# Comprehensive Emergency Management Plan (CEMP)

**For Further Information Contact:**

NW Tribal Emergency Management Council

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Snohomish WA 98291

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# Emergency Contact Numbers

**Business Hours:**

8:00a.m. – 5:00p.m. Monday-Friday

Unless noted, all phone numbers are prefixed with **360-651-\*\*\*\***

**After Hours:**

After hours, weekends and holidays: Contact NWTEMC Tribes Police Services at **360-651-4608**. The NWTEMC Tribes Police Services maintains a 24-hour duty schedule for all departments.

**Government Emergency Numbers and Contacts Persons:**

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# Emergency Frequencies:

|  |  |
| --- | --- |
| NWTEMC Police Services  | 153.815MHz  |
|   |   |
| Snohomish County DEM  | 154.055MHz  |
| Snohomish County  |   |
| City of Marysville PD  | 158.775MHz  |
| North County PD  | 158.850MHz  |
| North Fire  | 154.430MHz  |
| Fire Trail  | R158.850, T159.465  |
| Wash State Patrol (WSP)  | R155,655, T154.845  |
| WSP - aircraft  | 159.0750  |
| WSP- NLEC, Nat’l Emergency Ch.  | 155.4750  |
| WSP – OSCAR, On-Scene Coordinator  | 156.1350  |
| WSP – Snohomish Co: Everett  | 154.8450  |
| WSP – Snohomish Co. car to car  | 154.9350  |

**NWTEMC OEM Satellite Phone # (**254) 460 3076

# Distribution Page

This plan will be distributed to all participating Tribal Departments and entities that have designated responsibilities delineated within this plan.

#### Primary Distribution List

NWTEMC Board of Directors

NWTEMC Exec Director

NWTEMC Homeland Security Coordinator

Member Tribes of NWTEMC

#### Secondary Distribution List

Other WA, ID, OR tribes

Washington State Emergency Management Division

WA DOH

FEMA

BIA

# CEMP Suggestion Form

Dear CEMP Reviewer:

Fill in your name, title, department, address, phone and fax number. There are three review sections: (1) Basic Plan, (2) Appendices and (3) Emergency Support Functions. Fill in the blanks regarding the location of information in the plan being reviewed. Attach marked-up copies to this sheet with any suggested changes. Make other suggestions or comments in the space provided below. Add extra sheets as necessary. Thank you in advance for your contributing efforts and for taking the time to make the NWTEMC Tribes Comprehensive Emergency Management Plan better.

Mail or Drop Off at:

NWTEMC Box 1091

Everett WA 98206

206.310.1467

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Suggestions or Comments:

# Record of Revisions

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# I. INTRODUCTION

The NWTEMC Tribal government has the responsibility for protecting life, property and environment threatened by natural or manmade disasters. Tribal emergency responders provide services such as rescue and medical treatment of the injured, evacuation of Tribal members at risk, initial isolation of an area, and identification of hazard. Tribal responders also notify other local, state, Tribal, and Federal agencies per applicable laws, regulations, plans and mutual aid agreements. The NWTEMC Tribes Comprehensive Emergency Management Plan provides a decision-making management system that facilitates Tribal involvement for multi-agency and multi-jurisdictional response to natural or technological disasters. The NWTEMC Tribes Comprehensive Emergency Management Plan recognizes and adapts to each agency’s authority and responsibility.

When a natural disaster or man caused disaster requires an emergency response, a tiered response flow typically occurs. The general order of the tiered response is as follows:

1. NWTEMC Tribal First Responders
2. Local first responders from the surrounding area (including the public and private sector resources
3. Regional first responders
4. State responders
5. Federal responders

A Federal response is likely for complex and/or widespread natural hazard or man caused disaster incidents in situations when the incident exceeds the level of response available from state, local and Tribal agencies, or at the request of the NWTEMC Tribes. Federal response capabilities include providing immediate response resources, access to funds and response coordination, and addressing federal interests. The NWTEMC Tribes may request State and Federal resources by following established procedures set forth in this document.

Emergency management is a system that through organized analysis, planning, decisionmaking, and assigning of resources will help prevent, prepare for, respond to and recover from the effects of all- hazards within the NWTEMC Reservation**.**

## A. Mission

1. To coordinate all emergency management activities that protect the members, property, economy and the environment of the NWTEMC Tribes.

1. This Plan is applicable to all natural and man-caused disasters.

 Disaster is defined as any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snow storm, drought, fire, explosion, hazardous materials incident, incident at fixed nuclear facilities, civil disturbance, terrorism, sabotage, enemy attack, international hostilities, or other catastrophe, emergency or situation in any part of the reservation which in the judgment of the Board of Directors threatens or actually cause damage of sufficient severity and magnitude to warrant execution of this NWTEMC Tribes Emergency Plan.

1. Provides the following:
* A basis for incorporating all Tribal programs, members, individuals and tribal organizations with disaster responsibilities into the emergency program.
* Continuity of operations of the NWTEMC Tribal government.
* A comprehensive framework for tribal disaster mitigation, preparedness, response and recovery operations.
1. This follows the planning guidelines outlined by the State of Washington's Comprehensive Emergency Management Plan and is consistent with the Snohomish County Comprehensive Emergency Management Plan.
2. This shares general emergency management planning concepts with neighboring jurisdictions, but it stands alone.

##  B. Purpose

To establish the NWTEMC Tribes Emergency Management functions and responsibilities of the Board of Directors, Departments, committees, and programs. This Plan is intended as a comprehensive framework for Tribal wide mitigation, preparedness, response, and recovery activities.

##  C. Authority

1. The NWTEMC TribesComprehensive Emergency Management Plan has been developed in accordance with the following authorities:

1. NWTEMC Tribes Resolution 2003-455: re-adoption and ratification of Police policy manual
2. NWTEMC Tribes Resolution 2004-xxx: adoption of CEMP
3. NWTEMC Tribes Resolution 2004-441: NWTEMC Tribes Hazard

Mitigation Plan

1. NWTEMC Tribes Resolution 2005-028: NIMS adoption
2. NWTEMC Tribes Resolution 2005-029: Emergency Management

meetings and training

1. NWTEMC Tribes Resolution 2005-185: Creation and participation in the Northwest Emergency Management Council
2. NWTEMC Tribes Resolution 2006-xxx: Participation of Quil Ceda Village in Emergency Management
3. Quil Ceda Village Resolution 2006-001: NIMS adoption
4. NWTEMC Tribes Ordinance # 49: Law and Order policy and

procedures

1. Federal Civil Defense Act of 1950, as amended
2. Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act"
3. Public Law 96-342, "Improved Civil Defense"
4. Public Law 99-499, "Superfund Amendments and Reauthorization Act of 1986"
5. RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures

##  D. Demographics

1. Geographic Area

The NWTEMC Indian Reservation contains 22,000 acres or 34 square miles and 60% remains in trust status. The eastern border is Interstate Highway 5 (I-5), the main north-south route through the State of Washington. The southwestern border is 16 miles of shoreline on Puget Sound. Firetrail Road forms the northern boundary.

Two major through routes on the Reservation are Marine Drive and Firetrail Road (140th St NE) and carry the majority of the traffic generated on the Reservation. Marine Drive serves the southern portion of the Reservation, the Tribal facilities in the NWTEMC Bay area, the major Indian residential communities and other residential communities along the coast. Firetrail Road serves residential communities in the northern portion of the Reservation.

Traffic on Marine Drive is heaviest in the commercial area near the 4th Street Interchange with I-5. The new 88th Street Interchange and extension of 27th

Avenue to 116th Street, where the Quilceda Business Park, Walmart, Home Depot, Tribal Casino, Liquor store and other commercial enterprises are located has increased traffic demands. Tribal facility developments and several tribal housing developments near the NWTEMC Bay and at Quilceda Road (27th Avenue NE) have also increased traffic demands. Further developments at the Business Park and on the Reservation in general will continue to add to the already high traffic volumes on the Reservation.

The NWTEMC Tribes’ Usual and Accustomed Fishing Areas (U & A) comprises approximately 4,417 square miles of Puget Sound and the Snoqualmie and Snohomish watersheds. This U & A extends from the Canadian border south to the northern edge of Vashon Island.

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2. Population

According to the 2000 Census, the NWTEMC Reservation is the home to 9246 people, of which 2253 are Native American. The NWTEMC Reservation is home to a total of 5500 Native Americans and Alaska Natives that live within our service area of Snohomish County. As of 2005, 1261 NWTEMC Tribal members live off the Reservation. NWTEMC Tribal enrollment is 3731 today.

##  E. Situation

1. The NWTEMC Tribes has the responsibility to respond and direct operations to all disasters within their borders.

1. A major earthquake may hamper response by damaging bridges, overpasses, roadways, facilities and communications systems.

1. Other natural disasters could damage various lifelines and thus reduce the effectiveness of an emergency response. See the NWTEMC Tribes Hazard Mitigation Plan developed by the NWTEMC Office of Emergency Management for a more detailed description of the NWTEMC Reservation’s demographics and geography.

# II. ORGANIZATION AND RESPONSIBILITIES

##  A. Organization

1. The NWTEMC Tribes Board of Directors provides oversight to emergency management activities by drafting those ordinances, resolutions, contracts, rules and regulations that are necessary for emergency management within the exterior boundaries of the NWTEMC Reservation.

The NWTEMC Board of Directors provides oversight to the NWTEMC Emergency Management Council, which is comprised of program managers throughout the Tribal government.

1. The NWTEMC Tribes Director of Emergency Management acts as the staff advisor to the NWTEMC Tribes officials and to DEM during disaster operations using the Incident Command System.

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

1. The Snohomish County Department of Emergency Management (DEM) is

charged with the responsibility of coordinating disaster mitigation, preparedness, response and recovery efforts of its member agencies under the direction and control of the Snohomish County Emergency Management Council. DEM's jurisdiction includes all unincorporated

Snohomish County and the cities and towns of Arlington, Darrington, Gold

Bar, Granite Falls, Index, Lake Stevens, Marysville, Snohomish, Stanwood and Sultan. The NWTEMC Tribes are an ex-officio member of the Snohomish County Emergency Management Council.

1. Snohomish County DEM's governing body is the Emergency

Management Council and is comprised of the County Executive and the Mayors of the ten member cities.

1. The Mayors of neighboring jurisdictions are responsible, by law, for disaster operations in their respective jurisdictions.

1. Disaster operations will be coordinated with the Snohomish County Department of Emergency Management and conducted by the two forces, supplemented as necessary, by trained auxiliaries and by manpower available within the local jurisdiction as well as at the county and federal level.

