitigation, resilience, and accessibility building measures into the City's recovery plans and efforts.

(7) Ensuring inclusiveness in the community recovery process, including protected classes (e.g., persons with disabilities, limited English proficiency, etc.).

(8) Collaborating with federal and other stakeholders and supporters, such as the business and non-profit communities, to raise financial support (including long term capital investment in local businesses) for the City's recovery and to resolve potential duplication of assistance.

(9) Coordinating federal and other funding streams for recovery efforts and communicating issues and solutions to recovery assistance gaps and overlaps.

(10) Developing and implementing relevant recovery progress measures, and communicating needed adjustments and improvements to applicable stakeholders and authorities.

(11) Working closely with recovery leadership at all levels to ensure a well-coordinated and well-executed recovery.

6. State.

a. The state provides a conduit to local government for federal recovery assistance programs.

b. During recovery the state may: assess local government recovery needs; assist local governments with identifying recovery resources; and, appoint a State Disaster Recovery Coordinator (SDRC) to lead and coordinate state recovery planning and assistance to impacted

communities.

7.   Federal.

   a.   FEMA promotes recovery preparedness by providing guidance to local and state governments and nongovernmental organizations on pre-disaster recovery planning.

   b.   When a disaster occurs that exceeds the capacity of state resources, the federal government may use the National Disaster Recovery Framework (NDRF) to task available department and agency capabilities to support local recovery efforts.

   c.   During recovery the federal government may: deploy a Federal Disaster Recovery Coordinator (FDRC); activate and deploy Recovery Support Functions (RSFs) when determined necessary; and, establish a recovery coordination structure in close collaboration with affected local, state and tribal governments.

   d.   The FDRC works as a deputy to the Federal Coordinating Officer (FCO) for all matters concerning disaster recovery. The FDRC partners with and supports the City's Disaster Recovery Manager (DRM) and the State Disaster Recovery Coordinator (SDRC) to facilitate disaster recovery in the impacted area.

D.   RECOVERY PHASES

1.   Recovery begins before a disaster strikes. It begins with preparedness activities such as planning, capability building, exercising, and establishing tools and metrics to evaluate progress and success. It also begins with mitigation planning and actions; economic development planning, and vital partnership building. All of these things contribute to the City's resilience. Post-disaster recovery activities begin in the early stages of the response operations and may last for years.

2.   The City's response to disaster impacts follows a "phased approach" that includes three general phases: short–term, intermediate, and long–term.

   •   The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance a community toward a successful recovery.

3.   As response actions wind down, short-term stabilization and recovery activities (days-weeks) are primary. Stabilization is the process in which the immediate impacts of an event on community systems are managed and contained, thereby creating an environment where recovery activities can begin. The various elements of a community system will stabilize on different time frames, leading to a situation in which response, stabilization, and restoration activities can occur concurrently.

4. Intermediate (weeks-months) recovery activities involve returning individuals and families, critical infrastructure and essential government or commercial services back to a functional, if not pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

DAYS – WEEKS	WEEKS – MONTHS	MONTHS – YEARS

Stabilization → Intermediate → Long Term
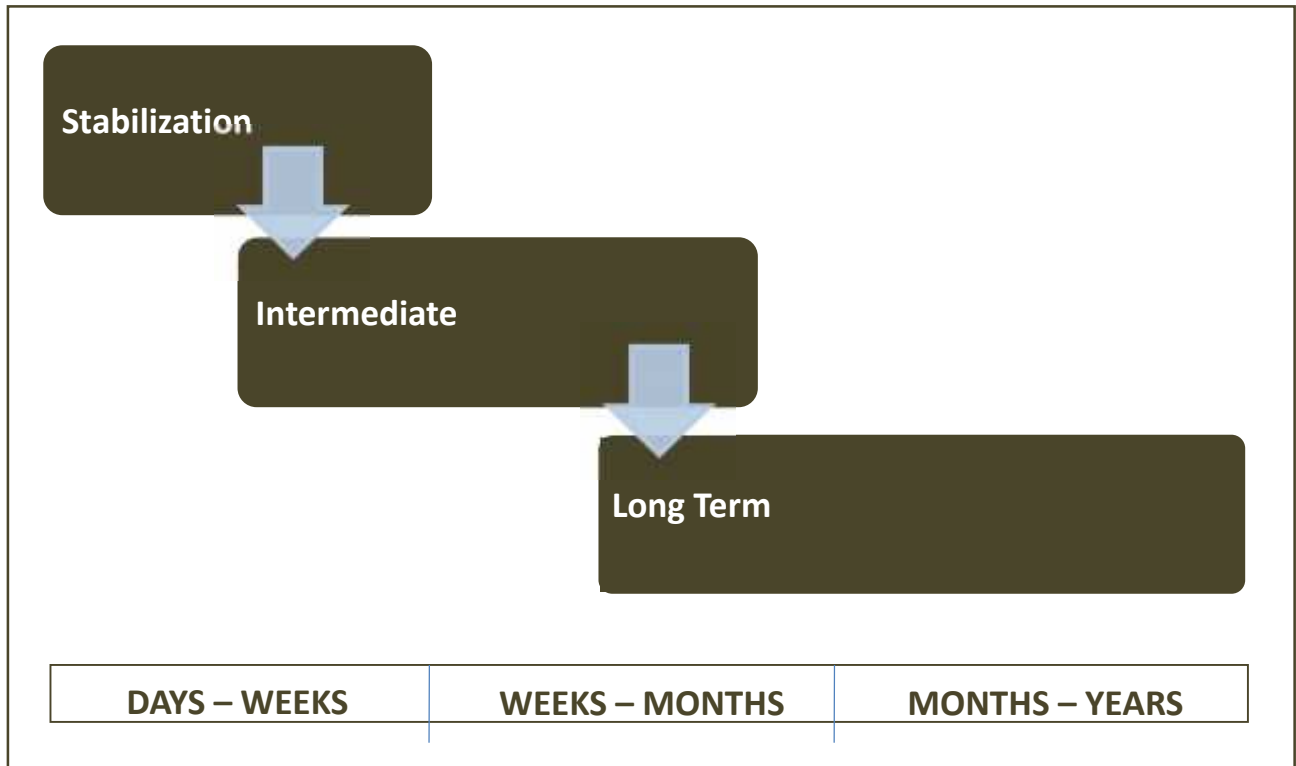
5. Long-term (months-years) recovery is the phase of recovery that follows the intermediate stage and may continue for months to years. Examples include the complete redevelopment and revitalization of the damaged area. It is the process of rebuilding or relocating damaged or destroyed social, economic, natural, and built environments in a community to conditions set in a long-term recovery plan. The goal underlying long-term redevelopment is the impacted community moving toward self-sufficiency, sustainability, and resilience. Activities may continue for years depending on the severity and extent of the disaster damages, as well as the availability of resources.

RECOVERY PHASES/TASKS

Stabilization (days-weeks)	Intermediate (weeks-months)	Long-term (months-years)
1. Providing essential health and safety services 2. Providing congregate sheltering or other temporary sheltering solutions 3. Providing food, water and other essential commodities for those displaced by the incident. 4. Providing disability related assistance/functional needs support services. 5. Developing impact assessments on critical infrastructure, essential services, and key resources. 6. Conducting initial damage assessments. 7. Conducting community wide debris removal, including clearing of primary transportation routes of debris and obstructions. 8. Restarting major transportation systems and restoring interrupted utilities, communication systems, and other essential services such as education and medical care. 9. Establishing temporary or interim infrastructure systems. Supporting family reunification.	1. Continuing to provide individual, family-centered, and culturally appropriate case management. 2. Providing accessible interim housing (in or outside the affected area depending on suitability) and planning for long-term housing solutions. 3. Returning of displaced populations and businesses if appropriate. 4. Reconnecting displaced persons with essential health and social services. 5. Providing supportive behavioral health education, intervention, including continuing to provide crisis, grief, and group counseling and support. 6. Providing access and functional needs assistance to preserve independence and health. 7. Updating hazard and risk analyses to inform recovery activities. 8. Establishing a post-disaster recovery prioritization and planning process. 9. Developing an initial hazard mitigation strategy	1. Identifying of risks that affect long-term community sustainment and vitality. 2. Developing and implementing disaster recovery processes and plans, such as a long term recovery plan and/or reflecting recovery planning and mitigation measures in the community's land use planning and management, comprehensive plans, master plans, and zoning regulations. 3. Rebuilding to appropriate resilience standards in recognition of hazards and threats. 4. Addressing recovery needs across all sectors of the economy and community, and addressing individual and family recovery activities and unmet needs. 5. Rebuilding educational, social, and other human services and facilities according to standards for accessible design. 6. Reestablishing medical, public health, behavioral health, and human

Stabilization (days-weeks)	Intermediate (weeks-months)	Long-term (months-years)
10. Supporting return of medical patients to appropriate facilities in the area. 11. Providing basic psychological support and emergency crisis counseling. 12. Providing initial individual case management assessments. 13. Providing security and reestablishing law enforcement functions. 14. Building an awareness of the potential for fraud, waste and abuse, and ways to deter such activity, such as developing Public Service Announcements and publicizing ways to report allegations of waste, fraud and abuse. 15. Begin assessment of natural and cultural resources.	responsive to needs created by the disaster. 10. Ensuring that national and local critical infrastructure priorities are identified and incorporated into recovery planning. 11. Developing culturally and linguistically appropriate public education campaigns to promote rebuilding to increase resilience and reduce disaster losses. 12. Complete assessments of natural and cultural resources and develop plans for long-term environmental and cultural resource recovery.	services systems. 7. Reconfiguring elements of the community in light of changed needs and opportunities for "smart planning" to increase energy efficiency, enhance business and job diversity, and promote the preservation of natural resources. 8. Implementing mitigation strategies, plans, and projects. 9. Implementing permanent housing strategies. 10. Reconstructing and/or relocating, consolidating permanent facilities. 11. Implementing economic and business revitalization strategies. 12. Implementing recovery strategies that integrate holistic community needs. 13. Implementing plans to address long-term environmental and cultural resource recovery. 14. Ensuring there is an ongoing and coordinated effort among local, state, tribal, and federal entities to deter and detect waste, fraud and abuse. 15. Identifying milestones for the conclusion of recovery for some or all non-local entities.

E.   DAMAGE ASSESSMENT PHASES

1.   The recovery process begins with an initial damage assessment conducted by City personnel using aircraft, ground vehicles, and observer call-ins. The size and type of incident and its overall impact on the community will determine who should participate in the damage assessment process. Minor emergencies or incidents may only require participation of local City agencies and organizations.

2.   Rapid Impact Assessment Reports: First Phase.

   •   The impact survey data provides a City-wide general overview of the most significantly impacted areas and, therefore, establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

3.   Initial Damage Assessment: Second Phase.

   a.   The Initial Damage Assessment is performed by City Staff. Damage Assessment data is reported to the EOC for City-wide compilation by the Damage Assessment Teams.
   b.   The goal of this assessment is to determine the magnitude and severity of damages and to strategize the City's response and recovery efforts.
   c.   The initial damage assessment determines if an emergency declaration is warranted.

4.   Preliminary Damage Assessment (PDA):   Third Phase.

   a.   The PDA is a joint local/state/federal assessment used to determine the magnitude and impact of damage due to an incident. The State uses the results of the PDA to determine if the situation is beyond the combined capabilities of the State and City resources and to verify the need for supplemental Federal assistance. The PDA also identifies any unmet needs that may require immediate attention.

   b.   The PDA teams conduct a more in-depth evaluation in order to rate the level of damage to each structure.
   c.   Each municipal jurisdiction is responsible for the implementation of the federal compliant damage assessment of homes and businesses within their jurisdiction.

5.   Mitigation Assessment: Possible Fourth Phase.

   •   Should the City be impacted by a natural disaster deemed to be of national significance, FEMA in conjunction with state and local officials may mobilize a Mitigation Assessment Team (MAT). This team's mission is to conduct on-site qualitative engineering analyses to assess damage to government offices, homes, hospitals, schools businesses, critical facilities, and other structures and infrastructure. The intent of the assessment would be to determine the causes of structural failures (or successes) and to evaluate the adequacy of local building codes, practices, and construction materials for the purpose of improving future performance. They may use the opportunity to review the effectiveness of previous mitigation projects.

F.   CONCEPT OF RECOVERY SUPPORT FUNCTIONS

1.   Recovery planning begins when the City EOC is activated. Recovery planners begin an assessment of the disaster impacts and determine which Recovery Support Functions (RSFs) will be activated to meet the City's recovery needs.

2.   Recovery Support Functions represent groupings of types of recovery activities and programs that the City and its citizens are likely to need following disaster. A "primary" agency/department for each RSF will be responsible for coordinating the implementation of the recovery activity or programs. The primary agency/department will be responsible for identifying the resources (support departments and organizations) within the RSF that will accomplish the post disaster activities. The primary agency/department is also responsible for coordinating the resource delivery.

3.   The City's anticipated schedule of RSFs is in the Table "Schedule of RSFs."

SCHEDULE OF RSFs	
RECOVERY SUPPORT FUNCTION (RSF)	**PURPOSE**
RSF # 1 Impact Analysis	1. To determine the disaster's impact on the City, determine recovery priorities, identify resource needs for disaster recovery, justify necessary state and federal assistance, identify structures unsafe for occupation, and determine structures that have to comply with the City's build–back policy. 2. To determine nature/extent of impact to infrastructure damage for proper prioritization. 3. To provide information after an emergency or disaster and detailing the situation, location, and extent and nature of damage. 4. To provide information to determine priorities and requirements for restoration and reconstruction.
RSF # 2 Continuation of Government	To ensure the continuing critical functions and services of government while responding to and recovering from disaster.
RSF # 3 Debris Management	To effectively manage debris generated by the disaster.
RSF # 4 Individual Assistance	To inform disaster victims about the federal individual assistance programs that are available and how to make application.