##  B. Concept of Operations

1. When possible, Snohomish County DEM will provide warning of an

impending disaster. If a disaster occurs, Tribal, county, city and all other appropriate forces shall respond.

1. The first priority shall be the preservation of life, with other mitigation and recovery efforts second.

1. Each affected jurisdiction shall maintain control of its own operations, with the NWTEMC Tribes providing coordination and assistance as necessary.

1. If the disaster should exceed any jurisdiction’s capabilities, the NWTEMC Tribes Board of Directors and/or designee may issue a proclamation of emergency and request additional assistance though local, state and federal agencies.

1. Disaster and Emergency Response Operations will be carried out according to existing plans and shall be coordinated by the NWTEMC Director of Emergency Management currently housed at the NWTEMC Police Department.

##  C. Time Phases of Disaster Operations

Emergency management programs include four functional divisions: mitigation, preparedness, response and recover.

* The **mitigation function** includes programs and activities designed to reduce or eliminate the effects of future disasters upon people and property.

* The **preparedness function** includes activities that encourage a state of readiness in government, Departments, organizations, businesses, families and individuals that provides the capability to survive a disaster and to ensure the continuity of government.

* The **response function** primarily includes dissemination of warning and emergency information; coordination for the over-all emergency response through the Emergency Operations Center, which is located at the NWTEMC Police Department; management of emergency resources; and liaison with state and federal government. The NWTEMC Director of Emergency Management is responsible for the coordination of all major disasters and emergencies that may befall the NWTEMC Tribes. This includes winter storms, floods, earthquake, major fires, hazmat spills/leaks and incidents related to weapons of mass destruction.

* The **recovery function** primarily includes collecting and reporting damage assessment information relating to both government and private property; assisting the establishment of Disaster Application Centers that provide local, state and federal disaster relief programs to citizens; and coordination of the disaster relief activities of community level human services agencies and organizations within the NWTEMC Tribes reservation boundaries.

1. Mitigation and Preparedness

Before a disaster strikes, Tribal departments should take steps to reduce potential disaster effects.

These steps may include, but are not limited to:

* 1. Conducting continuous planning assessments of potential risks and vulnerabilities of the NWTEMC Tribes Reservation.
	2. Reviewing disaster readiness capabilities and upgrading procedures in keeping with changing emergency management and response technology.
	3. Encouraging and maintaining interagency cooperation and coordination of readiness planning.
	4. Maintaining vehicles, equipment and facilities in a readiness condition.
	5. Conducting programs of public information and education on disaster preparedness and personal survival.
	6. Reviewing and improving response capabilities by conducting training, drills and exercises.

1. Response-Increased Readiness Period

If a disaster warning is issued by the Office of Emergency Management, all agencies with emergency responsibilities should:

* 1. Comply with established checklists and review response status and procedures.
	2. Notify key staff according to standard operating procedures.
	3. Notify the appropriate departments and programs.
	4. Prepare and update necessary information for release to the public.
	5. Report to the NWTEMC Emergency Operations Center located at the
	6. Initiate mitigation and preparedness programs to reduce the effects of the disaster.
	7. Initiate all record keeping, data collection and control measures as needed.

1. Response-Emergency Period

When a disaster strikes, all agencies with emergency responsibilities should:

* 1. Initiate and conduct disaster response operations according to SOPs.
	2. Coordinate their response with the Director of Emergency Management and all involved departments and programs within the NWTEMC Tribes.
	3. Keep the Director of Emergency Management and NWTEMC Board of

Directors fully advised of actions taken.

* 1. Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of available resources.

1. Recovery Phase

After the threat to life and property has passed, those departments and programs involved in the emergency response should:

* 1. Obtain detailed damage assessment information.
	2. Coordinate the application of resources to meet the long-term needs of the NWTEMC Tribes.
	3. Identify any and all deficiencies in response and conduct after-action reports to assist in the implementation of actions for improvement.

##  D. Responsibilities

###  1. NWTEMC Tribes Government

1. The **NWTEMC Board of Directors** shall:

* 1. Establish policy and make major decisions.

* 1. Issue proclamations of emergency and requests for assistance.

* 1. Request additional assistance through Snohomish County Department of Emergency Management.

* 1. Direct the implementation of emergency response and recovery.

* 1. Adopt and enact ordinances/resolutions and appropriate revenue.

* 1. Conduct general council meetings and take action to assist in informing the public and to identify emergency needs.

* 1. Provide for the continuity of the Tribal government and temporarily fill any vacancy in the office of Emergency Management by appointment.

1. The **NWTEMC Tribes Emergency Management Department** shall:

* 1. Activate the Emergency Operations Center

* 1. Direct emergency operations and provide liaison.
	2. Be responsible for the current update of the Comprehensive Emergency Management Plan.

* 1. Coordinate emergency activities of local agencies in preparing and responding to a disaster.

* 1. Provide communications coordination for response agencies during a disaster.

* 1. Assist the Board of Directors by providing staff assistance in a disaster.

* 1. Act as the contact point for requesting disaster assistance from other governmental agencies (except mutual aid).

* 1. Prepare damage assessment, incident, or disaster analysis reports, as necessary.

* 1. Coordinate communications with the NWTEMC Public Information

Officer.

* 1. Provide reconnaissance and field operations teams.

* 1. Provide public information and education as it pertains to disaster preparedness and response.

* 1. Coordinate the use of all available resources.

* 1. Maintain current Standard Operating Procedures for the NWTEMC Tribes Office of Emergency Management (TOEM) disaster responsibilities.

* 1. Maintain NIMS (National Incidence Management System) compliance.

1. The **NWTEMC Public Information Officer** shall:

* 1. Warn the public of impending disasters and provide adequate

instructions before, during and after emergencies

1. The **NWTEMC Emergency Management Council** shall:

* 1. TBD

* 1. TBD

* 1. TBD

1. **Law Enforcement** shall:

* 1. Operate all dispatch and communications systems

* 1. Use appropriate crowd and traffic control procedures to limit access to the disaster area.

* 1. Assist in warnings and carry out the evacuation of citizens from the affected area.

* 1. Maintain law and order and provide physical security in and around the affected area.

* 1. Provide incident command for law enforcement oriented disasters.

* 1. Oversee all security departments during an emergency.

* 1. Carry out search and rescue missions.

* 1. Provide damage assessment reports, as necessary.

* 1. Develop procedures for the mass arrest and detention of prisoners.

1. The **NWTEMC Tribes Health Clinic** shall:

* 1. Manage disease control and immunization programs.

* 1. Ensure the health clinic is operational for the duration of an

emergency or disaster and is staffed with medical or first responder personnel.

* 1. Ensure that an alternate treatment center, as well as the EOC, has supplies needed for emergency medical operations.

* 1. Ensure that emergency medical supplies are stored for use at both main and alternate storage facilities.

* 1. Maintain an inventory of pharmaceuticals for use at both main and alternate storage facilities.

* 1. Advise on public health matters as requested.

* 1. Maintain current suggested operating procedures for disaster responsibilities.

* 1. Assist in the NWTEMC Tribes EOC, if requested.

1. **Public Works** shall:

* 1. Maintain/repair major thoroughfares and bridges for emergency vehicles.

* 1. Provide refuse and debris removal and/or disposal.

* 1. Keep storm and sanitary sewer, and water systems in operation.

* 1. Provide barricades and other traffic control equipment as needed.

* 1. Provide equipment and operators to assist in other emergency

situations.

* 1. Ensure that all tribal trucks and vehicles are fueled and operational.

* 1. Provide damage assessment reports, as necessary.

* 1. Provide information on road conditions and status.

* 1. Maintain current suggested operating procedures for disaster responsibilities.

* 1. Assist in the NWTEMC Tribes EOC, if requested.

1. **Finance** shall:

* 1. Ensure disaster-related expenditures are made in accordance with applicable resolutions, ordinances, emergency procurement, and accounting policies.

* 1. Remove and secure financial records as necessary.

* 1. Provide personnel for other agencies with disaster responsibilities.

* 1. Maintain current suggested operating procedures for disaster responsibilities.

* 1. Assist in the NWTEMC Tribes EOC, if requested.

 I.) **NWTEMC Housing** shall

1. Provide on-scene search, rescue, and extraction operations in Tribal housing.

1. Maintain emergency supply kits for 10-person rescue crew, to include food, water, goggles, gloves, hard hats, etc.

1. Maintain first aid supplies for 100 persons that may be needed for first responder first aid.

1. **NWTEMC Forestry** shall

* 1. Ensure that all Tribal loggers are available to clear trees and other debris from tribal roads.

* 1. Maintain forest-removing equipment to clear trees and logging debris.

* 1. Have chainsaws and fuel for chainsaws for ten days of continual operation.

* 1. Maintain food and water supply for logging crew for ten days of operation.

* 1. Coordinate the disposal of dead animals.

1. **NWTEMC Maintenance** shall

* 1. Ensure maintenance and custodial staff are available to carry out search and rescue responsibilities in tribal buildings.

* 1. Ensure supply and logistic responsibilities are met.

1. **NWTEMC Utilities** shall

* 1. Supervise the food and water quality control program.

* 1. Maintain tribal pump truck to be ready to use

* 1. Manage water supply

* 1. Manage portable toilet and trench facilities

* 1. Maintain emergency supply kit for emergency work crew of 10.

1. **Work Place Safety** shall

1. **NWTEMC Data Services** shall

1. **Family Services** shall

1. **Natural Resources** shall

1. **Cultural Services** shall

1. **Community Development** shall

1. **Marina** shall

1. **TERO** shall

1. **Communications**

* 1. see-yaht-sub

* 1. Cable

### 2. Other Agencies

1. Fire Services shall be coordinated through Marysville Fire District #12 & NWTEMC Bay/ Snohomish County Fire District #15:

* 1. Control and/or suppress fires and secure hazardous materials

scenes.

* 1. Provide on-scene medical assistance.

* 1. Assume incident command of fire related disasters.

* 1. Provide on-scene search, rescue, and extraction operations.

* 1. Assist law enforcement, as necessary, in warning and evacuation

operations.

* 1. Provide damage assessment reports, as necessary.

* 1. Maintain current suggested operating procedures for disaster

responsibilities.

* 1. Coordinate HAZMAT teams to handle hazardous materials incidents.

1. Snohomish County DEM:

 (Need to expand on what this relationship will look like: MOU, MOA)

1. Public Utility District #1 is Snohomish County responsibility and shall:

* 1. Restore electrical power on a priority basis.

* 1. Repair damaged generating facilities and equipment.

* 1. Remove downed electrical lines from roadways and other

dangerous areas.

* 1. Restore water service in its area of responsibility.

1. American Red Cross shall:

* 1. Provide mass care for disaster victims including shelter and food.

* 1. Provide non-emergent health and mental health services.

* 1. Provide damage assessment.

* 1. Establish a welfare inquiry service.

* 1. Provide recovery assistance for disaster victims.

# III. CONCEPT OF OPERATIONS

##  A. Concept

1. When possible, the NWTEMC Tribes Office of Emergency Management

(TOEM) will provide warning to the tribal membership of an impending disaster. If a disaster occurs, Tribal, county, fire district, and other forces shall respond.

1. The first priority shall be the preservation of life with other mitigation and recovery efforts second.

1. Each affected jurisdiction shall maintain control of its own operations, with the NWTEMC Tribes TOEM, providing coordination and assistance as necessary.

1. The NWTEMC Tribes Director of Emergency Management, in coordination with Snohomish County DEM, will respond to the scene to provide field personnel, communications, and on-scene coordination if requested by the incident commander.

1. If the disaster should exceed any jurisdiction's capabilities, the chief elected official may issue a proclamation of emergency and request additional assistance through Snohomish County DEM. See Appendix 12-Emergency Proclamation by the Board of Directors.

1. Member agencies of the (COAD), including American Red Cross, shall

provide either individual or mass assistance to disaster victims.

1. Disaster operations will be carried out according to the existing Comprehensive Emergency Management Plan and shall be coordinated by officials in their respective EOC(s) using the Incident Command System.

##  B. Disaster Phases

 1. Mitigation and Preparedness

 Before a disaster strikes – Tribal, county, and other government agencies shall take steps to reduce the disaster effects.

 These steps shall include, but not be limited to:

1. Conducting continuous planning studies of potential disaster elements on the reservation

1. Reviewing the disaster readiness capabilities and upgrading

procedures in keeping with changing emergency management and response technology.

1. Encouraging and maintaining interagency cooperation and coordination of readiness planning.

1. Maintaining vehicles, equipment, and facilities in a readiness condition.

1. Conducting programs of public information and education on

disaster preparedness and personal survival.

1. Reviewing and improving response capabilities by conducting training, drills, and exercises at least once a year.

1. Updating the NWTEMC Comprehensive Emergency Management Plan and the NWTEMC Hazard Mitigation Plan at least once every three years.

1. Response - Increased Readiness Period

 If a disaster is imminent all agencies with emergency responsibilities shall:

* 1. Comply with established checklists and review response status and

procedures.

* 1. Notify key staff according to the Comprehensive Emergency Management Plan (CEMP) and department standard operating procedures (SOPs).

* 1. Notify the appropriate organizations.

* 1. Prepare and update necessary information for release to the public

through the Public Information Officer (PIO).

* 1. Activate the appropriate Emergency Operations Center(s).

* 1. Initiate mitigation and preparedness programs to reduce the effects of the disaster.

* 1. Initiate all record keeping, data collection, and control measures as needed specifically as related to records of any emergency expenditures.

1. Response - Emergency Period

 When a disaster strikes all agencies with emergency responsibilities shall:

* 1. Initiate and conduct disaster response operations in accordance with established SOPs.

* 1. Coordinate their response with all involved agencies and jurisdictions through the NWTEMC Tribes EOC.
	2. Keep the public and government officials advised of the actions taken.

* 1. Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.

1. Recovery Phase

 After the threat to life and property has passed those agencies involved in the response shall:

* 1. Obtain detailed damage assessment information.

* 1. Coordinate the application of resources to meet the long-term needs

of the Tribe with the TOEM.

* 1. Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

# IV. ADMINISTRATION AND LOGISTICS

##  A. Administration

1. All organizations with disaster responsibilities shall establish and maintain files of disaster related directives and forms.

1. Reports may be requested by Snohomish County DEM from local jurisdictions and agencies in order to provide local, state, and federal officials with information concerning the nature, magnitude, and impact of the disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

1. Snohomish County DEM will be requested by Washington State EMD to

provide specific reports and the NWTEMC Tribes Office of Emergency Management may, in turn, prepare the following reports:

* 1. Situation Reports

* 1. Proclamations of Emergency

* 1. Requests for Assistance

* 1. Damage Assessment Reports

* + 1. Public Damages

* + 1. Private Damages

##  B. Financial Management

1. Emergency expenditures are integrated into the Tribal budgeting process. However, disasters can occur requiring substantial and necessary unanticipated obligations and expenditures. The following ordinances cover the financing of emergency response and recovery actions:

* 1. Counties: RCW 36.40.180 and 36.40.190

* 1. Cities under 300,000 population: RCW 35.33.081 and 35.33.101

* 1. Municipal and county governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.

* 1. RCW 38.52.070(2) Power to enter into contracts and incur obligations necessary to combat disaster, protecting the health, safety, and property, and providing emergency assistance to the victims of disaster.

* 1. NWTEMC Tribes Ordinance 05-XXXX Emergency Procedures

1. Records shall be kept so disaster related expenditures and obligations of the NWTEMC Tribes, county, cities, and towns can be readily identified from regular or general programs and activities.

1. Disaster related expenditures and obligations of the NWTEMC Tribes, county, cities, and towns may be reimbursed under a number of federal programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

1. Audits of the NWTEMC Tribes, county's, and cities' disaster related emergency expenditures will be conducted in the course of normal audits of Tribal, state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. These audits are conducted by the federal government.

1. Refer to Appendix 6, "Emergency Administration Procedures" and Appendix

7, "Emergency Fiscal Procedures", for detailed instructions.

##  C. Logistics

1. Coordination for maximum utilization of a limited supply of disaster related resources is a primary duty of the NWTEMC Tribes Office of Emergency Management.

1. Each department of the NWTEMC Tribes shall keep a current inventory of all resources that may be called upon for use in disasters. This inventory shall be provided to the NWTEMC Tribes Director of Emergency Management upon request and updated as necessary. (To be added to this document, Appendix 2, Annex 1)

# V. DIRECTION AND CONTROL

##  A. General

1. Direction and control of emergency services within the NWTEMC Tribes rests with the Board of Directors and the Director of Emergency Management.

1. During emergencies The NWTEMC Tribes Director of Emergency Management shall be responsible for overall coordination of the NWTEMC Tribes utilizing the Incident Command System.

1. The Board of Directors, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace may (by ordinance 05-XXXX) proclaim a declaration of emergency.

##  B. Coordination

1. During disasters the NWTEMC Tribes Office of Emergency Management provides an organized channel for bringing together those citizens and public entities with disaster related needs and those having the necessary capabilities and resources to meet such needs.

1. Snohomish County DEM maintains a mobile command post for

supplementing on scene communications and coordination.

##  C. Facilities

1. The NWTEMC Tribes Office of Emergency Management has established the **NWTEMC Police Department** (7720 Waterworks Road), as the **Emergency Operations Center (EOC)** for coordination for the NWTEMC Tribes.

1. Suggested operating procedures have been adopted and are maintained to ensure the NWTEMC Tribes EOC is adequately staffed and equipped to be immediately available in time of need.

1. In the event a disaster renders the NWTEMC Tribes EOC unusable, one of

the following locations will be used as an alternate EOC:

* 1. **NWTEMC Bay Fire Protection District #15**

7812 Waterworks Rd

NWTEMC, WA 98271

360-659-2416

* 1. **The NWTEMC Tribes Administration Building**
		1. Totem Beach Road

NWTEMC, WA. 98271

Toll Free 1-800-869-8287

* 1. **The NWTEMC Tribes Casino**

10200 Quil Ceda Blvd.

NWTEMC, WA 98271

Toll Free Number: (888) 272-1111 Local Number:

(360) 651-1111

* 1. **The NWTEMC Tribes Boys & Girls Club**

7707 36th Avenue NW

NWTEMC, WA 98271

Phone: 360-651-3400

* 1. **The NWTEMC Tribes Bingo Hall**

2911 Quil Ceda Way

NWTEMC, WA 98271

Phone: 360-651-3200

Toll-Free: 800-631-3313

1. The following locations have been designated as American Red Cross

Emergency shelters:

* 1. **The NWTEMC Tribes Tribal Center & Administration Building**

 ***(tribal members only)***

* + 1. Totem Beach Road

NWTEMC, WA. 98271

Toll Free 1-800-869-8287

* 1. **The NWTEMC Tribes Boys & Girls Club**

 ***(all community members)***

7707 36th Avenue NW

NWTEMC, WA 98271

Phone: 360-651-3400

# Appendix 1: Direction and Control

1. **PURPOSE**

To provide the effective direction, control, and coordination of emergency operations. This function involves the use of a centralized management center, the EOC, to facilitate policy making, coordination and control of operation forces and resources in a largescale emergency situation.

1. **OPERATIONAL CONCEPTS**

B. Direction and control of emergency services functions is the responsibility of the Emergency Management Director. Delegation of that responsibility shall be in writing and a copy sent to the NWTEMC Board of Directors.

* 1. During disasters and catastrophic events the NWTEMC Tribes Emergency Operations Center provides an organized channel for coordinating response and resources to the event.

* 1. Depending on the severity of the emergency or disaster, the NWTEMC TribesEmergency Operations Center may be activated and will coordinate requests for assistance and information.

* 1. Upon activation of the Emergency Operation Center, representatives of emergency response and support agencies will be requested to report to the operations center to make decisions and coordinate efforts and resources in response to the emergency/disaster.

* 1. Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units.

* 1. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephone and amateur radio systems will be used when necessary to support communications.

* 1. Facilities

* + 1. The NWTEMC Tribes will establish an Emergency Operations Center to serve as a central coordination point. Operation procedures will be maintained to adequately staff and support the EOC to ensure efficient operations.

* + 1. The EOC will be equipped with information, display materials, internal communications and any additional equipment, materials and supplies required to ensure efficient operations.

The primary location for the EOC will be at:

**The NWTEMC Police Department**

**7720 Waterworks Road**

**NWTEMC, WA 98271**

**Phone: 360-658-2904**

**Dispatch: 360-651-4608**

**Fax: 360-651-3360**

* + 1. Criteria for alternate locations for the EOC will be developed and locations identified in Annex A to this Appendix.

* + 1. TheNWTEMC Tribes shall activate an EOC to be used in local emergencies. When it appears that the magnitude of the emergency may reach beyond the local EOC capability, the County EOC may be activated.

* + 1. Each response and support agency that is identified to have a role within the EOC will be responsible for material, supplies and communications to support that EOC function.

* + 1. Agencies providing representation to the NWTEMC Tribes Emergency Operation Center (EOC) are listed on Annex B to this Appendix.

* + 1. State, local and other Tribal Emergency Operations Centers are listed on Annex C to this Appendix.