SCHEDULE OF RSFs	
RECOVERY SUPPORT FUNCTION (RSF)	**PURPOSE**
RSF # 5 **Unmet Needs**	1. To provide an Ombudsman to provide information, investigate complaints, and to assist with disputes by directing citizens to the appropriate agency or agencies) for resolution. 2. To provide a means of identifying and resolving disaster recovery needs in cases when government or voluntary agency assistance programs are not available; or, government or voluntary agency assistance is provided but falls short of meeting all the needs of disaster victims.
RSF # 6 **Human Services (Short Term)**	To identify individuals who need various human services following a disaster and to meet those needs through coordination with public and private organizations.
RSF # 7 **Safety**	To establish a safety program to identify and implement ways and means to reduce or eliminate unsafe conditions or practices for which losses may occur. The safety program may include such rewards, disciplines or penalties as may tend to reduce losses and promote safety.
RSF # 8 **Public Health (Long Term)**	To identify threats to public health during the recovery period and to provide remedies. Coordinate with Yakima Health District.
RSF # 9 **Repair & Restoration of Public Infrastructure & Services (Public Assistance)**	Repair and restoration of public infrastructure and services to return the public infrastructure and government's services to pre–event levels or better.
RSF # 10 **Permitting & Inspections**	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster. These activities will consist of determining whether repair or reconstruction of damaged structures will be allowed and under what conditions, coordinating and streamlining the City's (and Municipality's) permitting processes, and implementing a system to verify that repairs/redevelopment comply with all applicable codes and laws.
RSF # 11 **Rebuilding, Construction, Repairs, Restoration**	To provide for the physical rebuilding of the community, which necessarily includes the viability of commercial operations to support the residents.
RSF # 12 **Housing (Temporary/Replacement)**	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing, and to allow and/or coordinate the placement of temporary housing (housing that people occupy between the time they leave the emergency shelter and the time

SCHEDULE OF RSFs	
RECOVERY SUPPORT FUNCTION (RSF)	**PURPOSE**
	they are able to move back into their homes).
RSF # 13 **Redevelopment (Planning & Community Development)**	To articulate the vision for recovery and redevelopment in both anticipation and in the wake of a catastrophic natural disaster.
RSF # 14 **Public Information**	To provide information to citizens, government employees, businesses, and organizations concerning disaster recovery operations and progress, and to identify necessary messages and appropriate methods of delivery.
RSF # 15 **Volunteers & Donations**	To continue to coordinate during recovery offers of assistance by volunteer organizations, and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.
RSF # 16 **Reentry, Security**	To promote and facilitate the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of the City and its economy; and, to provide uniform guidance following a large–scale disaster to law enforcement personnel who direct access into the impacted area. Includes procedures to ensure safe and orderly reentry and clarifies the roles and responsibilities of local and state agencies that may be involved in reentry.
RSF # 17 **Economic Restoration & Development**	To establish a partnership with the business community to restore the local economy following disaster; identify City and business post–disaster roles and relationships; identify economic recovery assistance programs; and, encourage the development of business preparedness and mitigation programs.
RSF # 18 **Environmental Concerns**	To identify and implement projects or programs that restore, enhance, or protect natural resources and open space (flood plains, wetlands, and wildlife) from degradation to reduce impacts from natural disasters.
RSF # 19 **Mitigation**	To prepare a post–disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and reduce the City's vulnerability to natural hazards.
RSF # 20 **Recovery Administration & Finance**	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
RSF # 21 **Mutual Aid**	To manage requests for mutual aid assistance for the City, or to assist another local government.
RSF # 22 **Historic Concerns**	To identify and implement projects or programs that restore, enhance, or protect historic resources from degradation, and to reduce impacts from disasters.

G.   RECOVERY INCIDENT MANAGEMENT SYSTEM

1.   The City's recovery organization follows the concepts of the National Incident Management System (NIMS).

2.   Depending upon the severity and magnitude of the disaster, full activation of the City's Recovery Management System may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those departments and organizations needing to interact in providing the necessary recovery activities and programs.

3.   The City's Recovery Management System is partially or fully activated by decision of the City Manager. The organization structure is intended to be flexible and should be tailored by the "Disaster Recovery Manager" and the city departments/divisions to meet the City's recovery needs.

H.   RECOVERY ACTION TEAM (OR TASK FORCE)

1.   The Recovery Action Team should be established by City ordinance with the goals and scope of authority clearly stated.

2.   As the emergency response phase stabilizes, the City EOC begins the coordination of disaster recovery activities and may recommend the activation of the Recovery Action Team to:

    a.   Establish uniform policies for effective coordination to accomplish City recovery tasks.
    b.   Recommend efforts to restore normalcy to areas adversely impacted by the disaster.
    c.   Identify mitigation opportunities and resources.
    d.   Ensure control of the recovery process.

3.   "Recovery Task Force" responsibilities may include, but not limited to:

    a.   Preparing a redevelopment plan.
    b.   Developing procedures to carry out build back policies.
    c.   Developing policies for redeveloping areas that have sustained repeated disaster damage.
    d.   Develop policies that promote mitigation from future damage.
    e.   Develop priorities for relocating and acquiring damaged property.

4.   The composition of the Recovery Action Team will vary depending upon the nature of the disaster, size of the staff and available resources.

I. REQUESTING FEDERAL ASSISTANCE AND TYPES

1. Based on a damage assessment (PDA) that the ability to recover is beyond local and state capability, the Governor will normally send a request letter for federal assistance to the President, directed through the Regional Director of FEMA Region VI. Request packages are prepared by GOHSEP from the provided damage assessment data.

2. The request made to the President for assistance under the authority of Public Law (PL) 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, will be for an "emergency" or "major disaster" declaration. The President then makes the decision whether or not to declare a major disaster or emergency.

3. After a presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for state and local government recovery expenses.

4. Types of federal assistance.

   a. Assistance under a declaration of "EMERGENCY" is specialized to meet a specific need and is generally limited to those actions that may be required to save lives and protect property, public health, safety, or to lessen the threat of a more severe disaster. Examples of emergency assistance are:

      (1) Emergency mass care, such as emergency shelter, emergency provision of food, water, medicine, and emergency medical care.
      (2) Clearance of debris to save lives and protect property and public health and safety.
      (3) Emergency protective measures, including: search and rescue; demolition of unsafe structures; warning of further risks and hazards; public information on health and safety measures; other actions necessary to remove or to reduce immediate threats to public health and safety, to public property, or to private property in the public interest.
      (4) Emergency communications.
      (5) Emergency transportation.
      (6) Emergency repairs to essential utilities and facilities.

   b. Assistance under a declaration of "MAJOR DISASTER" provides a wide range of assistance to individuals (individual assistance), and/or to local and state governments (public assistance) and certain non-profit organizations.

   c. The FEMA individual disaster assistance program is money or direct assistance to individuals, families and businesses whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help with critical expenses that cannot be covered in other ways. This assistance is not intended to restore an individual's damaged property to its condition before the disaster. Most disaster assistance from the Federal government is in the form of loans administered by the Small Business Administration.

      • Information on individual assistance programs can be found at:
        http://www.fema.gov/assistance/process/assistance.shtm

d.   The FEMA Public Assistance (PA) program provides assistance for debris removal, implementation of emergency protective measures, and permanent restoration of infrastructure. The program also encourages protection from future damage by providing assistance for hazard mitigation measures during the recovery process. The federal share of these expenses cannot be less than 75 percent of eligible costs.

  •   Information on the public assistance program can be found at:
       http://www.fema.gov/government/grant/pa/index.shtm

J.   **FEDERAL COORDINATING OFFICER (FCO) AND FEDERAL DISASTER RECOVERY COORDINATOR (FDRC)**

Recovery Coordinating Structure

1. The president appoints a Federal Coordinating Officer (FCO) to manage the federal response, recovery, and mitigation operations for each presidentially declared disaster or emergency. The FCO is responsible for the following activities:

    a. Establish a federal presence as the president's representative at the disaster site.
    b. Coordinate the relationships among federal, state, and local personnel in concert with the State Coordinating Officer (SCO).
    c. Advise the governor on the status of the federal response.
    d. Establish response and recovery operations with the SCO.
    e. Alert, coordinate, and direct other federal agencies to support the state in identifying and meeting disaster needs.
    f. Establish an effective communications network with state and local agencies.
    g. Assess damage and identify and prioritize needs in collaboration with the SCO.
    h. Identify the full range of programs and resources required to carry out the immediate response and long-term recovery.

2. A Federal Disaster Recovery Coordinator (FDRC) is appointed and is responsible for the following activities:

    a. Coordinating with the federal coordinating officer (FCO).
    b. Managing Stafford Act recovery programs.
    c. Determining funding requirements.
    d. Executing the FEMA State Agreement.
    e. Issuing mission assignments.
    f. Obligating and monitoring funds.

K. **GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) AND STATE COORDINATING OFFICER (SCO)**

1. A Governor's Authorized Representative (GAR) is designated in the FEMA/State Agreement after the President declares a major disaster under the provisions of the Stafford Act. The GAR provides executive oversight and direction of the disaster or emergency response and recovery on behalf of the governor. The GAR executes all the necessary documents on behalf of the state and responds to the requests of the governor. The GAR is responsible for the following activities:

    a. Interfacing with the federal disaster recovery coordinator (FDRC).
    b. Implementing the state's emergency plan.
    c. Activating state departments and agencies.
    d. Executing the governor's emergency decisions.
    e. Directing the activities of the state coordinating officer (SCO).
    f. Establishing strategic response and recovery strategies.
    g. Ensuring that the state maintains control.

2. A State Coordinating Officer (SCO) is identified in the governor's request for an emergency or a major disaster declaration. The SCO provides operational oversight and direction of the disaster or emergency on behalf of the GAR for joint field office (JFO) operations. The SCO converts the GAR's

strategic guidance into tactical plans, executes them on behalf of the state, and responds to the requests of the governor. The SCO is responsible for the following activities:

a.   Interfacing with the federal coordinating officer (FCO).
b.   Directing activities for state departments and agencies.
c.   Integrating state, federal, local, and voluntary agencies' actions.
d.   Coordinating response and recovery operations.
e.   Establishing priorities.

3.   The GAR and the SCO may be the same person or different people. The designation may be permanent or may occur at the time of the emergency.

L.   FEDERAL-STATE-LOCAL RECOVERY FACILITIES

1.   A Joint Field Office (JFO) is established to facilitate federal-state-local coordination of private and public disaster assistance. Federal, state, and local representatives work together to develop a common set of objectives and a coordinated action plan.

   •   The JFO is a temporary federal multi-agency coordination center established locally to facilitate field-level incident management activities related to prevention, preparedness, response, and recovery when activated by FEMA. The JFO provides a central location for coordination of federal, state, local, tribal, nongovernmental, and private-sector organizations--all with primary responsibility for activities associated with threat response and incident support.

2.   Disaster Recovery Centers (DRC's) may be established to manage the cooperative effort between the local, state, and federal government for the benefit of disaster victims (individuals, families, and small businesses). Agencies and organizations offering assistance provide representatives to the DRC where disaster victims, through an "entrance/exit interview" process, may receive information and referral to the specific agencies/organizations that can best meet their needs. FEMA, state, and local emergency management will jointly determine the locations, dates, and times for the operation of DRC's.

   a.   Application for assistance should initially be made through the national tele-registration hot-line (1-800-621-3362 or TDD 1-800-462-7585) or on-line at: http://www.fema.gov/assistance/index.shtm

   b.   Information on Disaster Recovery Centers can be found at: http://www.fema.gov/assistance/opendrcs.shtm

M. HAZARD MITIGATION PLAN/PROGRAM

1. Should the City receive public disaster assistance, a Hazard Mitigation Plan will be required to pursue mitigation measures to help insure against similar damage in the future.

2. Hazard mitigation under sections 404 and 406 of the Stafford Act is any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. While the City is performing repair or restorative work, it should consider mitigation methods that will prevent similar damage in a future event, thereby reducing future damage costs.

3. Hazard Mitigation is pursued on a project-by-project basis. A positive benefit/cost ratio must exist to ensure that the additional work will be cost effective. Mitigation is accomplished by completing additional work that is beyond the scope of normal repairs and beyond code requirements in order to reduce the vulnerability to future disaster-related damages.

4. Mitigation planning is provided through the City of Yakima Hazard Mitigation Plan that contains mitigation activities and recommended mitigation projects

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Annex I
Public Information Dissemination

JOINT INFORMATION SYSTEM (JIS)

The JIS provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sector and NGOs. It includes the plans, protocols, procedures, and structures used to provide information to:

> ➢ general public
> ➢ disaster victims
> ➢ affected jurisdictions
> ➢ elected officials
> ➢ community leaders
> ➢ private sector
> ➢ media
> ➢ NGOs (e.g., American Red Cross)
> ➢ response and recovery organizations (e.g., urban search and rescue, utilities)
> ➢ volunteer groups (e.g., CERT, VOAD)

JICs are critical supporting elements of the JIS. Key elements include the following:

> ➢ gathering, verifying, coordinating, and disseminating consistent messages;
> ➢ interagency coordination and integration;
> ➢ support for decision-makers; and
> ➢ flexibility, modularity, and adaptability.

Agencies issue their own releases related to their policies, procedures, programs, and capabilities; however, messages need to be coordinated utilizing the JIS to ensure message consistency.

JOINT INFORMATION CENTER (JIC)
To ensure coordination of public information during incidents that involve multiple agencies and/or jurisdictions. The JIC is a central location that facilitates operation of the JIS. JICs are established:

> ➢ at the direction of the IC/UC at various levels of government;
> ➢ at pre-determined or incident-specific sites; and
> ➢ as components of the City Emergency Operations Center (EOC).

The JIC may be staffed:

> ➢ by representatives from agencies and jurisdictions involved in the response

The JIC should be located close to the best sources of information, such as the EOC, without compromising safety or security of the personnel staffing the facility.   A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

COMMON ROLES AND FUNCTIONS
The following roles and functions are common components of a JIC.

Lead PIO:
- responsible for managing the JIC;
- serves as advisor to the Emergency Operations Center staff;
- provides overall communication policy direction;
- recommends and develops strategy for messages, briefings, and news releases;
- obtains approval from those in authority before releases are made; and
- conducts JIS/JIC briefings (live or virtual) to update staff regarding Incident Command activities.