1. **RESPONSIBILITIES**

* 1. The NWTEMC Tribes Director of Emergency Management shall have the responsibility for coordinating all local government activities taken to prevent, respond to, and recover from imminent threat of, or an emergency, disaster, and/or catastrophic event.

* 1. Private and public agencies that respond to or support emergency operations will identify liaison personnel to work with the NWTEMC Tribes Office of Emergency Management and support EOC operations. Each agency will provide a list of those identified and how to contact them in the event of EOC activation. (Annex B to this Appendix.)

1. **ANNEXES**

* 1. NWTEMC Emergency Operations Center Criteria
	2. NWTEMC Emergency Operations Center Representatives
	3. Other Local Emergency Operations Center Locations/Points of Contact

## Annex A to Appendix 1: NWTEMC Tribes Emergency Operations Center

1. **Minimum Requirements**

* 1. Emergency generator
	2. Multiple phone lines
	3. Adequate, secure, dedicated, EOC facility (large room)
	4. Auxiliary heating service
	5. Disaster proof building (flood, earthquake, etc.)
	6. Cooking facilities
	7. Adequate parking on-site
	8. Multi-channel VHF radio communication (base station)
	9. Bathroom, handicap accessible
	10. Tables and chairs
	11. Facsimile machine
	12. Computer\printer capabilities
	13. Copy machine
	14. Water
	15. ADA Compliant

1. **Other Considerations**

* 1. Good reception for cell - phone
	2. Large parking (staging) area
	3. Separate sleeping facilities
	4. Food supplies (72 hours)
	5. CB base Station
	6. Cable/Satellite TV
	7. Easy access to services

## Annex B to Appendix 1: Emergency Operations Center Representatives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department**  | **Contact**  | **Phone**  | **Cell**  | **After Hours**  |
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## Annex C to Appendix 1: Other Local Emergency Operations Center Locations/Points of Contact



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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EOC**  | **Jurisdiction**  | **Point of Contact**  | **Telephone #**  | **Address**  | **City**  | **Zip Code**  |
|   | **k) ESCA**  | **Lyn Gross**  | **425.776.3722** | **2901 228th St SW, Ste A**  | **Brier**  | **98036**  |
|   | **l) Everett Naval Station**  |  | **425.304.3366** | **2000 West Marine View Dr**  | **Everett**  | **98207**  |
|   | **m) Boeing Company**  |  |  |  |  |  |
|  | **4) ISLAND COUNTY**  | **Dave Hollet**  | **360.679.7370** |  | **Coupeville**  | **98239**  |
|   | **a) Oak Harbor**  |  | **360.279.4500** | **865 SE Barrington Dr**  | **Oak Harbor**  | **98277**  |
|   | **b) Coupeville**  |  |  |  |  |  |
|   | **c) NAS Whidbey Island**  |  | **360.279.1080** | **3730 N Charles Porter Ave**  | **Oak Harbor**  | **98278**  |
|  | **5) SAN JUAN COUNTY**  |  | **360.378.9932** |  | **Friday Harbor**  | **98250**  |
|   | **a) Friday Harbor**  |  | **360.378.2810**  | **60 Second St**  | **Friday Harbor**  | **98250**  |

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**Figure 1 to Appendix 1**

**Emergency Management Organizational Chart**

**Chairman**

**Police Chief**

**Tribal Emergency**

**Management Director**

**Tribal Departments**

**Reservation Attorney**

**Public Information Officer**

**Federal**

**State**

**County**

**Non-Tribal Agencies & NGO’s**

**General Manager**

**(**

**Incident Commander**

**)**

 **Control**

#### Coordination / Consultation

 **Figure 2 to Appendix 1**

**Incident Command Operational Chart**

**Oper**

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**fety)**

**Incident Commander**

**(**

**General Manager)**

**Liaison**

**Public Information**

**Tribal Agencies**

**Planning**

**Logistics**

**Administration /**

**Finance**

  **Control**

# Appendix 2: Continuity of Government

1. **Purpose**

1. **Operational concepts**

1. **Responsibilities**

1. **Annexes**

# Appendix 3: Emergency Resource Management

1. **PURPOSE**

 To identify emergency resource needs, local resources and to provide a system for prioritization, utilization and reimbursement of those resources during times of emergency.

1. **OPERATIONAL CONCEPTS**

 A. To assure that up-to-date listings are maintained of the exact resource capability of local jurisdictions and the private sector.

* 1. General

It is the responsibility of the tribal government to protect the lives and property of its local citizens. At the time of an emergency, the Director of the Tribal Emergency Management Office shall appoint a Resource Manager or a Coordinator of the Emergency Supply Services. The resource manager will determine the availability of essential resources and recommend priorities for the use of scarce supplies and materials needed to maintain the best welfare of the population. The Resource Manager will form a team that consists of the head of each government or private organization or their designee that ordinarily controls or furnishes such resources or services that will be needed. The makeup of the team will vary based on the type and scope of the emergency or disaster. The Resource Manager may appoint an assistant to help wit the most critical supply efforts, as shown in the organizational chart. Plans and duties in these areas are found in other appropriate appendices.

 Resources and Supply Service Team (TBD)

* 1. To prioritize, allocate and conserve local resources to serve the greatest good.

B. Phases of Management

1. Mitigation

* + 1. Plan resources services to be provided in an emergency.
		2. Maintain current inventory listings for all Tribal resources
		3. Establish mutual aid agreements for the coordination of resources – manpower, equipment, supplies, etc.
		4. Coordinate activities through the Tribal Emergency Management Office.
		5. Establish purchase prices and contract costs for specific items through tribal purchasing guidelines and mutual aid agreements.
		6. Plan and train adequate personnel for maximum utilization of resources from the following departments/agencies: i. Law Enforcement ii. Fire Department

iii. Public Health (Tribal, County, & State) iv. Facilities

v. Human Resources vi. Public Works

* 1. Coordination and utilization of available resources during an emergency.
	2. Develop procedures for emergency purchasing of equipment, supplies, etc
	3. Establish procedures and guidelines for volunteers and donations.
	4. Develop procedures for the restoration of vital services such as utilities. Maintain current listing of point of contact names and numbers.

1. Preparedness

* 1. Identify emergency resources and sources for requesting assistance
	2. Prepare and update list of current and readily available resources with the tribe.
	3. Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
	4. Update mutual aid agreements
	5. Update all emergency plans and procedures to ensure accurate information.
	6. Maintain listing of all resources within the community.
	7. Conduct needs assessment.
		1. Ongoing process by each organization with emergency responsibilities ii. Damage assessment and past experience
	8. Assess current plans, procedures, and inventory and make needed adjustments identified in the needs assessment.

1. Response
	1. Notification
		1. Activate the resources management plan
	2. Emergency activity
		1. Determine needs
			* Needs assessment – ongoing
			* Prioritization – ongoing
			* Follow up ii. Obtain supplies
			* Notify suppliers
			* Evaluate requests against known supplies
			* Soliciting donations iii. Financial accountability – finance officer should keep the resource manager aware of:
			* Authorized budget
			* Log and process transactions
			* Track accounts
			* Secure access for additional funding as necessary and feasible
				1. Legal accountability – legal advisor should keep the resource manager aware of:

Legal obligations

Special powers granted by law to expedite tasks.

* + - * 1. Distribution of goods and services.

Activate and operate key facilities

donations receiving areas

checkpoints

warehouses traffic control

1. high priority resources should be dispatched quickly hauling/transportation

1. assistance may be needed to suppliers to transport procurement and donations efforts reporting and coordination

EOC to notify checkpoints and other facilities of incoming resources to expect and priority designation

Checkpoints and other facilities are to provide regular reports on resources passing through to the EOC.

Distribution group will use this information to track location of resources and timeliness of deliveries.

coordination of resources to disaster victims

identify resource distribution centers

coordinate services with all agencies and departments within the tribe

prioritize needs of additional resources

Request activation of emergency purchasing process.

make available lists of sources to provide materials, equipment, and other sources during emergencies

Coordinate local efforts with other agencies.

Keep records and track all services, personnel, equipment, supplies, and other resources needed during an emergency.

1. Recovery

* + - 1. Asses needs of victims
			2. Estimate cost to provide additional resources
			3. Assess impact of the emergency on the available resources and identifiable needs
			4. Coordinate resource management
			5. Public information for proper communication to victims
			6. Record resource needs and available supplies.
			7. Conduct a needs assessment with all response agencies, local officials, and the EOC to identify all resources used during a emergency – available resources and needed resources
			8. Replace used inventories to maintain tribal inventory list.
			9. Disposal of excess stocks
				1. Return loaned equipment.
				2. Surplus – normal procedures
			10. Stand down – deactivate facilities and staff used for resource management.
			11. Financial reconciliation.

i. Reimbursement or compensation to owners of private property ii. Compile appropriate reports that may address financial liability for any assistance received under the Stafford Act.

1. **RESPONSIBILITIES**

* 1. The NWTEMC Tribes EMC will collect and maintain a database of resources identified by jurisdictions and agencies that may be required during emergency, disaster and catastrophic events to save lives and mitigate damage.

C. Public and private agencies and departments will provide the NWTEMC Tribes EMC an up-to-date list of resources (including equipment, materials and labor) that will be maintained in the database.

1. **ANNEXES**

* 1. Resources

## Annex A to Appendix 3: Emergency Resource Management

**List all of the departments and the resources that are available when calling each up.**

# Appendix 4: Emergency Public Information

1. **PURPOSE**

 To provide and maintain a program for the coordinated dissemination of emergency information and instructions to the public.

1. **OPERATIONAL CONCEPTS**

* 1. Public information provides people with information regarding when and how to prepare and to recover from an emergency, disaster or catastrophic event.

* 1. The functions of public information include the dissemination of accurate, timely and comprehensive information which:

* + 1. Promotes personal safety, survival and personal public health information;

* + 1. Offers advice on protection of private property;

* + 1. Provides accurate information on the actions of government and the expected role of citizens;

* + 1. Neutralizes rumors; and

* + 1. Outlines assistance programs offered by local, state, federal and volunteer agencies.

* 1. The NWTEMC TribesalongwithSnohomish County DEM will coordinate long-term education efforts with all public and private agencies and departments.

* 1. The NWTEMC Tribes shall control and release all public information statements through the NWTEMC EOC during an emergency, disaster or catastrophic event.

* 1. American Red Cross operates under its own National Guidelines regarding Public Information. The American Red Cross will generate and disseminate all public information regarding Red Cross operated mass care facilities.

1. **RESPONSIBILITIES**

* 1. The NWTEMC Tribes Director of Emergency Management will develop and maintain a Public Information Policy and Plan that includes each jurisdiction and public agency/department with a responsibility in time of emergency, disaster or catastrophic event.