Information Gathering
- Response Partners – Coordination with supporting response agencies, incident command posts, and other locations to gather information on the incident.
- Media Monitoring Analysis/Rapid Response – Entails reviewing media reports for accuracy, content, and possible response.
- Research and Writing:
  - Products – Writing materials such as media releases, fact sheets, flyers, etc.
  - Graphics Support – Entails designing layouts, developing PowerPoint presentations, and creating graphics for a range of materials (e.g. newsletters, flyers, etc.).
- Audio-Visual:
  - Broadcast Operations – Entails developing video documentation, special productions, remote live interview feeds, and logistical support of public meetings and presentations.
  - Photo Video – Entails providing still photography documentation to support print and internet media needs, and video documentation to support broadcast media needs. Also includes collecting materials for agency archives.

Information Dissemination:
- Briefing/Special Events – Entails handling events such as news conferences, media briefings, VIP visits, and tours for senior officials of affected areas.
- Media Relations:
  - News Desk – Serves as the primary point of contact for the media.
  - Spokesperson – Prepares and conducts regular news briefings and conferences.
- Web Support – Entails creating and maintaining web pages and blogs containing information about the incident for use by the public and the media.
- Public Inquiries – Entails responding to questions from citizens, making referrals, and developing a log of telephone calls, e-mails, etc., containing names, addresses, the type of calls, and any necessary follow up actions.

Operations Support:
- Special Needs/Multilingual – Entails providing language translation and other services to ensure that appropriate and timely information is released to those in the affected areas with special needs.
- Facility Support – Coordinates with the JIC Facility Liaison to maintain and support the JIC operations concerning the facility and resources.

Liaison:
- Provides a coordinated two-way communication link with key program areas and other entities involved in the response and recovery operation (e.g., elected officials, community leaders, VIPs, and other governmental and NGO support agencies).

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Annex J
Defense Support to Civil Authorities

Concept of Operations

General

1.   The commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Other requests for military assistance are made through the State Emergency Management Division duty officer.

2.   The Washington National Guard (WNG) is primarily available after activation by the Governor

Organizational

Local jurisdictions must demonstrate that the need is indeed beyond local capability or that a special capability only provided by the military is immediately required.

The WNG provides support, as requested by the state EOC, to include but not limited to:

- ✓ Air and land transportation
- ✓ Armories, tentage, and available land
- ✓ Security forces and traffic control
- ✓ Light urban search and rescue operations
- ✓ Supplementary communications
- ✓ Air support for reconnaissance
- ✓ Limited emergency medical assistance
- ✓ Limited mass feeding
- ✓ Damage assessment of state military facilities, and other state and local jurisdiction facilities
- ✓ Limited water purification
- ✓ Limited power generation
- ✓ Coordination with other military services
- ✓ Representation for discussion of emergency highway traffic regulations
- ✓ Conduct of wildland firefighting operations

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Annex K
Americans with Disabilities Act (ADA) Compliance

I.   **General Information**

       A.   **Purpose**
           The City of Yakima will utilize the *U.S. Department of Justice, An ADA Guide for Local Governments. Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities* to enhance its planning for special, high risk populations.

           When shelter facilities are activated, local officials and shelter operators must ensure they accommodate the provisions of the ADA.

       B.   **Scope**
           ADA populations are defined as: populations whose members may have additional needs before, during, and after an incident in one or more of the following *(CMIST)* functional areas:

           –   **C**ommunication.
           –   **M**edical care.
           –   **I**ndependence--Maintaining.
           –   **S**upervision.
           –   **T**ransportation.

           The following function-based definitions further amplify the definitions of each element:

Communication	Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. Some may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or have limited English proficiency.
Medical Care	Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with: managing unstable, terminal or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-dependent equipment to sustain life. These individuals require support of trained medical professionals.
Maintaining Independence	Individuals requiring support to be independent in daily activities may lose this support during an emergency or disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.), durable medical equipment (wheelchairs, walkers, scooters, etc.), service animals, and/or attendants or caregivers. Providing the necessary support to these individuals will enable them to maintain their pre-disaster level of independence.

Supervision	Before, during, and after an emergency individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves; and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
Transportation	Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.

II. Action Steps

A. Evacuation of People with Disabilities

Adopt policies to ensure that your community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, or cognitive disabilities, mental illness, or other disabilities, to safely self-evacuate or to be evacuated by others. Some communities are instituting voluntary, confidential registries of persons with disabilities who may need individualized evacuation assistance or notification. If you adopt or maintain such a registry, have procedures in place to ensure its voluntariness, guarantee confidentiality controls, and develop a process to update the registry. Also consider how best to publicize its availability. Whether or not a registry is used, your plan should address accessible transportation needs for people who use wheelchairs, scooters, or other mobility aids as well as people who are blind or who have low vision.

Both public and private transportation may be disrupted due to overcrowding, because of blocked streets and sidewalks, or because the system is not functioning at all. The movement of people during an evacuation is critical, but many people with disabilities cannot use traditional, inaccessible transportation.

B. Evacuation with Accessible Vehicles

Identify accessible modes of transportation that may be available to help evacuate people with disabilities during an emergency. For instance, some communities have used lift-equipped school or transit buses to evacuate people who use wheelchairs during floods.

C. Accessible Shelters

Survey your community's shelters for barriers to access for persons with disabilities. For instance, if you are considering incorporating a particular high school gymnasium into your sheltering plan, early in the process you should examine its parking, the path to the gymnasium, and the toilets serving the gymnasium to make sure they are accessible to people with disabilities. If you find barriers to access, work with the facility's owner to try to get the barriers removed. If you are unable to do so, consider another nearby facility for your community sheltering needs.

D. **Service animals**

Adopt procedures to ensure that people with disabilities who use service animals are not separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

E. **Medications, Refrigeration, and Back-up Power**

Ensure that a reasonable number of emergency shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). These shelters should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration. The public should be routinely notified about the location of these shelters. In addition, if you choose to maintain a confidential registry of individuals needing transportation assistance, this registry could also record those who would be in need of particular medications. This will facilitate your planning priorities.

F. **Communications**

Adopt procedures to provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Train staff on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Train staff to read printed information, upon request, to persons who are blind or who have low vision.

G. **Accessible Housing**

Identify temporary accessible housing (such as accessible hotel rooms within the community or in nearby communities) that could be used if people with disabilities cannot immediately return home after a disaster if, for instance, necessary accessible features such as ramps or electrical systems have been damaged.

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Annex L
Mass Transportation

Catastrophic Mass Transportation

Rationale: In general, the populations to which this Annex is applicable consist of individuals who must evacuate but are unable to provide their own transportation, including:

- ➢ Residents who must leave their homes because of life-safety concerns generated by the disaster event, such as release of hazardous materials;

- ➢ Residents who must leave their homes because the homes are damaged or lack potable water, wastewater and/or power service, or because the residents are fearful of remaining in their homes;

- ➢ Residents who have access and functional needs that prohibit them from self-evacuating;

- ➢ Commuters who cannot return home because of damage to transportation infrastructure;

- ➢ Visitors to the region who are stranded by the incident and require evacuation.

Priorities for mass transportation/ evacuation operations:

1. Developing situational awareness and determining mass transportation requirements and capabilities for real-time communication and information exchanges

2. Establishing a priority for movement of affected populations based on life-safety concerns

3. Developing a service plan of operations to support movement of emergency service workers into the affected area

4. Identifying appropriate message systems and provide guidance to the evacuating public

5. Acquiring and deploying appropriate transportation resources to move outbound evacuees and inbound emergency service workers

6. Managing mass transportation networks and resources to conduct initial movement of evacuees and emergency service workers.

7. Providing mass transportation resources and management to support follow-on movement of evacuees from shelters to interim housing and other locations

8. Supporting re-entry of evacuated populations

9. Supporting ongoing transportation of response workers into and within the region

10. Supporting restoration of basic transportation services

No.	Task
	Key Emphasis: People with Disabilities/Assess & Functional Needs (PWD/AFN)
1	Identify and analyze evacuation scenarios considering PWD/AFN.
2	Ensure PWD/AFN are incorporated into the transportation and evacuation planning process.
3	Include evacuation procedures for PWD/AFN in the transportation annex of the EOP and/or other applicable planning documents.
4	Conduct outreach programs to educate people with access and functional needs about personal evacuation planning
5	Identify and inventory disability transportation resources.
6	Identify and map community locations with concentrations of PWD/AFN.
7	Identify and maintain current contact information for Agencies serving PWD/AFN.
8	Identify communication protocols established between EOC, first responders and transportation providers.
9	Develop and maintain communications operability between EOC, first responders and transportation providers.
10	Establish a database for evacuation alert notifications.
11	Define clear thresholds and procedures for evacuation orders.
12	Identify time estimates for executing moderate- and large-scale evacuations of PWD/AFN.
13	Establish a system to mission task evacuation (transportation) resources.
14	Identify protocol for activation of transportation providers.
15	Develop a timeline mobilization of transportation resources once tasked.
16	Establish criteria for a prioritizing resources when demand exceeds availability.
17	Define clear roles and responsibilities for highest elected official (s) regarding transportation and evacuation.
18	Define clear roles and responsibilities for the City Manager regarding transportation and evacuation.
19	Define clear roles and responsibilities for emergency services/management regarding transportation and evacuation.

Key Emphasis: People with Disabilities/Assess & Functional Needs (PWD/AFN)

20	Define clear roles and responsibilities for stakeholders regarding transportation and evacuation of PWD/AFN.
21	Ensure transportation and evacuation roles and responsibilities for transportation agency (s) are clearly defined in the Transportation Annex to the CEMP.
22	Ensure transportation and evacuation plans for schools include PWD/AFN.
23	Ensure transportation and evacuation plans for medical facilities include PWD/AFN.
24	Ensure transportation and evacuation plans for elderly from congregate housing include PWD/AFN.
25	Ensure transportation and evacuation plans for incarceration facilities include PWD/AFN.
26	Compare EOPs for various city care facilities for vendor overlap with regard to services.
27	Ensure transportation evacuation plans include service animals and comfort animals.
28	Ensure transportation evacuation plans include mobility devices and durable medical devices on transit equipment.
Evacuation	
29	Identify a system for persons needing transport assistance.
30	Identify a system for documenting and tracking evacuees.
31	Exercise tracking and recording procedures at least annually.
Transportation Staging Areas	
32	Designate personnel to manage transportation staging areas.
33	Ensure a Traffic Plan for PWD/AFN is included in transportation annex.
34	Identify transportation staging areas.
35	Provide transportation stakeholders with the location of staging areas and reception centers.
36	Provide accessible transportation information to PWD/AFN at transportation staging areas.

Key Emphasis: People with Disabilities/Assess & Functional Needs (PWD/AFN)

37	Identify and plan for individuals who may be unable to reach transportation staging areas.

Evacuation Routes

38	Clearly define evacuation and alternate evacuation routes.
39	Train transportation providers and first responders on evacuation routes/ alternate routes.
40	Ensure Traffic Control Points (TCPs) provide communication accessibility.
41	Ensure TCP system gives priority to evacuation (transit) resources.
42	Exercise evacuation protocols including PWD/AFN at least annually.

Evacuation Logistics

43	Identify alternate transit/paratransit operational facilities.
45	Identify alternate power supply for transit/paratransit.
46	Identify alternate fuel supply for transit resources.
47	Identify and train alternate driving and maintenance staff.

Training

48	Coordinate EOP evacuation training with transportation providers
49	Coordinate EOP evacuation exercises with transportation providers.
50	Coordinate evacuation EOPs with Public Information Officers, Joint Information Center and 211.

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Appendix 1
Authorities and Guides

I.   **AUTHORITIES**
        The City of Yakima Comprehensive Emergency Management Plan has been developed and is
        maintained under the following authorities:

        A.   **FEDERAL**
                The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-
                707), signed into law on November 23, 1988; amended the Disaster Relief Act of 1974
                (Public Law 93-288). The Stafford Act constitutes the statutory authority for most
                Federal disaster response activities especially as they pertain to the Federal Emergency
                Management Agency (FEMA) and FEMA programs.

                Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-225.
                The Post-Katrina Emergency Management Reform Act, passed by Congress and signed
                by the President in October 2006, sets forth a new expanded mission for FEMA. Our
                mandate is to reduce the loss of life and property and protect the Nation from all
                hazards, including natural disasters, acts of terrorism, and other man-made disasters, by
                leading and supporting the Nation in a risk-based, comprehensive emergency
                management system of preparedness, protection, response, recovery, and mitigation.
                Our challenge—and commitment—is to achieve our vision and fully execute this mission
                to create a safer and more secure America.

                Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308.
                Pet Evacuation & Transportation Standards (PETS) Act 2006, which included the
                requirement for local and state emergency management agencies to have companion
                animal emergency management measures in place.

        B.   **STATE**
                RCW 35.33.081 *Emergency expenditures — Nondebatable emergencies*.
                Upon the happening of any emergency caused by violence of nature, casualty, riot,
                insurrection, war, or other unanticipated occurrence requiring the immediate
                preservation of order or public health, or for the restoration to a condition of usefulness
                of any public property which has been damaged or destroyed by accident, or for public
                relief from calamity, or in settlement of approved claims for personal injuries or
                property damages, or to meet mandatory expenditures required by laws enacted
                since the last annual budget was adopted, or to cover expenses incident to preparing for
                or establishing a new form of government authorized or assumed after adoption of the
                current budget, including any expenses incident to selection of additional or new
                officials required thereby, or incident to employee recruitment at any time, the city or
                town legislative body, upon the adoption of an ordinance, by the vote of one more than
                the majority of all members of the legislative body, stating the facts constituting the
                emergency and the estimated amount required to meet it, may make the expenditures
                therefore without notice or hearing.

RCW 35.33.091 *Emergency expenditures — Other emergencies —Hearing.*
If a public emergency which could not reasonably have been foreseen at the time of filing the preliminary budget requires the expenditure of money not provided for in the annual budget, and if it is not one of the emergencies specifically enumerated in RCW 35.33.081, the city or town legislative body before allowing any expenditure therefore shall adopt an ordinance stating the facts constituting the emergency and the estimated amount required to meet it and declaring that an emergency exists. Such ordinance shall not be voted on until five days have elapsed after its introduction, and for passage shall require the vote of one more than the majority of all members of the legislative body of the city or town. Any taxpayer may appear at the meeting at which the emergency ordinance is to be voted on and be heard for or against the adoption thereof.

RCW 35.33.101 *Emergency warrants.*
All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111.