* 1. Each political jurisdiction, public agency and department will participate in and plan with the NWTEMC Tribes Office of Emergency Management to coordinate and control public information.

* 1. The NWTEMC Tribes Office of Emergency Management will coordinate with the NWTEMC Tribes Public Information Officer (PIO) and establish a public information center as soon as an emergency, disaster or catastrophic event is declared.

# Appendix 5: Emergency Administrative Procedures and Records

1. **PURPOSE**

 To provide for special administrative support of emergency management operations during emergencies or disasters.

1. **OPERATIONAL CONCEPTS**

* 1. Agencies with disaster responsibilities should establish orderly files of emergency directives and forms so that during a disaster these materials will be readily available.

* 1. Logistics

* + 1. Coordination on the use of a limited supply of resources and assets for maximum mitigation of the effects of emergency/disaster is a principal duty of local emergency organizations.

* + 1. Inventories:

 Each Tribal agency/department shall keep an updated inventory of all resources and assets that may be called upon for use in disasters. This inventory will be made available to the Office of Emergency Management upon request.

* + 1. Disaster Operations:

* + - 1. In carrying out the provisions of Resolution 05-XXXX, the Board of

Directors and the General Manager of the Tribe are directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the NWTEMC Tribes to the maximum extent practicable, and the managers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities to the Office of Emergency Management.

* + - 1. The General Manager and/or his designee and the Director of

Emergency Management appointed in accordance with Resolution 05XXXX, in the event of a disaster, after proclamation by the Board of Directors, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed. Provided, that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Tribal, Federal and State emergency management regulations for registered emergency workers.

* 1. Contracts

* + 1. General Authority

 The Board of Directors is authorized to contract with any person, firm, corporation, or entity to provide construction or work on a cost basis to be used in emergency management functions or activities or said functions or activities to expressly include natural disasters, whether appropriated funds, local funds, or from whatever source, may be used to pay for the construction, equipment, or work contracted for under this section.

* 1. Emergency Purchases

* + 1. Emergency purchases shall be made per applicable NWTEMC Tribes ordinances.

* 1. Mutual Aid

* + 1. The NWTEMC Board of Directors is authorized to enter into Mutual Aid agreements with any local jurisdictions for the purpose of providing Emergency Management services to the residents of the NWTEMC Tribes.

* + 1. Mutual aid between local political subdivisions can be enacted when a disaster is beyond the capabilities of the NWTEMC Tribes.

* 1. Reports and Reporting

* + 1. Reports are required from local political subdivisions when a disaster has occurred in order to provide the Board of Directors, the Governor, the State Emergency Management Division, and other governmental officials with information concerning the nature, magnitude, and impact of a disaster, and for use in evaluating and providing the most efficient and appropriate disaster response assets and services.

* 1. Registration of Emergency Workers

* + 1. "Emergency Worker" is defined by Snohomish County as any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities (RCW 38.52.010(4)).

* + 1. The Snohomish County Department of Emergency Management registers

local emergency workers and maintains a current listing of all registered emergency workers.

* + 1. Snohomish County Emergency workers are registered per the rules and regulations established by the state Emergency Management Division as defined in RCW 38.52.310.

* + 1. The NWTEMC Tribes will register emergency workers for the purpose of

engaging in authorized emergency activities.

* 1. Liability Coverage

* + 1. The NWTEMC Tribes shall request a mission number from the Snohomish County Department of Emergency Management, who shall obtain an Emergency Management Mission Number from the State Emergency

Management Division for actions intended to protect life and property during the incident period of any given disaster. The Mission Number serves as state approval of appropriate activities and to cover the liability and certain damages, as prescribed by state statute, that are incurred by registered emergency workers within each jurisdiction for the duration of the incident and recovery period.

* + 1. Equipment and vehicles should only be used by trained and qualified personnel, under the direction of an appropriate authority. Any personal property that is not relevant to the mission will not be considered for compensatory coverage.

* 1. Environmental Review -- Permits

 Projects that are new activities or any expansion of or addition to an existing activity may require an environmental impact study or permit prior to final project approval. Tribal Resolutions and Ordinances that apply to include, but are not limited to the following:

 Tribal Resolutions and Ordinances

* 1. Environmental Review -- Permits and Exemptions for Emergency Actions

 In instances involving emergency work performed to protect life and property, requirements for environmental review and permits may be waived or orally approved per the following Tribal resolutions, ordinances and related state and federal laws:

* + 1. State Environmental Policy Act (SEPA - Environmental Review)

 WAC 197-10-180 "Actions which must be undertaken immediately, or within a time too short to allow for full compliance with this Chapter, to avoid an imminent threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation, shall be exempt. Agencies may specify these emergency actions in their guidelines."

* + 1. Hydraulics Act (Hydraulics Permit)

 RCW 75.20.100 "In case of an emergency rising from weather or stream flow conditions or other natural conditions, the Department of Fisheries or

Department of Game, through their authorized representatives, shall issue immediately upon request oral permits to a riparian owner or lessee for removing any obstructions, repairing existing structures, restoring stream banks or to protect property threatened by the stream without the necessity of obtaining a written permit prior to commencing work. Conditions of an oral permit shall be reduced to writing within thirty days and complied with as provided for in this section."

* + 1. Forest Practices Act (Application for Forest Practices)

 RCW 76.09.060(2) "Notwithstanding any other provision of this section no prior application or notification shall be required for any emergency forest practice necessitated by fire, flood, windstorm, earthquake, or other emergency as defined by the (Forest Practices) board, but the operator shall submit an application or notification, whichever is applicable to the Department of Natural Resources within forty-eight hours after commencement of such practice."

* + 1. Shoreline Management Act (Shorelines Permit)

 WAC 173-14-040(2), (3) "The following shall not require permits for the purposes of the Act: Normal maintenance or repair of existing structures or developments, including damage by accident, fire or elements."

* + 1. Flood Control Zones (Permit for Improvement)

* + - 1. RCW 86.16.080 "Provided, however, that whenever, in cases of emergency, flood waters shall threaten to or shall endanger lives or damage property, or it shall be necessary to repair, reconstruct, or restore property damaged by such flood water, in order that such property may be used immediately for the purpose or purposes theretofore used, no permit shall be required."

* 1. Archaeological/Historical Preservation

 Many structures, archaeological sites, or properties of historical significance are protected by law. Non time-critical missions and recovery actions affecting such protected areas will be coordinated with the state Office of Archaeology and Historical Preservation.

* 1. Non-discrimination in Disaster Assistance

 All local actions encompassed by the Tribal/Federal/State Agreement will be subject to the State's program of non-discrimination in disaster assistance (reference Title 44 CFR, Section 205.16).

* + 1. Federal financial assistance to local political subdivisions is conditioned on full compliance with Title 44 CFR, Section 205.44 or CFR 3A, Part 98.

1. **RESPONSIBILITIES**

* 1. **Tribal**

* + 1. **Board of Directors**

 The Board of Directors has overall responsibility for Emergency

Administrative Plans and Procedures within the NWTEMC Tribes.

* + 1. **Office of Emergency Management**

* + - 1. The Office of Emergency Management provides technical advice and assistance to the NWTEMC Tribes and their department managers in the preparation and execution of their emergency administrative plans and procedures.

* + - 1. Coordinates with all jurisdictions/departments in development of

emergency administrative procedures and record keeping.

* + 1. **NWTEMC Tribes Attorneys**

* + - 1. Provide legal advice to the Emergency Management Director, Director of Emergency Management, and department heads in the development and execution of emergency administrative plans and procedures.

* + 1. **Department Managers**

* + - 1. Prepare and execute their emergency administrative plans and

procedures.

* + - 1. Keep records of all emergency actions, transactions, events, and damages.

* + - 1. Report on availability of manpower, equipment, facilities, and supplies to the Emergency Operations Center.

* + - 1. Provide for the safeguarding of critical records, files, and equipment during an emergency.
	1. **State**

 The Governor proclaims an emergency when the situation is beyond the capability

of local resources. (Note: this may initially be a verbal declaration per the Washington State Comprehensive Emergency Management Plan, Annex V)

* 1. **Federal**

 Provides advice and assistance on matters of federal administrative procedures and records.

1. **ANNEXES**

* 1. Department Closures/Reassignment

## Annex A to Appendix 5: Department Closures/Reassignments

#### TRIBAL

Closures - Reassignments (As Required)

The following departments may be closed during major emergency/disaster operations, and their

personnel may be available for reassignment by the NWTEMC Office of Emergency Management/EOC (with the exception of personnel placed in EOC operations.)

Finance Administration

|  |  |  |
| --- | --- | --- |
| Planning  |   | Tribal Attorneys  |
| TDS  |   | Health Services  |
| Utilities  |   | Family Services  |
| Maintenance   |   | Social Services  |

#### COUNTY

The following departments/agencies may be closed during major emergency/disaster operations, and their personnel may be available for reassignment by the Department of Emergency Management/EOC (with the exception of Executives or alternates participating in EOC operations) on an as needed basis:

Treasurer Assessor

Parks and Recreation Clerk

Planning District Courts

Data Processing Budget

#### TRIBAL AND COUNTY

Expansions

The following departments/agencies will expand their operations capability, as required.

NWTEMC Police Department

NWTEMC Casino Security

Sheriff' Department Utilities

Snohomish Health District Planning/Community Development

County Fire Services Personnel/Human Resources

Emergency Management Medical Examiner

Tribal Attorneys (advisory)

Finance (emergency expenditures rationing

#  Appendix 6: Emergency Fiscal Procedures

1. **PURPOSE**

 To provide fiscal procedures to support emergency actions at all levels during any disasters or emergencies.

1. **OPERATIONAL CONCEPTS**

* 1. The NWTEMC Board of Directors has the power to enter into contracts and incur obligations in carrying out the provisions of NWTEMC Emergency Management Resolutions and Ordinances without regard to time consuming procedures and formalities prescribed by Tribal Procurement Policies.

* 1. Expenditures necessary for the immediate survival of persons endangered by an emergency or disaster may exceed the limitations of individual budgets.

* 1. Authorization of Emergency Expenditures.

 Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

* + 1. The NWTEMC Tribes will incur disaster related obligations and expenditures in carrying out the provisions in which any disaster occurs. The NWTEMC Board of Directors shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. The emergency management director is authorized to exercise the powers vested under this section in the light of the exigency of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by Tribal Resolutions and Ordinances, procurement 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, and the purchase of supplies and materials.

 D. Record-keeping

 Records shall be kept in such a manner that the disaster related expenditures and obligations of NWTEMC Tribes departments can be broken out and identified, separated from regular or general programs and activities.