RCW 38.52.070 *Local organizations and joint local organizations authorized — Establishment, operation — Emergency powers, procedures.*
(1) Each political subdivision of this state is hereby authorized and directed to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program: PROVIDED, That a political subdivision proposing such establishment shall submit its plan and program for emergency management to the state director and secure his or her recommendations thereon, and verification of consistency with the state comprehensive emergency management plan, in order that the plan of the local organization for emergency management may be coordinated with the plan and program of the state. Local comprehensive emergency management plans must specify the use of the incident command system for multi-agency/multi-jurisdiction operations. No political subdivision may be required to include in its plan provisions for the emergency evacuation or relocation of residents in anticipation of nuclear attack. If the director's recommendations are adverse to the plan as submitted, and, if the local organization does not agree to the director's recommendations for modification to the proposal, the matter shall be referred to the council for final action. The director may authorize two or more political subdivisions to join in the establishment and operation of a joint local organization for emergency management as circumstances may warrant, in which case each political subdivision shall contribute to the cost of emergency management upon such fair and equitable basis as may be determined upon by the executive heads of the constituent subdivisions. If in any case the executive heads cannot agree upon the proper division of cost the matter shall be referred to the council for arbitration and its decision shall be final. When two or more political subdivisions join in the establishment and operation of a joint local organization for emergency management each shall pay its share of the cost into a special pooled fund to be administered by the treasurer of the most populous subdivision, which fund shall be

known as the emergency management fund. Each local organization or joint local organization for emergency management shall have a director who shall be appointed by the executive head of the political subdivision, and who shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management, subject to the direction and control of such executive officer or officers. In the case of a joint local organization for emergency management, the director shall be appointed by the joint action of the executive heads of the constituent political subdivisions. Each local organization or joint local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized, and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to the provisions of this chapter.

(2) In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 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. Each 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.

Chapter 118-30 WAC
LOCAL EMERGENCY MANAGEMENT/SERVICES ORGANIZATIONS, PLANS AND PROGRAMS

WAC 118-30-010
Authority.
WAC 118-30-020
Purpose.
WAC 118-30-030
Definitions.
WAC 118-30-040
Responsibilities of political subdivisions.
WAC 118-30-050
Emergency management ordinance/resolution.
WAC 118-30-060
Emergency plan.
WAC 118-30-070
Program elements.

WAC 118-30-080
Review periods and procedures for emergency management programs, plans, and program elements.

C.   **LOCAL**
Yakima Municipal Code Chapter 6.06 Proclamation of civil emergency.
Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in, or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the mayor, extraordinary measures to protect the public peace, safety and welfare, the mayor shall forthwith proclaim in writing the existence of a civil emergency. In the absence or unavailability of the mayor, such a civil emergency may be declared by the person indicated in section 6.06.020 in this chapter on the line of succession.

II.   **GUIDES**

National Response Framework – March, 2008
This *National Response Framework (NRF)* is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

FEMA, Comprehensive Preparedness Guide (CPG) 101 March, 2009.
Developing & Maintaining State, Territorial, Tribal, & Local Government Emergency Plans

WA State Supplement to CPG-101
This supplement to CPG-101 focuses on the Washington State-specific information emergency planners will need to assure consistency with the state CEMP and state law.

FEMA and DHS, Comprehensive Preparedness Guide (CPG) 301 August 15, 2008.
Interim Emergency Management Planning Guide for Special Needs Populations, Version 1.0

Appendix 2
Glossary/Acronyms

COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM
GLOSSARY OF KEY TERMS AND ACRONYMS

EMERGENCY MANAGEMENT TERMS/ACRONYMS DIRECTORY

Access

The ability to fully use and integrate into any programs, services, activities, goods, facilities, privileges, advantages, or accommodations provided by a public or private (for-profit or not-for-profit) entity, or to any entity to which it contracts, that provides emergency services, including, but not limited to:

- Preparation
- Notification
- Evacuation and transportation
- Sheltering
- First aid and medical services
- Temporary lodging and housing
- Transitioning back to the community
- Cleanup.

These services are provided for individuals with disabilities as defined by the Americans with Disabilities Act (ADA) Amendments Act of 2008, P.L. 110-325, and those associated with them. Access may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods.

Access and Functional Needs

Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of "access and functional needs" services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

American Red Cross (ARC)

A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Assumptions
Assumptions has multiple definitions. Each use depends on the context:

- *Management assumptions* are conditions accepted as true that have influence over the development of a system. In emergency management, assumptions provide context, requirements, and situational realities that must be addressed in system planning and development and/or system operations. When these assumptions are extended to specific operations, they may require revalidation for the specific incident.
- *Preparedness assumptions* are operationally relevant parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. For example, the unannounced arrival of patients to a health care facility occurs in many mass casualty incidents. This may be listed as a preparedness assumption in designing initial response procedures. Similarly, listing the assumption that funds will be available to train personnel on a new procedure may be important to note.
- *Response assumptions* are operationally relevant parameters for which, if not valid for a specific incident's circumstances, the Emergency Operations Plan-provided guidance may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the response assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

Attack
A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage to or destruction of public and private property.

Capabilities-based Planning
Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

Checklist
Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Citizen Corps
A community-based program, administered by FEMA, that brings government and nongovernmental entities together to conduct all-hazards emergency preparedness, planning, and response. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

Community
Community has more than one definition. Each use depends on the context:

- A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.

- A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics in common. These communities may belong to more than one geographic community. Examples include: religious and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

Consequence
An effect of an event, incident, or occurrence.

Contamination
The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Dam
A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

Damage Assessment
The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a man-made or natural disaster.

Decontamination
The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disability
According to the ADA, the term "individual with a disability" refers to "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment." The term "disability" has the same meaning as that used in the ADA Amendments Act of 2008, P.L. 110-325, as incorporated into the ADA. See http://www.ada.gov/pubs/ada.htm for the definition and specific changes to the text of the ADA. State laws and local ordinances may also include individuals outside the Federal definition.

Disaster
An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this guide, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires state, and potentially Federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a "major disaster" is "any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby" (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

Disaster Recovery Center (DRC)
A facility established in a centralized location within or near the disaster area at which disaster victims (i.e., individuals, families, or businesses) apply for disaster aid.

Earthquake
The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

Emergency
Any incident, whether natural or man-made, that requires responsive action to protect life or property. Under the Stafford Act, an emergency "means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States" (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

Emergency Assistance
According to the National Response Framework, emergency assistance is "[a]ssistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional 'mass care' services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance."

Emergency Medical Services (EMS)
Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, Emergency Medical Services specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC)
The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, state, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan (EOP)
The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Support Function (ESF)
Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

Evacuation
The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
- *A spontaneous evacuation* occurs when residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- *A voluntary evacuation* is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate; however, it would be to their advantage to do so.
- *A mandatory or directed evacuation* is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees
Persons removed or moving from areas threatened or struck by a disaster.

Federal Coordinating Officer (FCO)
The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignments of other Federal departments or agencies. In all cases, the Federal Coordinating Officer represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the Federal Coordinating Officer is the primary Federal representative with whom the State Coordinating Officer and other response officials interface to determine the most urgent needs and to set objectives for an effective response in collaboration with the Unified Coordination Group.

Field Assessment Team
A small team of pre-identified technical experts who conduct an assessment of response needs (not a Preliminary Damage Assessment [PDA]) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations (e.g., U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, American Red Cross), and the affected state(s). All Field Assessment Team operations are joint Federal/state efforts.

Flash Flood
Follows a situation in which rainfall is so intense and severe and runoff is so rapid that recording the amount of rainfall and relating it to stream stages and other information cannot be done in time to forecast a flood condition.

Flood
A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Governor's Authorized Representative (GAR)
An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

Hazard
 A natural or man-made source or cause of harm or difficulty.

Hazard Mitigation
Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Material (HAZMAT)
Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

High-Hazard Areas
Geographic locations that, for planning purposes, have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, HAZMAT accident) that would result in a vast amount of property damage and loss of life.

Household Pet
According to FEMA Disaster Assistance Program Policy 9253.19, "[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes." This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this CPG. Individual jurisdictions may have different definitions based on other criteria.

Incident
An occurrence, caused by either human action or natural phenomena, that may cause harm and that may require action.

Incident Command System (ICS)
A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management Assistance Teams (IMAT)
A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple Federal departments and agencies, which provide incident management support during a major incident or event.

Individual with a Disability
A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment.

Joint Field Office (JFO)
The primary Federal incident management field structure. The Joint Field Office is a temporary Federal facility that provides a central location for the coordination of Federal, state, territorial, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The Joint Field Office structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles and is led by the Unified Coordination Group. Although the Joint Field Office uses an Incident Command System structure, the Joint Field Office does not manage on-scene operations. Instead, the Joint Field Office focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC)
A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

Joint Information System (JIS)
A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumor and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction
Jurisdiction has multiple definitions. Each use depends on the context:
- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- A political subdivision (e.g., Federal, state, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Likelihood
Estimate of the potential of an incident's or event's occurrence.

Mass Care
The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced from their homes because of a disaster or threatened disaster.

Mitigation
Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Multi-Agency Coordination Systems (MAC)
A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. Multiagency Coordination Systems assist agencies and organizations responding to an incident. The elements of Multiagency Coordination Systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and Multi-Agency Coordination Systems Groups.

National Incident Management System (NIMS)
A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF)
A guide to how the Nation conducts all-hazards response.

Non-governmental Organization (NGO)
An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations

serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith based charity organizations and the American Red Cross.

Recovery
The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Response Coordination Center (RRCC)
Located in each FEMA region, multiagency coordination centers that are staffed by Emergency Support Functions in anticipation of a serious incident in the region or immediately following an incident. Operating under the direction of the FEMA Regional Administrator, the Regional Response Coordination Centers (RRCCs) coordinate Federal regional response efforts and maintain connectivity with state EOCs, state fusion centers, Federal Executive Boards, and other Federal and state operations and coordination centers that have the potential to contribute to the development of situational awareness.

Resource Management
A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, local, tribal, and territorial teams; and resource mobilization protocols.

Risk
The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.

Risk Analysis
A systematic examination of the components and characteristics of risk.

Risk Assessment
A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

Risk Communication
The exchange of information with the goal of improving risk understanding, affecting risk perception, and/or equipping people or groups to act appropriately in response to an identified risk.

Risk Identification
The process of finding, recognizing, and describing potential risks.

Risk Management
The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

Risk Management Strategy
The course of action or actions to be taken in order to manage risks.

Scenario
Hypothetical situation composed of a hazard, an entity impacted by that hazard, and associated conditions including consequences when appropriate.

Scenario-based Planning
A planning approach that uses a Hazard Vulnerability Assessment to assess the hazard's impact on an organization on the basis of various threats that the organization could encounter. These threats (e.g., hurricane, terrorist attack) become the basis of the scenario.

Senior Official
The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

Service Animal
Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:
- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability.

Standard Operating Procedure (SOP)
A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State Coordinating Officer
The individual appointed by the Governor to coordinate state disaster assistance efforts with those of the Federal Government. The State Coordinating Officer plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor of the affected state appoints the State Coordinating Officer, and lines of authority flow from the Governor to the State Coordinating Officer, following the state's policies and laws.

State Liaison
A FEMA official assigned to a particular state who handles initial coordination with the state in the early stages of an emergency.

Terrorism
As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears

to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Tornado
A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Uncertainty
The degree to which a calculated, estimated, or observed value may deviate from the true value.

Vulnerability
A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

Warning
The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning), for example, for a defined area indicates that a particular type of severe weather is imminent in that area.

Watch
As defined by the National Weather Service, the indication that conditions are favorable in a defined area for the specified type of severe weather (e.g., flash flood, severe thunderstorm, tornado, tropical storm).

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Appendix 3
Training, Drills and Exercises

Overview
The City of Yakima will use current Homeland Security Exercise and Evaluation Program (HSEPP)
methodology to conduct and evaluate exercises.

1.   Reasons for Conducting Training and Exercising
Exercise: (n) Something performed or practiced in order to develop, improve, or display a specific power
or skill. (v) To practice in order to train, strengthen, or develop. -Merriam-Webster's Dictionary

Exercises improve readiness by:
• Providing a way to evaluate operations and plans.
• Reinforcing teamwork.
• Demonstrating a community's resolve to prepare for disastrous and catastrophic events.

Different people define "exercise" in different ways. To some, it means training and drills. To others, it's
a way to evaluate and confirm the soundness of policies and procedures, through in-depth discussion.
An exercise can be all of these-and more.

Exercises also help:
• Clarifying roles and
responsibilities.
• Improve interagency
coordination.
• Find resource gaps.
• Develop individual
performance.
• Identify opportunities
for improvement.
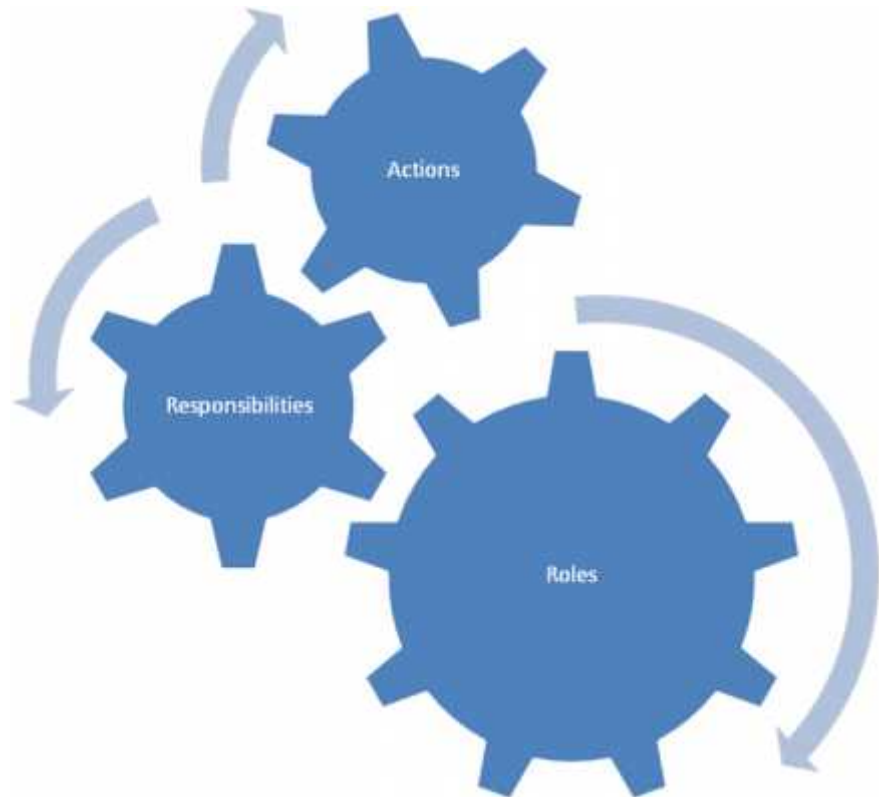
2.   Discussion-Based Exercises
These types of exercises:
• Provide a forum for discussing or developing plans, agreements, training and procedures.
• Are generally less complicated that operations-based types.
• Typically focus on strategic, policy-oriented issues.
• Do not involve deployment of resources.

Discussion-Based Exercises: Tabletop Exercises
A tabletop exercise (TTX) involves senior staff, elected or appointed officials, or other key personnel in an informal group discussion centered on a hypothetical scenario.

In a TTX, participants:
• Identify strengths and shortfalls.
• Enhance understanding of new concepts.
• Seek to change existing attitudes and perspectives.

3.   Operations-Based Exercises
These types of exercises:
• Involve deployment of resources and personnel.
• Are more complex than discussion-based types.
• Require execution of plans, policies, agreements, and procedures.
• Clarify roles and responsibilities.
• Improve individual and team performances.
• Include drills and both functional and full-scale exercises.

Operations-Based Exercises: Drills
A drill is a supervised activity that tests a specific operation or function of a single agency.

In a drill, participants:
• Gain training on new equipment.
• Test new procedures.
• Practice and maintain skills.
• Prepare for more complex exercises.

Operations-Based Exercises: Full-Scale Exercises
A full-scale exercise (FSE) is a high-stress multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response, as if a real incident had occurred.

In an FSE, participants:
• Assess plans and procedures under crisis conditions.
• Evaluate coordinated responses under crisis conditions.

Evaluation /Shortfall Assessment

Shortfalls might include: information flow; staff instructions; use of forms; checklists and procedures; communications with other staff; management/leadership; others?
Shortfall:
Areas for Improvement--For each checked item, provide Recommendation(s)
Equipment Organization Personnel Planning Process Training

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Appendix 4
RCW 38.52.070(2) Local Proclamation or Declaration of Emergency

Local jurisdictions should consult with their attorneys to learn about local procedural and substantive requirements that are applicable to an emergency or disaster that occurs within the locality. Certain emergency powers are available to a local jurisdiction under state law without the necessity of a local emergency declaration or proclamation; however, local codes, ordinances or resolutions may impose additional requirements. For example, if an emergency or disaster occurs in a locality, RCW 38.52.070(2) gives political subdivisions the following powers without the necessity of proclaiming or declaring a local emergency:

> …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. Each 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 expenditure of public funds.

Local codes, ordinances, resolutions, etc., may impose additional procedural or substantive requirements on the ability of a local jurisdiction to authorize emergency use of local resources, emergency expenditures or other emergency response activities, and those local provisions may require issuance of a local declaration or proclamation of an emergency. Additionally, when a disaster or emergency exceeds the capability of the local jurisdiction to respond adequately to protect lives or property, it may be necessary for the local jurisdiction to proclaim or declare a state of emergency to obtain additional resources from other units of local government through mutual aid agreements, or state or federal assistance.

Local requirements for issuance of a local proclamation or declaration of emergency may differ, and should always be considered in advance and complied with during an emergency or disaster. Generally, however, a proclamation or declaration of emergency is usually prepared by the local DEM and executed by the executive head of the political subdivision.[1] It is highly recommended to have a draft proclamation/declaration template prepared consistent with local requirements that can be quickly finalized with the details of the incident at hand. A sample Local Proclamation (or Declaration) of Emergency is included at the end of this chapter for informational purposes, but it should not be used without checking and verifying compliance with local requirements.

A local proclamation or declaration of emergency usually includes information like the following:

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[1] Note that RCW 38.52.010(8) defines "executive head" as " the county executive in those charter counties with an elective office of county executive, however designated, and, in the case of other counties, the county legislative authority. In the case of cities and towns, it means the mayor in those cities and towns with mayor-council or commission forms of government, where the mayor is directly elected, and it means the city manager in those cities and towns with council manager forms of government. Cities and towns may also designate an executive head for the purposes of this chapter by ordinance."

A description of the incident (what has happened);

When the incident happened;

Expected impact of the incident to persons, property, infrastructure, and geographical area;

Authorization of the use of local resources to combat disaster effects;

Authorization to expend local funds;

Authorization to waive normal bid procedures, if needed;

Any further directions or authorizations necessary for local incident response and recovery, including implementation of local emergency management plans and activation of local emergency response center; and

Any further directions or authorizations necessary to seek outside assistance in response and recovery efforts, if applicable.

The Revised Code of Washington (RCW) has specific sections that deal with certain emergency powers for local governments. Some statutes affecting the powers of political subdivisions during an emergency are listed below (and they generally address budgetary matters). Although several of the statutes require a local finding that an emergency exists, they do not require that this finding be made in the form of a local emergency proclamation or declaration.

(1) RCW 35.32A.060 – Budgets in cities over 300,000, emergency fund

(2) RCW 35.33.081 – Budgets in second and third-class cities, towns, and first-class cities under 300,000, emergency expenditures, non-debatable emergencies

(3) RCW 35.33.082 – Budgets in second and third-class cities, towns, and first-class cities under 300,000, emergency expenditures, other emergencies, hearing

(4) RCW 35.34.140 – Cities and towns, biennial budgets, emergency expenditures, nondebatable emergencies

(5) RCW 35.34.140 – Cities and towns, biennial budgets, emergency expenditures, other emergencies, hearing

(6) RCW 35A.33.080 – Optional municipal code, budgets in code cities, emergency expenditures, nondebatable emergencies

(7) RCW 35A.33.090 - Optional municipal code, budgets in code cities, emergency expenditures, other emergencies, hearing

(8) RCW 35A.34.140 – Optional municipal code, biennial budgets, emergency expenditures, nondebatable emergencies

(9) RCW 35A.34.150 - Optional municipal code, biennial budgets, emergency expenditures, other emergencies, hearings

(10) RCW 36.40.140 –.180 - Counties, budgets, emergencies subject to hearing

(11) RCW 38.52.070(2) – Emergency management, political subdivisions, emergency powers, procedures

Appendix 5
Proclamation of a Civil Emergency

City of Yakima Municipal Code ("YMC") Chapter 6.06
EMERGENCY POWERS OF MAYOR, CITY COUNCIL AND CITY MANAGER

Sections:

6.06.010 Proclamation of civil emergency—Emergency defined.

Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the mayor, extraordinary measures to protect the public peace, safety and welfare, the mayor shall forthwith proclaim in writing the existence of a civil emergency. In the absence or unavailability of the mayor, such a civil emergency may be declared by the person indicated in YMC 6.06.020 on the line of succession. For the purposes of this chapter, a "civil emergency" shall mean:

A. A riot, unlawful assembly, insurrection, enemy attack, terrorist attack, sabotage, or other hostile action; or

> (1) For the purpose of this chapter, the term "unlawful assembly" means any threat, actual or implied, to use force or violence when accompanied by immediate power to execute such force or violence by three or more persons acting together without authority of law and where the threat to use the same would endanger or tend to endanger the safety of property or persons.

B. A natural or human-caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or eruption, or other natural cause. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.020 Line of succession.

A. Line of Succession of Elected Officials for Appointment as Acting Mayor. The line of succession for elected officials to serve as the acting mayor is as follows:

(1) Mayor.
(2) Mayor pro tem.
(3) Council members by seniority unless a member is unavailable or declines to serve. "Senior" or "seniority" shall mean the number of years served on the city council. In the event of exact seniority by two or more members, the members shall mutually determine who shall act as mayor.

B. Staff Official Appointed Acting Mayor. In the event that the entire council is unavailable, too injured, or is deceased, the line of succession for city employees to serve as the acting mayor is as follows:

(1) City manager.
(2) Assistant city manager.
(3) Police chief.
(4) Fire chief.
(5) Public works director.

C. Powers and Duties of the Acting Mayor. Every provision of law in relation to the powers and duties of the mayor, and in relation to acts and duties to be performed by others toward him or her, extends to the person performing for the time being the duties of mayor. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.030 Action which may be taken.

A. Upon the proclamation of a civil emergency by the mayor, and during the existence of such emergency, the mayor may make and proclaim any or all of the following orders:

(1) An order imposing a general curfew applicable to the city as a whole or to such geographical area or areas of the city and during such hours as he or she deems necessary, and subsequent orders from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;

(2) An order requiring any or all business establishments to close and remain closed until further order;

(3) An order requiring the closure of any or all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the mayor, be allowed to remain open; and further provided, that such orders shall be subject to the laws of the state of Washington by and through the Washington State Liquor Control Board;

(4) An order requiring the discontinuance of the sale, distribution, giving away, or possession of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle or except in connection with normal operation of motor vehicles, normal home use or legitimate commercial use;

(5) An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the city;

(6) An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized for sale of items other than firearms and ammunition may, in the discretion of the mayor, be allowed to remain open;

(7) An order closing to the public any or all public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;

(8) An order requesting federal and/or state assistance in combating such civil emergency, including but not limited to requesting the assistance of the National Guard;

(9) An order directing the use of all public and private health, medical, and convalescent facilities and equipment to provide emergency health and medical care for injured persons;

(10) An order authorizing, in cooperation with utility management and appropriate state and federal agencies, the shutting off, restoration, and operation of utility services in accordance with priorities established for combating such civil emergency;

(11) Such other orders as are imminently necessary for the protection of life and property; provided, however, that any such orders shall, at the earliest practicable time but in no event more than seventy-two hours after the proclamation of the respective order(s), be presented to the city council for ratification and confirmation, and if not so ratified and confirmed shall be void.

B. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the city council may make and proclaim any or all of the following orders:

(1) An order providing for the evacuation and reception of the population of the city or any part thereof;

(2) Such other orders as are imminently necessary for the protection of life and property.

C. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the mayor and/or the city council may make and proclaim any or all of the following requests or consultations:

(1) A request that the governor proclaim a state of emergency or disaster when in the opinion of the mayor and/or the city council the resources of the city, area or region are inadequate to cope with the emergency or disaster;

(2) A request that the governor, after proclaiming a state of emergency and prior to terminating such, may, in the area described by the proclamation, issue an order prohibiting any or all of the activities listed in RCW 43.06.220;

(3) A consultation with local, state and federal emergency management agencies about the emergency or disaster;

(4) Such other requests or consultations as may be imminently necessary for the protection of life and property.

D. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the city manager shall have the power by order to enter into contracts and incur obligations necessary to combat such disaster, protect the health and safety of persons and property, provide emergency assistance to the victims of such disaster, and direct the finance department to draw and to pay the necessary warrants for expenditures to respond to the emergency. Such powers shall be exercised in light of the exigencies of the situation without regard to time-consuming procedures and formalities prescribed by ordinance (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations and requirements of competitive bidding and publication of notices 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, and the appropriation and expenditures of public funds; provided, that the city manager shall, wherever practicable, advise and consult with the city council with respect to disaster response activities, and any such order shall at the earliest practicable time be presented to the city council for review and appropriate legislation including:

(1) Findings by resolution with respect to actions taken;

(2) Authorization of payment for services, supplies, equipment loans and commandeered property used during disaster response activities;

(3) Approval of gifts, grants or loans accepted by the city during the emergency;

(4) Levy of taxes to meet costs of disaster response and recovery operations; and upon such review the city council may ratify and confirm, modify, or reject any such order, and if rejected, any such order shall be void. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.040 Delivery to news media.

The mayor shall cause any proclamation issued by him or her, pursuant to the authority of this chapter, to be delivered to all news media within the city and shall utilize such other available means, including public address systems, as shall be necessary, in his or her judgment, to give notice of such proclamation to the public. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.050 Violation—Penalty.