 Complete and accurate records are necessary:

* + - * 1. To document requests for assistance and ensure maximum eligible reimbursement.

* + - * 1. To facilitate reimbursement under approved applications pertaining

to declared emergencies or major disasters.

* + - * 1. For audit reports and audit records. Detailed records will be kept from the onset of the disaster, including but not limited to:

Appropriate extracts from payrolls, with any cross-references needed to locate original documents.

A schedule of equipment used on the job.

Invoices, purchase orders, and checks issued and paid for materials and supplies used on the job.

* + - 1. The following organizations are eligible for state and federal disaster assistance programs: (1) Towns and Cities, (2) Special Districts (those classed as political subdivisions by the State), (3) Authorized Tribal Organizations, and (4) Qualifying Private Non-Profit Organizations.

* + - 1. Any financial assistance that may be provided will be based on Damage Survey Reports and the further submission and approval of project applications that apply to the following:

* + - * 1. Debris removal.

* + - * 1. Emergency protective measures for the protection of life or property.

* + - * 1. Repair, replacement or restoration of Tribal facilities.

* + - * 1. Disaster assistance to Tribal communities that suffer a substantial loss.

* + - * 1. Use of federal equipment, supplies, facilities, personnel, and other resources.

* + - 1. Federal Reimbursement

 Disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of federal programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President or under the statutory authority of certain federal agencies.

* + - 1. Audits of Disaster Related Expenditures and Obligations

 Audits of local disaster related emergency expenditures will be conducted during the normal audit period. Audits of projects approved for federal

disaster assistance funding are necessary to determine the eligibility of the costs claimed by the applicant.

1. **RESPONSIBILITIES**

 Each Tribal entity has authority to obligate funds without regard to statutory limitations, when necessary for the survival of the population during emergencies.

* 1. **The Finance Director**

 The Finance Director will establish a means of recording emergency purchases authorized by the Board of Directors and/or Emergency Management Director during the even of an emergency.

* 1. **All Departments/Agencies**

* + 1. All Tribal department managers will ensure the preparation of Fiscal Plans and procedures for their respective departments for the continuation of fiscal procedures and record-keeping in the event of an emergency/disaster.

* + 1. Tribal department managers will protect essential fiscal records within their departments.

* + 1. Provide information to be used in compiling data to establish the extent of the financial burden resulting from a disaster event.

 **D. Tribal Attorneys**

1. Provide legal advice and assistance to the Board of Directors in the preparation of agreements, contracts, and other disaster related agreements.

 **D. Office of Emergency Management**

* + 1. Advises the NWTEMC Tribal departments concerning emergency fiscal

procedures.

* + 1. Assist the resolution of problems associated with damage claims resulting from loss or damage to property and/or injury or death of registered emergency workers as a result of emergency response to a disaster.

#  Appendix 7: Training and Education

1. **PURPOSE**

 To provide an adequate training and education program that ensures maximum readiness of Tribal officials, employees, and volunteers who are assigned emergency responsibilities. To provide 72-hour preparedness information and training for other citizens and businesses.

1. **OPERATIONAL CONCEPTS**

* 1. Seventy-two hour preparedness education and training, exercises and suggested operating procedures are vital to facilitate the effectiveness of Emergency Plans and to assure that operational concepts are sound and resources are adequate to carry out necessary functions in time of emergency, disaster or catastrophic events.

* 1. Education and training of emergency response personnel takes place at all levels of government and in volunteer organizations to enhance decision-making capabilities and familiarity with operational concepts and procedures.

* 1. Exercising Plans determines the effectiveness and feasibility of Plans and suggested operating procedures.

* 1. Exercises will be conducted on a routine basis with critiques and evaluations to follow each exercise.

* 1. Drills are supervised instructional sessions devised to maintain and develop skills in a specific area. Drills may be an element of an exercise.

* 1. The NWTEMC Tribes Office of Emergency Management will utilize all staff in designing, executing and evaluating training, exercises and drills for the NWTEMC Tribes.

1. **RESPONSIBILITIES**

* 1. TheNWTEMC TribesOffice of Emergency Management (TOEM)

* + 1. Develop and initiate local training and education programs, exercises and drills for all Tribal management, emergency response personnel, school personnel, private businesses and the communities of the NWTEMC Reservation.

* + 1. Develop special training programs that address but are not limited to, earthquake, severe weather, flooding, hazardous materials and other significant hazards to the NWTEMC Reservation.
		2. Provides training, drill and exercise information in annual progress reports to the Board of Directors and Emergency Management Director.

* + 1. Determines local training requirements as appropriate.
		2. Registers emergency workers within the NWTEMC Tribes.

* + 1. Trains emergency management volunteers and workers.

* + 1. Exercises NWTEMC Comprehensive Emergency Management Plan and

Standard Operating Procedures.

* + 1. Ensures participation in professional development training by emergency management staff and associated unified incident command personnel.

* 1. **Other Response Agencies**

* + 1. Coordinate with Snohomish County Department of Emergency

Management and Regional emergency management efforts to develop and implement ongoing disaster training and education programs and participate in regular exercises of Emergency Management Plansand programs.

* + 1. Conduct training on an on-going basis to maintain readiness.

1. **ANNEXES**

* 1. Training Priorities
	2. Exercises and Drills

## Annex A to Appendix 7: Training Priorities

Training will be conducted on a continual basis as outlined by the NWTEMC NIMS Implementation Plan and shall be provided to the following groups:

 Emergency Workers (volunteers)

 EOC Staff/Response

 First Response Personnel

 Fire

 Public Works

 Law Enforcement

 Emergency Medical Services

 Transportation

 Communications

 Tribal Officials

 Department Managers

 School District Personnel

 Search and Rescue Personnel

Public education will be encouraged and conducted on a continual basis as funding and staffing allows. The public education priority is 72-hour preparedness for all emergencies, disasters and catastrophic events.

## Annex B to Appendix 7: Exercises and Drills

1. **PURPOSE**

 To provide real life scenarios in a controlled environment in which to practice newly acquired skills and knowledge in the event of an emergency that allow for the evaluation of the four principles of emergency management: preparedness, response, recovery and mitigation. Exercises are part of the preparedness phase. Undertake to prepare response and recovery efforts from the hazards that cannot be fully mitigated.

1. **OPERATIONAL CONCEPTS**

 A. To be further determined by the NWTEMC NIMS Implementation Plan

# Appendix 8: Abbreviations

|  |  |
| --- | --- |
|  |  |
| **ACCESS**  | A Central Computerized Enforcement Service System  |
| **ARC**  | American Red Cross  |
| **BPA**  | Bonneville Power Administration |
| **CAP**  | Civil Air Patrol  |
| **CEMC**  | City Director of Emergency Management  |
| **CEMO**  | City Emergency Management Office  |
| **CFR**  | Code of Federal Regulations  |
| **CMNET**  | Comprehensive Emergency Management Network  |
| **COE**  | Corp of Engineers  |
| **CPCS**  | Common Program Control Station  |
| **CTED**  | Community Trade and Economic Development, Washington State  |
| **DAC**  | Disaster Assistance Council or Center  |
| **DEM**  | Department of Emergency Management  |
| **EBS**  | Emergency Broadcast System  |
| **EM**  | Emergency Management |
| **EMD**  | Emergency Management Division of Washington State CTED  |
| **EMC**  | Director of Emergency Management  |

**EMO** Emergency Management Office

|  |  |
| --- | --- |
| **EMS**  | Emergency Medical Services |
| **EOC**  | Emergency Operations Center |
| **ESCA**  | Emergency Services Coordinating Agency  |
| **FAA**  | Federal Aviation Administration  |
| **FEMA**  | Federal Emergency Management Agency  |
| **MAST**  | Military Assistance to Safety and Traffic  |
| **NAWAS**  | National Warning System  |
| **NOAA**  | National Oceanic and Atmospheric Administration  |
| **PIO**  | Public Information Officer  |
| **RACES**  | Radio Amateur Civil Emergency Service  |
| **RCW**  | Revised Code of Washington  |
| **SAR**  | Search and Rescue  |
| **SARA**  | Superfund Amendments and Reauthorization Act |
| **SOP**  | Suggested Operating Procedure  |
| **WAC**  | Washington Administrative Code  |

# Appendix 9: Definitions

**Common Program Control Broadcast Station**: An element of the Emergency Broadcast

System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Damage Assessment**: Estimation of damages made after a disaster has occurred which serves as the basis of the City administrator’s request to the Governor for a declaration of emergency or major disaster.

**Disaster Analysis**: The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

**Disaster Assistance Center**: A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Emergency**: “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (Public Law 93-288)

**Emergency Broadcast System**: Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures**: Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

**Emergency Management**: The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or man-made causes.

**Emergency Operations Plans**: Those Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker**: Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Individual Assistance**: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

**Major Disaster**: “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion of other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, 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.” (Public Law 93-288)

**Suggested Operating Procedures**: A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Emergency Operations Plan.

**Tsunami**: A huge waive caused by a submarine disturbance, such as an earthquake or volcanic eruption.

**Utility**: Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Voluntary Organization**: Any chartered or other wise duly recognized tax-exempt local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

# Appendix 10: Emergency Contact Lists

# Appendix 11: Emergency Proclamation by NWTEMC Tribes Board of Directors

**Local Proclamation Of Emergency**

When a disaster occurs requiring Tribal action beyond normal capabilities to protect lives and property, a NWTEMC Tribes proclamation of emergency can be made to use or obtain additional Tribal resources. The Tribal proclamation is also a prerequisite for some state or federal assistance. A NWTEMC Tribes proclamation of emergency authorizes the emergency use of Tribal resources and allows emergency expenditures, as well as allowing for waiver of normal bid procedures, if necessary.

The proclamation of emergency will be prepared by the NWTEMC Tribes EMO. Attachment 1 to this is a sample proclamation. The local proclamation of emergency describes the following:

1. The event (what has happened)
2. When the event happened;
3. Expected impacts without obtaining other resources;
4. Authorization of the use of local resources to combat disaster effects; and
5. Authorization to expend local funds.
6. Allows waiving normal bid procedures, if needed.

#### Local Action

\_\_\_ Prepare a blank proclamation prepared and on computer. Copies of the blank proclamation should be printed out for those emergencies when electrical power is not available.

\_\_\_ Develop and process the local resolution or ordinance that is the proclamation of emergency.

\_\_\_ Advise Snohomish County DEM by fastest telecommunications method available when local government is about to or has executed a proclamation of emergency. Supply all pertinent details.

\_\_\_ Forward a written copy of the proclamation to Snohomish County DEM by the most rapid means available (e.g., law enforcement teletype, facsimile (FAX) machine, courier, U.S. mail, etc.).

\_\_\_ Prepare to submit local requests for assistance and other supporting material; as necessary.

|  |  |
| --- | --- |
| Attachment #1:  | Sample local proclamation of emergency  |
| Attachment #2:  | WAC  |

## Annex A to Appendix 11: SAMPLE Proclamation of Emergency

**PROCLAMATION OF EMERGENCY/DISASTER BY (name of jurisdiction)**

 **WHEREAS**, the (name of jurisdiction) Department of Emergency Management has reported to the (Governing Body or Executive) of \_\_\_\_\_\_\_, THAT ON \_\_\_\_\_\_\_\_, at \_\_\_\_\_. a severe earthquake with the magnitude of 6.8, has severely disrupted the infrastructure within (name of jurisdiction) and caused extensive damages in parts of Snohomish County; and

 **WHEREAS**, damages have occurred to (name of jurisdiction) roads and bridges, utilities, private roads, homes, businesses and farm land; and

 **WHEREAS**, significant economic loss to businesses has occurred as a result of shutdowns necessary to conduct structural assessments of facilities; and

**BE IT RESOLVED BY THE** (Name of governing body or executive):

SECTION 1

That as a result of the aforementioned emergency situation and under (cite appropriate

RCW for type of jurisdiction) do hereby proclaim that a State of Emergency exists in (name of jurisdiction) and direct the supporting plans and procedures to the (name of jurisdiction) Comprehensive Emergency Management Plan be implemented.

SECTION 2

Designated departments are authorized to enter into contracts and incur obligations necessary to combat such emergency to protect the health and safety of person and property, and provide emergency assistance to the victims of such disaster.

SECTION 3

Each designated department is authorized to exercise the powers vested in this resolution in the light of the demands of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

 DATED this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Name/Title of Governing body or Executive)

 (Name of Jurisdiction), Washington

(Typed names and signatures of all members of governing body or executive)

## Annex B to Appendix 11: RCW

**RCW 35.32A.060 Emergency fund.**

Every city having a population of over three hundred thousand may maintain an emergency fund, which fund balance shall not exceed thirty-seven and one-half cents per thousand dollars of assessed value. Such fund shall be maintained by an annual budget allowance. When the necessity therefore arises transfers may be made to the emergency fund from any taxsupported fund except bond interest and redemption funds.

 The city council by an ordinance approved by two-thirds of all of its members may authorize the expenditure of sufficient money from the emergency fund, or other designated funds, to meet the expenses or obligations:

1. Caused by fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection, act of God, act of the public enemy or any other such happening that could not have been anticipated; or
2. For the immediate preservation of order or public health or for the restoration to a condition of usefulness of public property the usefulness of which has been destroyed by accident; or
3. In settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of a public utility owned by the city; or
4. To meet mandatory expenditures required by laws enacted since the last budget was adopted.

 The city council by an ordinance approved by three-fourths of all its members may appropriate from the emergency fund, or other designated funds, an amount sufficient to meet the actual necessary expenditures of the city for which insufficient or no appropriations have been made due to causes which could not reasonably have been foreseen at the time of the making of the budget.

 An ordinance authorizing an emergency expenditure shall become effective immediately upon being approved by the mayor or upon being passed over his veto as provided by the city charter.

[1985 c 175 § 64; 1973 1st ex.s. c 195 § 20; 1967 c 7 § 8.] **NOTES:**

**Severability -- Effective dates -- Construction -- 1973 1st ex.s. c 195:** See notes following [RCW 84.52.043](http://search.leg.wa.gov/wslrcw/RCW%20%2084%20%20TITLE/RCW%20%2084%20.%2052%20%20CHAPTER/RCW%20%2084%20.%2052%20.043.htm).

**RCW 35.33.081**

**Emergency expenditures – Non-debatable emergencies. (Cities over 300,000)**

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 therefor without notice or hearing.

[1969 ex.s. c 95 § 11.]

**RCW 36.40.180**

**Emergencies subject to hearing – Non-debatable emergencies.**

Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which all of such commissioners have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing.

[1963 c 4 § [36.40.180](http://search.leg.wa.gov/wslrcw/RCW%20%2036%20%20TITLE/RCW%20%2036%20.%2040%20%20CHAPTER/RCW%20%2036%20.%2040%20.180.htm). Prior: 1925 ex.s. c 143 § 2, part; 1923 c 164 § 6, part; RRS § 3997-6, part.]

**RCW 38.52.010 Definitions.**

As used in this chapter:

1. "Emergency management" or "comprehensive emergency management" means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress. However, "emergency management" or "comprehensive emergency management" does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack.
2. "Local organization for emergency services or management" means an organization created in accordance with the provisions of this chapter by state or local authority to perform local emergency management functions.
3. "Political subdivision" means any county, city or town.
4. "Emergency worker" means any person, including but not limited to an architect registered under [chapter 18.08 RCW](http://search.leg.wa.gov/wslrcw/RCW%20%2018%20%20TITLE/RCW%20%2018%20.%2008%20%20CHAPTER/RCW%20%2018%20.%2008%20%20chapter.htm) or a professional engineer registered under [chapter 18.43 RCW](http://search.leg.wa.gov/wslrcw/RCW%20%2018%20%20TITLE/RCW%20%2018%20.%2043%20%20CHAPTER/RCW%20%2018%20.%2043%20%20chapter.htm), who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.
5. "Injury" as used in this chapter shall mean and include accidental injuries and/or occupational diseases arising out of emergency management activities.

 (6)(a) "Emergency or disaster" as used in all sections of this chapter except [RCW 38.52.430](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.430.htm) shall mean an event or set of circumstances which: (I) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (ii) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to [RCW 43.06.010](http://search.leg.wa.gov/wslrcw/RCW%20%2043%20%20TITLE/RCW%20%2043%20.%2006%20%20CHAPTER/RCW%20%2043%20.%2006%20.010.htm).

 (b) "Emergency" as used in [RCW 38.52.430](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.430.htm) means an incident that requires a normal police, coroner, fire, rescue, emergency medical services, or utility response as a result of a violation of one of the statutes enumerated in [RCW 38.52.430](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.430.htm).

1. "Search and rescue" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under [chapter 47.68 RCW](http://search.leg.wa.gov/wslrcw/RCW%20%2047%20%20TITLE/RCW%20%2047%20.%2068%20%20CHAPTER/RCW%20%2047%20.%2068%20%20chapter.htm).
2. "Executive head" and "executive heads" means 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.
3. "Director" means the adjutant general.
4. "Local director" means the director of a local organization of emergency management or emergency services.
5. "Department" means the state military department.
6. "Emergency response" as used in [RCW 38.52.430](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.430.htm) means a public agency's use of emergency services during an emergency or disaster as defined in subsection (6)(b) of this section.
7. "Expense of an emergency response" as used in [RCW 38.52.430](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.430.htm) means reasonable costs incurred by a public agency in reasonably making an appropriate emergency response to the incident, but shall only include those costs directly arising from the response to the particular incident. Reasonable costs shall include the costs of providing police, coroner, fire fighting, rescue, emergency medical services, or utility response at the scene of the incident, as well as the salaries of the personnel responding to the incident.
8. "Public agency" means the state, and a city, county, municipal corporation, district, town, or public authority located, in whole or in part, within this state which provides or may provide fire fighting, police, ambulance, medical, or other emergency services.
9. "Incident command system" means: (a) An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures; provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability; and is a component of the national interagency incident management system; or (b) an equivalent and compatible all-hazards, on-scene functional management system.

[1997 c 49 § 1; 1995 c 391 § 2. Prior: 1993 c 251 § 5; 1993 c 206 § 1; 1986 c 266 § 23; 1984 c 38 § 2; 1979 ex.s. c 268 § 1; 1975 1st ex.s. c 113 § 1; 1974 ex.s. c 171 § 4; 1967 c 203 § 1;

1953 c 223 § 2; 1951 c 178 § 3.] **NOTES:**

 **Effective date -- 1995 c 391:** See note following [RCW 38.52.005](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.005.htm).

 **Finding -- Intent -- 1993 c 251:** See note following [RCW 38.52.430](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.430.htm).

 **Severability -- 1986 c 266:** See note following [RCW 38.52.005](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.005.htm).

**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 multiagency/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](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.020.htm) 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.

[1997 c 49 § 4; 1986 c 266 § 28; 1984 c 38 § 7; 1974 ex.s. c 171 § 9; 1951 c 178 § 8.] **NOTES:**

 **Severability -- 1986 c 266:** See note following [RCW 38.52.005](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.005.htm).

**RCW 38.52.091**

**Mutual aid and inter-local agreements -- Requirements.**

1. The director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop or cause to be developed mutual aid arrangements for reciprocal emergency management aid and assistance in case of disaster too great to be dealt with unassisted. Such arrangements must be consistent with the state emergency management plan and program, and in time of emergency it is the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements. The adjutant general shall maintain and distribute a mutual aid and inter-local agreement handbook.
2. The adjutant general and the director of each local organization for emergency management may, subject to the approval of the governor, enter into mutual aid arrangements with emergency management agencies or organizations in other states for reciprocal emergency management aid and assistance in case of disaster too great to be dealt with unassisted. All such arrangements must contain the language and provisions in subsection (3) of this section.
3. Mutual aid and inter-local agreements must include the following:

##### Purpose

The purpose must state the reason the mutual aid or inter-local agreement or compact is coordinated, the parties to the agreement or compact, and the assistance to be provided.

##### Authorization

Article I, section 10 of the Constitution of the United States permits a state to enter into an agreement or compact with another state, subject to the consent of Congress. Congress, through enactment of Title 50 U.S.C. Sections 2281(g), 2283 and the Executive Department, by issuance of Executive Orders No. 10186 of December 1, 1950, encourages the states to enter into emergency, disaster and civil defense mutual aid agreements or pacts.

##### Implementation

The conditions that guide the agreement or compacts may include, but are not limited to:

1. A statement of which authority or authorities are authorized to request and receive assistance and the conditions that must exist for the request or receipt of assistance.
2. A statement of how the requests for assistance may be made, what documentation of the request is required, the specifics of any details included in the request, and the required approval for the request.
3. A statement of the direction and control relationship between the personnel and equipment provided by the jurisdiction to the requester and the requirements of the requester to coordinate the activities of the jurisdiction providing the assets.
4. A statement of the circumstances by which the assisting jurisdiction may withdraw support from the requester and the method by which this is to be communicated.

##### General Fiscal Provisions

The terms of reimbursement must be stated defining the relationship between the requesting jurisdiction and the aiding jurisdiction, when reimbursement will be made, and details of the claim for reimbursement. The provisions may include statements that discuss but are not limited to:

1. A statement of what costs are incurred by the requesting jurisdiction.
2. A statement of what costs and compensation benefits are made to individuals from the aiding jurisdiction by the requesting jurisdiction.