It is unlawful for any person to fail or refuse to obey any such order proclaimed by the mayor or the city council. Any person convicted of a violation of this chapter shall be guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars, or by imprisonment in jail for a period not to exceed ninety days, or by both such fine and imprisonment. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

Form A: <u>*DRAFT*</u> *Mayoral Proclamation of Civil Emergency and Order for Evacuation to Use in a Natural or Human-Caused Disaster; this document will need to be edited depending on the situation. If it is issued by the "Acting Mayor" as defined in YMC Chapter 6.06.020 on the line of succession, insert the word "Acting" before "Mayor".]*

MAYORAL PROCLAMATION OF CIVIL EMERGENCY AND ORDER FOR EVACUATION

City of Yakima, Washington
[Date:] _____, 20___

WHEREAS, this Proclamation and Order by the Mayor of the City of Yakima declares a

state of emergency in the City of Yakima (the "City") due to a [natural] [human-caused]

disaster, establishes and orders measures to protect public health and safety, including an

evacuation of certain specified areas and defines the geographical area within the City of

Yakima limits to which this Proclamation and Order applies; and

WHEREAS, on or about [DATE] _____, 201___ at approximately [TIME]

_____ a.m./p.m. a disaster occurred or is occurring and which has had or will have an

impact within the city limits of the City of Yakima, Washington; and

WHEREAS, such a disaster threatens the health and safety of persons and property within

Yakima; and

WHEREAS, a civil emergency exists requiring me to exercise the emergency powers vested

in me as Mayor by Yakima Municipal Code ("YMC") Chapter 6.06 entitled "Emergency

Powers of Mayor, City Council and City Manager"; and

WHEREAS, I have reviewed the situation, consulted with some of the City Department

Heads and verified the existence of the emergency cited below, and the necessity for me to

take immediate, extraordinary action as outlined in this Proclamation and Order; and

WHEREAS, in the judgment of the Mayor, extraordinary measures are necessary to protect

the public peace, safety and welfare; and

WHEREAS, the Mayor is authorized by Yakima Municipal Code ("YMC") Chapter 6.06 entitled "Emergency Powers of Mayor, City Council and City Manager" to take certain actions necessary to protect persons and property in the event of an emergency; and

WHEREAS, the area impacted or endangered by the current situation is described below; and

WHEREAS, the current disaster qualifies as a civil emergency which includes a "natural or human-caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or eruption, or other natural cause" pursuant to YMC 6.06.010(B); and

WHEREAS, response to such a disaster emergency situation requires decisive action to protect the health and safety of persons and property; and

WHEREAS, RCW 38.52.070(2) on emergency powers and YMC 6.06.030D authorize the City to enter into contracts and incur obligations necessary to combat a disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster if needed; and

WHEREAS, upon the proclamation of a civil emergency by the Mayor and during the existence of such emergency, the Mayor may make and proclaim various actions and orders pursuant to YMC 6.06.030(D) in order to address an emergency situation; and

WHEREAS, pursuant to YMC 6.06.030, civil emergency orders by the Mayor "shall, at the earliest practicable time but in no event more than seventy-two (72) hours after the proclamation of the respective order(s), be presented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void"; and

WHEREAS, pursuant to YMC 6.06.040 regarding delivery of the proclamation to the news media, the Mayor shall cause any proclamation issued pursuant to YMC Chapter 6.06 "to be delivered to all news media within the City and shall utilize such other available means, including public address systems, as shall be necessary in his or her judgment, to give notice of such proclamation to the public"; and

WHEREAS, the Mayor finds it to be in the best interest of the City of Yakima to proclaim a state of emergency for the City of Yakima, to establish measures to protect public health and safety, and to define the geographical area within the City limits to which this Proclamation and Order applies; now, therefore,

IT IS HEREBY PROCLAIMED AND ORDERED:

1.   **Determination of Emergency**. A state of emergency currently exists in the City of Yakima as a result of:

_____
_____
_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
_____
_____
_____

    2.   **Order for Evacuation**. The following areas are deemed unsafe for persons and property, <u>and shall be evacuated immediately</u>, with directions not to return until such time as these areas are deemed safe by a subsequent City Proclamation, Order or Resolution:

          _____on the north;
          _____ on the east;
          _____on the south;
    and _____on the west.

    3.   All businesses within the above-specified area are directed to close until such time as those areas are deemed safe for reentry.

    4.   All public streets, alleys, public ways, schools, parks, amusement areas, beaches, and public buildings within the above-specified area are closed to all but disaster response personnel and shall remain so closed until such time as they may be safely reopened.

    5.   All public and private health, medical, and convalescent facilities and equipment are hereby directed to provide health and medical care to injured persons.

    6.   Utility management, in conjunction with state and federal agencies, is authorized to shut off/restore/operate utility services as is deemed appropriate to combat the present disaster.

    7.   During the civil emergency, the City Manager and City Department Heads generally have the authority to permit the use of City facilities and equipment under their control for supplying necessary food, clothing, medicines, shelter or transportation to care facilities for people in need of assistance; to reassign personnel from their ordinary duties to work deemed necessary for the emergency without regard to job classifications, and to require work beyond normal working hours; and to secure the assistance of volunteers and donations of supplies or the use of equipment in performing tasks that the City Manager and/or Department Head deems most helpful in relieving the emergency.

    8.   [Insert other provisions as may be appropriate]

    9.   <u>Violation-–Penalty</u>. Pursuant to YMC 6.06.050 on "Violation—Penalty," "it is unlawful for any person to fail or refuse to obey any such Order proclaimed by the Mayor or the City Council" issued pursuant to YMC Chapter 6.06; and any person convicted of a violation of YMC Chapter 6.06 shall be guilty of a misdemeanor and may be punished by a fine of not more

than Five Hundred Dollars or by imprisonment in jail for not more than ninety days, or by both such fine and imprisonment.

10. Subsequent Orders. The Mayor is authorized to issue subsequent Orders which are additionally necessary to address the present situation, pursuant to and in accordance with YMC 6.06.030 and subject to approval of the City Council within seventy-two hours of their issuance.

11. Circulation. A copy of this Proclamation and Order shall be sent to the Governor of the State of Washington and to the County Commissioners of Yakima County. To the extent practicable, notices of this Proclamation and Order shall be made available to all news media within the City of Yakima pursuant to YMC 6.06.040 and to the general public.

12. Presentation, Ratification, Termination. This Proclamation and Order shall at the earliest practicable time pursuant to YMC 6.06.030 be presented to the City Council for ratification and confirmation, modification, or rejection, but in no event more than seventy-two (72) hours after the proclamation of this Order, and if rejected, shall be void. This Proclamation and Order shall remain in effect until such time as it is removed by a subsequent City Proclamation, Order or Resolution when it is determined that the extraordinary measures are no longer required for the protection of the public health, safety and welfare and/or public peace, or until the _____ day of _____, 20____, when the City Council shall either modify, renew or discontinue this Proclamation and Order; whichever occurs first.

    DATED this ____ day of _____, 20___.

                                                    _____
                                                    _____, Mayor
                                                        The City of Yakima

Form B: DRAFT Mayoral Proclamation of Civil Emergency and Order for Curfew to Use in a Riot, Unlawful Assembly, Insurrection, Enemy Attack, Terrorist Attack, Sabotage or Other Hostile Action; or Quarantine; this document will need to be edited depending on the situation. If it is issued by the "Acting Mayor" as defined in YMC Chapter 6.06.020 on the line of succession, then insert the word "Acting" before "Mayor".]

MAYORAL PROCLAMATION OF CIVIL EMERGENCY
AND ORDER FOR GENERAL CURFEW
[OR QUARANTINE]

City of Yakima, Washington
[Date:] _____, 20__

WHEREAS, this Proclamation and Order by the Mayor of the City of Yakima declares a

state of emergency in the City of Yakima (the "City") due to a *[riot] [unlawful assembly]*

[insurrection] [enemy attack] [terrorist attack] [sabotage] [other hostile action] [quarantine]

establishes and orders measures to protect public health and safety, including a general

curfew in a certain specified area and defines the geographical area within the City of

Yakima limits to which this Proclamation and Order for general curfew applies; and

WHEREAS, on or about [DATE] _____, 201__ at approximately [TIME]

_____ a.m./p.m. a *[riot] [unlawful assembly] [insurrection] [enemy attack] [terrorist attack]*

[sabotage] [other hostile action] [quarantine] occurred or is occurring and which has had or

will have an impact within the city limits of the City of Yakima, Washington; and

WHEREAS, such a *[riot] [unlawful assembly] [insurrection] [enemy attack] [terrorist attack]*

[sabotage] [other hostile action] [quarantine] threatens the health and safety of persons and

property within Yakima; and

[USE THE FOLLOWING WHEREAS CLAUSE ONLY WHEN THERE IS AN "UNLAWFUL ASSEMBLY"]: WHEREAS, the unlawful assembly falls within the definition in Yakima Municipal Code ("YMC") 6.06.010A(1), which states: "(1) For the purpose of this chapter [YMC Chapter 6.06], the term "unlawful assembly" means any threat, actual or implied, to use force or violence when accompanied by immediate power to execute such force or violence by three or more persons acting together without authority of law and where the threat to use the same would endanger or tend to endanger to the safety of property or persons"; and

WHEREAS, a civil emergency exists requiring me to exercise the emergency powers vested

in me as Mayor by Yakima Municipal Code ("YMC") Chapter 6.06 entitled "Emergency

Powers of Mayor, City Council and City Manager"; and

WHEREAS, I have reviewed the situation, consulted with some of the City Department

Heads and verified the existence of the emergency cited below, and the necessity for me to

take immediate, extraordinary action as outlined in this Proclamation and Order; and

WHEREAS, in the judgment of the Mayor, extraordinary measures are necessary to protect

the public peace, safety and welfare; and

WHEREAS, the Mayor is authorized by Yakima Municipal Code ("YMC") Chapter 6.06 entitled "Emergency Powers of Mayor, City Council and City Manager" to take certain actions necessary to protect persons and property in the event of an emergency; and

WHEREAS, the area impacted or endangered by the current situation is described below; and

WHEREAS, the current situation qualifies as a civil emergency which includes a "riot, unlawful assembly, insurrection, enemy attack, terrorist attack, sabotage, or other hostile action" pursuant to YMC 6.06.010(A); and

WHEREAS, response to such a *[riot] [unlawful assembly] [insurrection] [enemy attack] [terrorist attack] [sabotage] [other hostile action] [quarantine]* emergency situation requires decisive action to protect the health and safety of persons and property; and

WHEREAS, RCW 38.52.070(2) on emergency powers and YMC 6.06.030D authorize the City to enter into contracts and incur obligations necessary to combat a civil emergency, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such civil emergency if needed; and

WHEREAS, upon the proclamation of a civil emergency by the Mayor and during the existence of such emergency, the Mayor may make and proclaim various actions and orders pursuant to YMC 6.06.030(D) in order to address an emergency situation; and

WHEREAS, pursuant to YMC 6.06.030, civil emergency orders by the Mayor "shall, at the earliest practicable time but in no event more than seventy-two (72) hours after the proclamation of the respective order(s), be presented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void"; and

WHEREAS, pursuant to YMC 6.06.040 regarding delivery of the proclamation to the news media, the Mayor shall cause any proclamation issued pursuant to YMC Chapter 6.06 "to be delivered to all news media within the City and shall utilize such other available means,

including public address systems, as shall be necessary in his or her judgment, to give notice of such proclamation to the public"; and

WHEREAS, the Mayor finds it to be in the best interest of the City of Yakima to proclaim a state of emergency for the City of Yakima, to establish measures to protect public health and safety, and to define the geographical area within the City limits to which this Proclamation and Order applies; now, therefore,

IT IS HEREBY PROCLAIMED AND ORDERED:

13.   **Determination of Emergency**. A state of emergency currently exists in the City of Yakima as a result of:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

14.   **Order for General Curfew**. A general curfew is imposed in the portion of the City of Yakima, Washington, described as follows, until such time as the general curfew is removed by a subsequent City Proclamation, Order or Resolution, or until the end of the general curfew as provided in this section of the Order, whichever ending time occurs first:

_____on the north;
_____ on the east;
_____on the south;
and _____on the west.

Commencing at _____ p.m., [Date:] _____, 20__, no person shall enter or remain in a public place within the above described area. This general Curfew shall continue until _____ a.m., [Date]: _____, 20__, and shall be enforced by the Police Department.

As used in this section entitled "Order for General Curfew", "public place" is defined and means the public right-of-way and the space above or beneath its surface, whether or not opened or improved, including streets, avenues, ways, boulevards, drives, places,

alleys, sidewalks, planting strips, squares, triangles, plazas and parks that are not privately owned.

15.   [USE THIS SECTION ONLY WHEN A QUARANTINE IS INVOLVED]: Quarantine: City of Yakima Employees to Assist in the Enforcement of the Order for Quarantine issued by the Yakima Health Board. City of Yakima employees are authorized and directed to assist, where lawful and appropriate, in enforcing the Order for Quarantine issued by the Yakima Health Board on [Date]: _____, 20__. Pursuant to Chapter 70.05 RCW, including RCW 70.05.070 and RCW 70.05.120, and Washington Administrative Code ("WAC") 246-100-070 entitled "Enforcement of local health officers orders":

"(1) An order issued by a local health officer in accordance with this chapter shall constitute the duly authorized application of lawful rules adopted by the state board of health and must be enforced by all police officers, sheriffs, constables, and all other officers and employees of any political subdivisions within the jurisdiction of the health department in accordance with RCW 43.20.050.
(2) Any person who shall violate any of the provisions of this chapter or any lawful rule adopted by the board shall be deemed guilty of a misdemeanor punishable as provided under RCW 43.20.050.
(3) Any person who shall fail or refuse to obey any lawful order issued by any local health officer shall be deemed guilty of a misdemeanor punishable as provided under RCW 70.05.120."

16.   All businesses within the above-specified area are directed to close until further order and at such time as those areas are deemed safe for reentry.

17.   All public streets, alleys, public ways, schools, parks, amusement areas, beaches, and public buildings within the above-specified area are closed to all but public safety and/or emergency response personnel and shall remain so closed until such time as they may be safely reopened.

18.   All public and private health, medical, and convalescent facilities and equipment are hereby directed to provide health and medical care to injured persons.

19.   Utility management, in conjunction with state and federal agencies, is authorized to shut off/restore/operate utility services as is deemed appropriate to combat the present civil emergency.

20.   During the civil emergency, the City Manager and City Department Heads generally have the authority to permit the use of City facilities and equipment under their control for supplying necessary food, clothing, medicines, shelter or transportation to care facilities for people in need of assistance; to reassign personnel from their ordinary duties to work deemed necessary for the emergency without regard to job classifications, and to require work beyond normal working hours; and to secure the assistance of volunteers and donations of supplies or the use of equipment in performing tasks that the City Manager and/or Department Head deems most helpful in relieving the emergency.

21.	All bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed within the above-specified area are to be closed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the Mayor, be allowed to remain open; and further provided, that such orders shall be subject to the laws of the state of Washington by and through the Washington State Liquor Control Board.

22.	The discontinuance is hereby ordered within the above-specified area of the sale, distribution, giving away, or possession of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle or except in connection with normal operation of motor vehicles, normal home use or legitimate commercial use.

23.	The City of Yakima requests federal and/or state assistance in combating such civil emergency, including but not limited to requesting the assistance of the National Guard.

24.	[Insert other provisions as may be appropriate]

25.	Violation-–Penalty.	Pursuant to YMC 6.06.050 on "Violation—Penalty," "it is unlawful for any person to fail or refuse to obey any such Order proclaimed by the Mayor or the City Council" issued pursuant to YMC Chapter 6.06; and any person convicted of a violation of YMC Chapter 6.06 shall be guilty of a misdemeanor and may be punished by a fine of not more than Five Hundred Dollars or by imprisonment in jail for not more than ninety days, or by both such fine and imprisonment.

26.	Subsequent Orders. The Mayor is authorized to issue subsequent Orders which are additionally necessary to address the present situation, pursuant to and in accordance with YMC 6.06.030 and subject to approval of the City Council within seventy-two hours of their issuance.

27.	Circulation. A copy of this Proclamation and Order shall be sent to the Governor of the State of Washington and to the County Commissioners of Yakima County. To the extent practicable, notices of this Proclamation and Order shall be made available to all news media within the City of Yakima pursuant to YMC 6.06.040 and to the general public.

28.	Presentation, Ratification, Termination. This Proclamation and Order shall at the earliest practicable time pursuant to YMC 6.06.030 be presented to the City Council for ratification and confirmation, modification, or rejection, but in no event more than seventy-two (72) hours after the proclamation of this Order, and if rejected, shall be void. This Proclamation and Order shall remain in effect until such time as it is removed by a subsequent City Proclamation, Order or Resolution when it is determined that the extraordinary measures are no longer required for the protection of the public peace, and safety and welfare, [and for the protection of the public health which had led to the quarantine] or until the _____ day of _____, 20_____, when the City Council shall either modify, renew or discontinue this Proclamation and Order; whichever occurs first.

DATED this ___ day of _____, 20___.

_____
_____, Mayor
The City of Yakima

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Appendix 6
Pre-Incident and Incident Support Tasks

PRE-INCIDENT ACTIONS
MITIGATION AND PREPAREDNESS ACTIONS
(ON NOTICE OF A PENDING EVENT)

1. **Obtain and maintain situational awareness: monitor weather and disaster agent.**
   - Ongoing: re-evaluate threat and situation.

1. **Review Continuity of Government (COG) and Continuity of Operations (COOP) Plans to ensure readiness of:**
   - Emergency Chain of Authority;
   - City Government Succession;
   - Line of Succession Department Heads;
   - Vital records are secured and backed up; and
   - Government offices and facilities are prepared and secured.

2. **Support emergency management officials with jurisdiction time and circumstance preparedness issues, actions and/or tasks. Ensure disaster preparations and activities to include:**
   - Test alert, notification, warning and communications systems/equipment.
   - Test backup generators. Ensure fuel and spare parts.
   - Prepare press releases and media briefings.
   - Convene Policy Group (key departments) to develop strategies to respond to anticipated problems.
   - Ensure support for Emergency Operations Center readiness and staffing.
   - Approve equipment and supplies pre-ordering.
   - Encourage employees to maintain individual/family preparedness plans.

3. **Conduct daily meetings with department heads, NGOs representatives of the private sector to determine if there are any unmet needs.**

4. **Emergency Public Information, ensure dissemination of:**
   - Watch/warning alerts to citizens.
   - Watch/warning alerts to special needs citizens.
   - Preparedness information via broadcast and print media.

5. **Determine need for precautionary evacuations: critical facilities, hospitals, nursing homes, people with special needs, people without transportation, people living in potential impact areas, homeless populations, tourists.**

6. **Consideration of ongoing community and social events (cancel?) Determine closure or limit:**
   - General government services
   - Businesses

➢ Schools

7. **Procurement Issues.**
   ➢ Notify vendors: food, water, ice, equipment, supplies.
   ➢ Notify debris management contractor.

8. **Financial Issues.**

   ➢ Review Finance Record Keeping Rules

9. **Establish and stage "rapid impact assessment teams" (initial damage assessment). Instruct Departments to:**
   ➢ Review their critical personnel, services, policies, and procedures;
   ➢ Pre-stage supplies or resources;
   ➢ Take immediate mitigation and preparedness measures;
   ➢ Develop shift rotations to ensure adequate staffing; and
   ➢ Report any items of concern that require immediate attention by the Emergency Operations Center.

10. **Instruct departments with critical deficiencies to immediately develop a contingency framework for the pending disaster.**

11. **Ensure as appropriate redeployment of critical response personnel, equipment and supplies to protected locations outside of vulnerable area.**
   ➢ Vehicles and equipment are serviced and ready.
   ➢ Store extra fuel and spare parts.
   ➢ Issue protective gear to emergency personnel.

12. **Employee Issues.**
   ➢ Recall off-duty personnel.
   ➢ Place personnel on stand-by.
   ➢ As appropriate, cancel all days off and pending leaves; prepare duty rosters.
   ➢ Allow employees to prepare home/family.
   ➢ Essential employees: pack a "ready/response kit" (sleeping bag, change of clothes, nonperishable foods/snacks, drinks/bottled water, toiletries, prescription medicines, extra eyeglasses, flashlight, portable radio/batteries, etc.)

13. **Develop and deliver a unified public information message prior to disaster. Details should include:**
   ➢ Possible evacuation instructions and shelter locations;
   ➢ Instructions to public for power and phone outage;
   ➢ Items to stock for 72-hour survival (water, flashlights, radio, batteries, etc.);
   ➢ Actions to take to ensure food and water safety;
   ➢ What NOT to do (utilize generators or kerosene heaters indoors); and

➢ Other details relevant to pending emergency situation.

14. **Emergency mass care facilities and shelters staffed and ready.**
   ➢ Animal shelters and services ready.

15. **Declare an emergency or disaster in anticipation of the incident to free resources and implement emergency purchasing procedures to acquire necessary preparedness and response equipment.**

16. **EOC Activated.**
   ➢ Activation level; EOC staffing.
   ➢ EOC linked to and monitoring department field activities.
   ➢ Continued watch/warning alerts to citizens.
   ➢ Continued watch/warning alerts to special needs citizens.

17. **Issue other state of emergency directives to public safety department heads as needed:**
   ➢ Curfews.
   ➢ Access control to vulnerable locations.
   ➢ Mandatory evacuation of tourist populations.
   ➢ Prohibition on price-gouging.
   ➢ Unfair/deceptive trade acts/practices.

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INCIDENT (Response)

1. **Monitor and Enact Policy**
   ➢ Recognize accountability.
   ➢ Establish and evaluate policy decisions.
   ➢ Confer with other elected officials.

2. **Report to the Emergency Operations Center**
   ➢ Obtain current situation status and a briefing on priority actions taken and outstanding.
   ➢ Examine need for new or temporary policies required to support response operations.
   ➢ Determine appropriate expenditure limits.
   ➢ Be available for policy meetings.
   ➢ Ensure adequate public information materials are being issued from the EOC.
   ➢ Consult with emergency management director to determine need for extraordinary resources and/or outside assistance.
   ➢ Keep appraised as to the status of the emergency incident by reviewing EOC Situation Reports.

3. **Receive Assessment Information**
   ➢ What is the nature of the incident—what happened?
   ➢ What hazards are present?
   ➢ How large an area is affected?
   ➢ What is being done—response actions?
   ➢ What are the impacts to the first responder community, essential services, critical facilities and infrastructure.
   ➢ Are critical communication systems functioning?

4. **Determine Extent of Incident**
   ➢ Public protection actions in progress or needed?
   ➢ Notifications and alerts done or needed?
   ➢ Numbers of dead, injured and missing?

5. **Determine Need to update or issue Emergency Declaration**
   ➢ When to issue and for what conditions?
   ➢ Clarify any issues regarding your authority with Legal Counsel.
   ➢ Modify curfew, evacuation, or access control orders.

6. **Issue Emergency Authorities, Directives, Orders (Emergency Powers)**
   ➢ Protect life.
   ➢ Protect public property.
   ➢ Maintain essential services.

7.   **Ensure Public Information and Instructions is provided**
   ➢   Maintain a public information and media protocol.
   ➢   Establish who speaks about what and when.
   ➢   Serve as spokesperson for the jurisdiction when appropriate.

8.   **Ensure that the functions of civil government are being preserved and essential services are provided (COOP).**

9.   **Establish contact and a liaison with appropriate officials outside home jurisdiction.**

POST-INCIDENT (Recovery)

1.   **General "Must Do's"**
   ➢   Obtain current FEMA public disaster assistance program information and requirements. Ensure your jurisdiction's participation and compliance.
   ➢   Determine recovery needs and functions based on impacts;
   ➢   Develop and maintain a recovery incident action plan;
   ➢   Appoint a local recovery manager to chair and maintain a local recovery task force. Task force membership should local stakeholders to include department heads (or designees) from local community planning, economic development, health, legal, finance, environment, historic and cultural, public safety, public works, business community, NGOs, etc. to:
      ✓   Prepare a redevelopment plan;
      ✓   Develop procedures to carry out build back policies;
      ✓   Develop policies for redeveloping areas that have sustained repeated disaster damage;
      ✓   Develop policies that promote mitigation from future damage; and
      ✓   Develop priorities for relocating and acquiring damaged property.

2.   **Other considerations:**
   ➢   Maintain leadership;
   ➢   Utilize local initiative and resources;
   ➢   Maximize state/federal programs and benefits;
   ➢   Establish and maintain communications to and from citizens;
   ➢   Provide a point of contact for disaster victims;
   ➢   Make maximum use of damage assessment for recovery planning; and
   ➢   Promote economic recovery.

3.   **Ensure that your jurisdiction is providing and updating damage impacts and cost estimates to state and federal in order to maximize state and federal individual and public disaster assistance.**

4.   **Short Term "life safety" recovery activities could include:**
   ➢   Search and Rescue;
   ➢   Emergency Medical Care;
   ➢   Safety-Security-Traffic Control;
   ➢   Food and Water;
   ➢   Initial Impact Assessment;
   ➢   Implementing Legal and Financial Procedures;
   ➢   Emergency Debris Clearance;
   ➢   Transportation;
   ➢   Sheltering and Mass Care;
   ➢   Public Information/Education;
   ➢   Response Coordination with Municipalities;
   ➢   Mutual Aid Response;

➢   Volunteer Resource Response;
➢   Emergency Communications;
➢   Temporary Building and Rebuilding Moratoriums; and
➢   Enactment of Special Ordinances.

5.   **Intermediate Recovery (Restoration) activities could include:**
➢   Re-entry;
➢   Detailed Community Damage Assessment;
➢   Debris Clearance and Removal;
➢   Federal Assistance Programs (Individual/Public);
➢   Resource Distribution;
➢   Restoration of Essential Services;
➢   Relief Services (including mental health);
➢   Temporary Housing and Long Term Housing Strategy;
➢   Temporary Repairs to Damaged Facilities; and
➢   Restoration of Public Health Services.

6.   **Long-Term Recovery activities could include:**
➢   Environmental Management;
➢   Evaluation of Development Regulations;
➢   Evaluation of Construction Designs;
➢   Evaluation of Infrastructure Designs and Standards;
➢   Permanent Repair and Reconstruction of Damaged Facilities;
➢   Complete Restoration of Services;
➢   Debris Disposal;
➢   Economic and Community Redevelopment;
➢   Housing Strategy;
➢   Hazard Mitigation;
➢   Risk Assessment/Review;
➢   Acquisition/Relocation of Damaged Property;
➢   Coordinated delivery of long-term social and health services;
➢   Improved land use planning;
➢   Re-establishing the local economy to pre-disaster levels;
➢   Recovery of disaster response costs; and
➢   The effective integration of mitigation strategies into recovery planning and operations.

Appendix 7
Intrastate Mutual Aid

REVISED CODE OF WASHINGTON 38.56 INTRASTATE MUTUAL AID SYSTEM
JANUARY, 2014

INTRODUCTION

It is recognized that emergencies often overwhelm local government capability, go beyond jurisdictional boundaries, and that intergovernmental coordination is essential for the protection of lives and property. This cooperation is also essential for the maximum use of available resources. Under the *Revised Code of Washington 38.56 Intrastate Mutual Aid System* hereafter known as the Washington Mutual Aid Compact (WAMAC) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource of a member jurisdiction may be made available to another member jurisdiction.

Pursuant to the Washington Mutual Aid Compact, every town, city and county of the state is automatically part of the Washington Mutual Aid Compact. Participation in the compact does not preclude member jurisdictions from entering into other agreements with other political subdivisions or Indian tribes to the extent provided by law. Participation does not supersede nor affect any other agreement to which a political subdivision is a party or may become a party.

BASIC PROVISIONS

Limitation on Aid
A responding member jurisdiction may withhold or withdraw requested assistance at any time and for any reason, in its sole discretion.

Request for Assistance

Jurisdiction to Jurisdiction
Requests for assistance from member jurisdictions can be made through the requesting jurisdiction's normal operating procedures.

Through and to State
A jurisdiction needing resources or assistance from another jurisdiction has the right to do so according to the Washington Emergency Mutual Aid System and can initiate the call for such. If a jurisdiction needs help making the request for assistance because they are overwhelmed, or they are unsure what to ask for, or they need help with technical specifications, or they do not have an updated Tel list maintained by the State, etc., that jurisdiction can call the Washington State EMD Staff Duty Officer and ask them to make the request of other jurisdictions on their behalf.

DEPLOYMENT COORDINATION

Consideration of requests and deployment coordination shall be done by or through:
- The chief executive officer of a member jurisdiction, or

- The officer's designee(s).

Upon receiving a request for assistance, member jurisdiction officers, or their designees, consider the request, determine availability, and quickly respond directly to the requesting party concerning whether or not they are able to fulfill the request. If a member jurisdiction is able to fulfill the request it provides the following minimum information, in the form of an offer of assistance:

- Variations from the original request, if any.
- Estimated cost of fulfilling the request1, if any.
- Logistical requirements for the resource, if any.
- Estimated travel time from home base to designated reporting location.

A request does not constitute a binding agreement. Only after an authorized offer of assistance has been accepted by an officer or designee of the requesting jurisdiction is there an agreement, allowing deployment to begin.

Requests and deployment coordination may be done verbally or in writing. If verbal requests lead to deployments under WAMAC, the agreement is committed to writing within thirty days of the date on which the agreement was made. However, it is recommended that the written agreement be done concurrent with the verbal request and deployment coordination or at the earliest possible time immediately following.

CONTROL OF RESOURCES

Member jurisdictions' resources (personnel, assets and equipment) are subject to the following conditions when deployed under WAMAC:

- Responding resources remain under the command and administrative control of the responding member jurisdiction for purposes that include standard operating procedures, medical insurance and other protocols;
- The responding member jurisdiction is responsible for tracking the resource's progress from the point of departure through arrival at the designated reporting location;
- Upon check-in at the designated reporting location resources deployed under WAMAC are under the operational control of the appropriate officials of the requesting member jurisdiction;
- The requesting member jurisdiction is responsible for directing, maintaining accountability for, and ensuring the well-being of resources deployed under WAMAC throughout the duration of the deployment;
- Excess resources must be released in a timely manner to reduce incident-related costs and to free up resources for other assignments;
- When the resource is no longer needed it will be promptly and safely demobilized;
- The requesting member jurisdiction is responsible for providing demobilization instructions even if a written demobilization plan has not been developed; and,
- Upon notification that a resource is to be demobilized, the responding member jurisdiction should track the resource's progress from the time it is released through arrival at home base.

BENEFITS

If a person is an employee of a member jurisdiction that responds to a request for assistance under WAMAC and the person sustains injury in the course of providing the assistance, the person is entitled to all applicable benefits, including workers' compensation benefits, that are normally available to the person as an employee of the member jurisdiction that employs the person. If a person sustains injury that results in death, the person's estate shall receive additional state and federal benefits that may be available for death in the line of duty.

Liability
Except as provided in Section 5 of the Intrastate Mutual Aid System, a person responding to a request for assistance by a member jurisdiction and who is under the operational control of that member jurisdiction is considered for the purposes of liability to be an employee of the requesting member jurisdiction.

REIMBURSEMENT
Responding member jurisdictions may decide not to request reimbursement, and may decide to donate all or a portion of the cost of the assistance to the requesting member jurisdiction. For example, a jurisdiction may only seek to recoup extra-budgetary or replacement costs associated with providing assistance.

The Intrastate Mutual Aid System states that a requesting member jurisdiction reimburse, to the extent permitted by law, each member jurisdiction that responds to a request for assistance and renders aid under WAMAC. As a general guideline, reimbursable costs are those that would normally be submitted for reimbursement and considered eligible as emergency costs under state and federal disaster assistance programs.

Requests for reimbursement shall be in accordance with procedures developed by the Washington Intrastate Mutual Aid Committee. Reimbursement should be for actual expenses incurred in rendering assistance pursuant to the actual agreement to provide assistance. Expenses that are typically considered reimbursable include:
- Personnel and contract costs
- Travel and lodging costs (at the federal General Services Administration rate)*
- Costs for meals (at the federal General Services Administration rate)*
- Equipment rental, maintenance and operating costs
- Costs to repair or replace equipment damaged during the assignment
- Costs to replace consumable materials and supplies used during the assignment

To avoid duplication of payments, a responding member jurisdiction should not request reimbursement for costs that will be recouped through normal insurance mechanisms or where emergency costs are eligible for reimbursement through direct participation in state or federal assistance programs.

DISPUTE RESOLUTION
If a dispute regarding reimbursement arises between a member jurisdiction that requested assistance and a member jurisdiction that provided assistance under WAMAC, they agree to make every effort to resolve the dispute within thirty days (30) of written notice of the dispute provided by either party. If the dispute is not resolved within ninety days (90) from the date of the written notice, either member jurisdiction should:

- Request the Intrastate Mutual Aid Committee of the State's Emergency Management Council to resolve the dispute; or
- If one of the disputing member jurisdictions is an Indian nation or tribe, request arbitration pursuant to the commercial arbitration rules and mediation procedures of the American Arbitration Association.

RECOMMENDED AFTER ACTION REPORT AND IMPROVEMENT PLAN

After Action Report
After an exercise or an incident, all WAMAC member jurisdictions involved with mutual aid/assistance response are encouraged to meet and complete an After Action Report and consider creating an Improvement Plan. After action reviews and reports are typically carried out by WAMAC member jurisdictions that assisted in the WAMAC response.

It is recommended that all key players and groups involved in the response and recovery provide input. Therefore, if the incident is small and only involves a small number of WAMAC member jurisdictions, the affected agency may complete the After Action Report. If the incident is large and involves many agencies and jurisdictions, the Intrastate Mutual Aid Committee may coordinate the after action review and report process among all the participants.

The After Action Report can include a brief description of the incident, the actions taken, what went well and what needs to improve in the future.

Improvement Plan
The After Action Report, with its assessments and recommendations, serves as the basis for the Improvement Plan, which is sometimes referred to as a Corrective Action Plan. An Improvement Plan includes the broad recommendations for improvements, the agreed-upon corrective actions, a timeline for making the changes, and an assignment of responsibilities to individuals or organizations. Below are elements for an Improvement Plan:
- Measurable corrective actions
- Designated projected start date and completion date
- Corrective actions assigned to an organization and a point of contact within that organization
- Corrective actions continually monitored and reviewed as part of an organizational Corrective Action Program

Corrective actions developed to improve the efficacy of WAMAC will be assigned to the Intrastate Mutual Aid Committee. A record of corrective actions will be shared with the Director of the Emergency Management Division and the President of the Washington State Emergency Management Association.

Appendix 8
Threats and Hazards

Reference: Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)

Natural	Technological Human-Caused
Resulting from acts of nature	Involves accidents or the failure of systems and structures caused by the intentional actions of an adversary
Drought Epidemic, human Dam/levee failure Earthquake Fire, rural/urban Flood, flash Flood, riverine/stream Flood, urban Heat, extreme Landslide Thunderstorm Tornado Volcano Water shortage Wildfire, forest Wildfire, range Wind Winter storms	Air pollution Business interruption Critical infrastructure (building/structure) collapse Critical infrastructure (building/structure) fire/explosion Cyber attack Ecological terrorism Economic emergency Energy emergency Fuel shortage HM accident, fixed facility (EPA-regulated chemicals) HM accident, transportation routes (Roadways, Railroads, Pipelines) Power outage Riot/demonstrations/violent protest/illegal assembly Transportation accident, aircraft Weapons of Mass Destruction: CBRNE/aircraft Workplace violence: business/industry and schools

Impacts

• Street/road disruptions, e.g. debris, power lines, water.
• Utility–line disruptions, e.g., in power lines, water mains, etc.
• Need for evacuations, e.g., life-hazard occupancies.
• Health/medical concerns, e.g., health/medical care facilities.
• Emergency response disruptions, e.g. fire, police, ambulance.
• Continuity of government service interrupted, e.g. day-to-day business.
• Private-sector business interruption, e.g. normal business activities
• Communication disruptions, e.g. landlines, cell phones, radio linkage

Appendix 9
Specific Responsibilities—State and Federal

Specific Responsibilities—Washington State

Washington State

1.   **Washington State Department of Agriculture (WSDA)**

   a)   Assist in coordination, through the state EOC Executive Section and the federal Food
          and Drug Administration (FDA), interstate and international food safety activities, as
          appropriate.

   b)   Checks foods, including milk products, feeds, and other commodities for injurious
          contamination in processing and distribution areas.

   c)   Provides inspection services following a disaster to ensure wholesomeness of farm
          products in accordance with statutory requirements during the recovery period.

   d)   Provides current information on the disposal of contaminated crops and dead livestock.

   e)   Protects the public from consuming adulterated food through the implementation of
          food control measures in coordination with other agencies and local jurisdictions.

   f)   Coordinates with other government agencies and private organizations in combating
          farm animal disease in the recovery period.

   g)   Provides current information for potentially affected areas n farms, food crops, food
          processors and distributors, and other agricultural data under the department's
          authority. Provides pesticide disposal services as part of disaster recovery.

   h)   Provides support by sending staff to affected jurisdiction(s) ECC, the affected facility,
          and at the scene to implement appropriate protective actions, if needed.

2.   **Washington State Department of Ecology (Wa ECY)**

   a)   Serves as the lead agency for emergency
          environmental pollution response and cause
          investigation.

b)   Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.

c)   Coordinates and manages the overall state effort to detect, identify contain, clean up, and dispose of or minimize releases of oil or hazardous materials.

d)   Serves as a member of the Preliminary Damage Assessment (PDA) Team to provide damage assessments on the following:

--Dikes, levees, dams, drainage channels, and irrigation works.

--Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems, and dam systems.

e)   Debris removal from river channels and lakes.

f)   Participates on PW Teams to conduct inspections of other state and local jurisdiction facilities damaged by an emergency or disaster.

g)   Monitors state waters suspected of contamination due to an emergency or disaster.

h)   Coordinates with, and assists the DOH and WSDA in developing and implementing procedures for sampling food crops, waterways, and other environmental media that may be contaminated.

i)   Provides staff support to local jurisdictions or facilities, as necessary.

3.   Washington State Department of Fish and Wildlife

a)   Supplies water tank trucks and potable water at selected sites, as available
.
b)   Provides aerial reconnaissance of impacted areas.

c)   Provides air transportation, upon request.

d)   Assists local jurisdictions in the evacuation of individuals or property from an emergency or disaster area.

e)   Makes recommendations for preventing and/or modifying of the public consumption of contaminated food from fisheries or wildlife habitats.

4.   **Washington State Department of Health (Wa DOH)**

a)   Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters to include describing the distribution levels and types of health impacts and effects on the continued ability to provide essential public health services.

b)   Assesses the threat of vector borne diseases.

c)   Assists in determining requirements for recovery into affected area(s).

d)   Mobilizes and deploys an assessment team to the affected area to assist in determining specific health and medical needs and priorities.

e)   Assists in establishing surveillance systems to monitor the general population and special high-risk groups, conducts field studies and investigations, and provides technical assistance on disease and injury control measures and precautions.

f)   Provides liaison with the federal Centers for Disease Control and Prevention, and other states and provincial health agencies, as potential sources of consultation and/or direct assistance.

g)   Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment, and medical supplies during an emergency or disaster.

h)   Provides assistance to local health departments, public and private health care institutions, and other local government agencies with   identification, treatment, and control of communicable diseases and non-communicable disease risk, which threaten public health.

i)   Provides state laboratory services to support the detection, identification, and analysis of hazardous substances which may present a threat to public health.

j)   Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.

k)   Provides consultation to support local health agencies in the maintenance of required potability and quality of domestic water supplies affected by the emergency or disaster.

l)   Provides technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling, and disposal of solid waste and other refuse during an emergency or disaster.

m) Provides consultation to support local health agencies to assist in the identification, disease testing, and control of small animal, insect, and rodent populations that present potential and actual hazards to public health.

n) Provides technical basis for establishing and reducing food control and relocation areas.

o) Maintains food control measures in coordination with other participant agencies and local jurisdictions.

p) Certifies food as "safe for human consumption" for subsequent release by WSDA.

q) Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement, and disposition of the deceased.

r) Serves as lead agency in the state EOC for coordinating medical and public health services during emergency or disaster activities.

s) In support of local authorities, provides technological assessment, toxicological analysis, and radiological support services in emergencies or disasters.

t) Assists in assessing potable water, wastewater, and solid waste disposal issues.

u) Provides victim identification and mortuary services.

v) Provides supplemental assistance to local jurisdictions to identify and meet the health and medical needs of disaster victims.

w) Provides for the movement of seriously ill and injured patients from the impacted areas.

5. **Washington State Department of Social and Health Services**

a) Lead state agency coordinating assistance to special needs populations statewide.

b) Provides relevant information to emergency management decision-makers.
- Location and special needs of clients, including foster children, frail elderly, persons with disabilities and chronic diseases, and non-English speaking persons.
- Licensed resident facilities and offices.

6.   **Washington State Department of Labor and Industries**

   a)   Examines electrical installations, boilers, pressure vessels, manufactured housing, and work establishments to assure work place safety compliance for all workers, including those involved in response and recovery activities.

   b)   Determines when a facility/industry is safe for occupancy and resumption of activity.

   c)   Provides state laboratory services and/or equipment to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.

7.   **Washington State Military Department**

   Emergency Management Division (Wa EMD)

   a)   Coordinates the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).

   b)   Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

   c)   Coordinates state assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

   d)   Coordinates the provision of statewide search, rescue, and recovery assets to supplement the efforts of local jurisdictions.

   e)   State EMD coordinates operation of the State Emergency Operations Center.

   National Guard (Wa NG)

   Coordinates military support to civil authorities. Provides:

a)   Limited air and land transportation of personnel and equipment

b)   Assists local governments and the WSP by providing supplementary security forces to patrol damaged areas, establishes roadblocks, and directs traffic for the preservation of law and order

c)   Coordinates with WSDOT to provide aerial reconnaissance and photographic missions, as requested and within capabilities.

d)   Provides limited emergency medical assistance

e)   Provides limited mass feeding.

f)   Provides assistance for emergency traffic regulation, movement control.

8.   **Washington State Patrol (WSP)**

a)   Assists local authorities with local law enforcement operations and the evacuation of persons and property.

b)   Coordinates and maintains liaison with the Departments of Corrections, Fish and Wildlife, Natural Resources, Military Department, Transportation, Liquor Control Board, Parks and Recreation Commission, and Utilities and Transportation Commission for use of their available personnel and equipment for augmentation and special assignments.

c)   Assists the state EOC in receipt and dissemination of warning information to state/local government.

d)   Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.

e)   Provides aerial reconnaissance photographic missions.

f)   WSP coordinates State Fire Mobilization.

9.   **Washington State Department of Transportation (WSDOT)**

a)   Coordinates with WSP for traffic control on appropriate state routes.

b)   In coordination with WSP, provides available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the WSDOT's resources are not put at risk.

c)   Coordinates with WSP and local jurisdictions:

--Traffic control on the Washington State Transportation System to prevent entrance of unauthorized persons into controlled areas.

--Assists in promptly identifying and removing impediments to movement.

--Provides barricades, road signs, and highway rerouting information necessary to redirect traffic from relocation and food control areas, provided resources are available.

--Conducts aerial reconnaissance and photographic missions, as requested, provided resources are available.

--Manages overall effort for aerial search and rescue.

10.   Region 8 Public Health
Provides relevant information to emergency management decision-makers:

a)   Managing evacuation of hospitals, nursing homes, assisted living facilities, etc. and the off-site care for displaced residents.

b)   Managing medical shelters.

Specific Responsibilities—Federal

1.   **Bureau of Reclamation (BOR)**

a)   Coordinates activities of BOR dam response in Yakima County to include:
                     --classifying emergency events into response levels

                     --developing expected actions for each response level

b)   Providing emergency analysis to the EOC.

2.   **Federal Emergency Management Agency (FEMA)**

Helping Communities nationwide prepare for, respond to and recover from natural and manmade disasters

Provides rapid, ready, clear and consistent access to disaster assistance to eligible individuals and communities.

3.   **Department of Homeland Security (DHS)**

Communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.