##### Privileges and Immunities

The conditions and immunities that are enjoyed by the individuals from the aiding jurisdiction to the requesting jurisdiction must be stated. These provisions may include but are not limited to:

1. A statement of the privileges and immunities from liability and the law an employee of a supporting jurisdiction enjoys while supporting the requesting jurisdiction.
2. A statement of the privileges and immunities from liability and the law a volunteer from a supporting jurisdiction enjoys while supporting the requesting jurisdiction.
3. A statement on the use of the national guard between the requesting and supporting jurisdictions.
4. A hold harmless agreement between the signatory jurisdictions.
5. The precedence this agreement takes with existing agreements.
6. A time line by which information required by the agreement is exchanged and updated annually.
7. The time in which the agreement becomes effective.
8. The time and conditions when a signatory may withdraw and render the agreement ineffective.

[1997 c 195 § 1.]

**RCW 38.52.310**

**Coverage, classification, registration, of workers.**

The department shall establish by rule and regulation various classes of emergency workers, the scope of the duties of each class, and the conditions under which said workers shall be deemed to be on duty and covered by the provisions of this chapter. The department shall also adopt rules and regulations prescribing the manner in which emergency workers of each class are to be registered.

[1986 c 266 § 36; 1984 c 38 § 32; 1974 ex.s. c 171 § 33; 1953 c 223 § 15.]

**NOTES:**

 **Severability -- 1986 c 266:** See note following [RCW 38.52.005](http://search.leg.wa.gov/wslrcw/RCW%20%2038%20%20TITLE/RCW%20%2038%20.%2052%20%20CHAPTER/RCW%20%2038%20.%2052%20.005.htm).

##  Annex C to Appendix 11: Policy Considerations

Evacuation Plan

Employee Family-Care Disaster Plan

Policy for looting

Policy outlawing price gouging

Policy relaxing purchasing and contracting rules

Policy for volunteers:

 Regular

 Spontaneous

Risk and Disaster Mapping

Mitigation of Hazards

Rapid Assessment Plan

 (Includes Community Profile Checklist, Assessor's Checklist, Community Risk Assessment Worksheet, Disaster Intelligence Worksheet)

Debris Management Plan

Modeled Communication (Common Function) Plan

 (Within agencies and interface with other agencies and governmental bodies)

Condition Assessment Study

 (Includes Code Compliance, Maintenance History, Hazardous Materials, Insurance

Coverage, Functional use of city property)

Private Property Seizure Plan

Pets In Disaster Plan

Reentry Plan

Perimeter Plan

Media Plan

Public Information Plan

# EMERGENCY SUPPORT FUNCTIONS

# ESF 1: Transportation

1. **PURPOSE**

 To provide a guideline for accessing and coordinating ground, air and water transportation resources, personnel and support equipment to support emergency operations.

1. **OPERATIONAL CONCEPTS**

* 1. Ground transportation resources will be coordinated by a representative from the Transportation Committee in the County EOC.

* 1. Busses will be used to provide transportation support upon request of the Incident Commander through the EOC for:

* + 1. Evacuation of the public.

* + 1. Movement of emergency workers to and from staging areas.

* + 1. Movement of special populations.

* 1. Busses will be used for command centers and protection from the weather, if needed. (Command center usage will require equipment be supplied by user.)

* 1. Busses can be used for detention centers, if necessary.

* 1. Bus communication systems can be used to gather damage assessment and situation information.

* 1. Transit centers can be used for command centers.

* 1. Snohomish County Search and Rescue helicopters will be used for emergency rescue and critical equipment and supplies transportation.

* 1. The civil air patrol will provide damage assessment surveillance flights and report findings to the EOC at the request of the NWTEMC Tribes EM Coordinator (CEMC).
1. **RESPONSIBILITIES**

* 1. **Transportation Committee** shall:

* + 1. Designate a representative and alternate to respond to the CountyEOC to

direct and coordinate transportation resources.

* + 1. Develop, maintain and provide available resource information to the

NWTEMC Tribes EM for inclusion to the Resource Plan.

* + 1. The city in coordination with Snohomish County DEM will collect cost recovery information after the emergency, disaster or catastrophic event that was incurred by transportation providers.

* 1. **NWTEMC School District Transportation provider** shall:

* + 1. Provide an agency representative to the Transportation Committee if available.

* + 1. Provide safe transportation to the students within their jurisdiction.

* + 1. Make busses, fuel, maintenance and facility resources available to support emergency operations.

* + 1. Provide 72-hour preparedness information and training to employees.

* + 1. Develop and provide resource list information to the Transportation Committee.

* + 1. Maintain cost recovery information.

* 1. **The Snohomish County Search and Rescue** helicopters will assist in rescue and damage assessment as available.

* 1. **Civil Air Patrol** shall:

* + 1. Identify and fly routes to gather damage assessment information.

* + 1. Identify and provide resource list information to the Transportation Committee.

# ESF 2: Communications

1. **PURPOSE**

 To establish, coordinate, maintain, augment and provide back-up for all channels and methods of communication needed for emergency response and recovery.

1. **ORGANIZATIONAL CONCEPTS**

* 1. Police and Auxiliary Services Center (SNOPAC) is the primary radio

communications center providing dispatch for police and fire within the NWTEMC Tribes.

* 1. Southwest Communications Center (SNOCOM) is the primary radio communications center providing dispatch for Edmonds, Lynnwood, Brier, Mountlake Terrace, Woodway and Snohomish Fire District #1 and will relay appropriate information/requests to SNOPAC and/or Marysville Dispatch.

* 1. Marysville Dispatch is the primary radio communications center providing dispatch for Marysville Fire and Police departments.

* 1. Radio Amateur Civil Emergency Services (RACES) is the volunteer amateur radio groups that will provide communication support to the County, Municipal EOC(s) and the 9-1-1 facilities.

* 1. Amateur Radio Emergency Services (ARES) is a volunteer amateur radio group that will provide communication support to the private and volunteer relief organizations.

* 1. Incident Commander will initiate DEM notification via SNOPAC.

* 1. Incident Commander and DEM Coordinator will coordinate activation of local and/or county EOC.

* 1. SNOPAC will be notified when the county EOC is opened and appropriate representatives from the first response community are in place to prioritize and direct response from the EOC.

* 1. A detailed inventory and systems design for the NWTEMC Tribes communications is appended to this annex.

1. **RESPONSIBILITIES**

* 1. **SNOPAC and Marysville Dispatch**

* + 1. Collect and disseminate emergency and non-emergency information via

established and alternate communication channels to the appropriate public safety agency/department and/or EOC.

* + 1. Facilitate mutual aid requests for law enforcement and fire

agencies/departments.

* + 1. Maintain all communication equipment, supplies and back-up systems.

* + 1. Respond to the direction of the appropriate authority in the utilization and dispatch of resources.

* + 1. Relay public works and utility information to the appropriate

agencies/departments.

* 1. **Snohomish County DEM**

* + 1. Maintain county EOC and mobile communication equipment, supplies and back-up systems.

* + 1. Coordinates all communications elements in the county EOC.

* 1. **RACES**

* + 1. Provides auxiliary communication support to government.

* + 1. Will serve as net control for the calling frequency.

* + 1. Will define and assign frequencies to be utilized for specific purposes.

* 1. **ARES**

* + 1. Provides auxiliary communication support for the American Red Cross and volunteer organizations.

* 1. **OSSCAR (Insert if applicable)**

1. **APPENDICES**

 1. Current, Alternate and Additional Communication Systems

##  Appendix 1 to ESF 2: Current, Alternate and Additional Communication Systems

1. **SNOPAC (Police and Auxiliary Services Center)**

* 1. **VHF Radio System**

* + 1. Law Enforcement Channels

* + - 1. Everett

* + - * 1. Main (154.995r)
				2. Data (153.800)
				3. LGS - F3 tactical (153.980)

* + - 1. Sheriff & Small Cities

* + - * 1. North Main (158.850)
				2. South Main (159.210) (NWTEMC PD)
				3. East Main (159.165)
				4. (Tactical search and rescue) (155.415)

* + 1. Fire/Aid Channels

* + - 1. Everett

* + - * 1. Main (154.385)
				2. Tactical (154.280)

* + - 1. County

* + - * 1. North (154.430)
				2. East (154.235)
				3. Tactical (153.770)

* + 1. Other SNOPAC Channels

* + - 1. County Engineers

* + - 1. SNOCOM (Southwest Communications Center) Main (Law

Enforcement) (155.025) (Tactical 155.820)

* + - 1. Marysville Fire (154.430--same as SNOPAC North Fire)

* + - 1. Marysville Police (158.775) RECEIVE ONLY
			2. WSP Main (154.845)
			3. WSP LERN (Law Enforcement Radio Network) (155.370)
	1. **UHF Radio System**

 WSP - Skagit County LERN

* 1. **Telephone Systems**

* + 1. SNOPAC CBX with Enhanced 9-1-1 feature

* + 1. Kapes model back-up system (no 9-1-1)

* + 1. SNOPAC CBX extension to DEM office (ext 131)

* + 1. Facsimile line

* + 1. Cellular phone sets (6)

* + 1. National Warning System (NAWAS) (also monitored by DEM)

* 1. **Computer Aided Dispatch (CAD) System**

* + 1. Interconnected between SNOPAC, SNOCOM and Marysville Dispatch

* + 1. Police and fire departments have CAD terminals and/or printer stations linked to their respective dispatch centers via land-line.

* 1. **Alternate Communication Systems**

* + 1. Snohomish County DEM mobile communications vehicle (capability listed at

II.)

* + 1. Fire District #4 dispatch capabilities:

* + - 1. North Fire (154.430)

* + - 1. County Fire TAC (153.770)

* + - 1. East Fire (154.235)

* + - 1. Old Snohomish Fire (155.760)

* + 1. Snohomish Police Department dispatch capabilities:

* + - 1. South Main (159.210)

* + - 1. East main (159.165)

* + - 1. North main (158.850)
			2. F1 (search and rescue) (155.415)
			3. County DEM (154.055)
			4. WSP LERN (Law Enforcement Radio Network) (155.370)

* + - 1. Old Snohomish Fire (155.760)

* + 1. Marysville Police and Fire Dispatch Center

* + 1. SNOCOM Police and Fire Dispatch Center

* 1. **Communication Systems with Emergency Power Generation Capability**

* + 1. SNOPAC Dispatch Center

* + - 1. Diesel power generator (5,000 gal capacity)

* + - 1. UPS battery system for CAD and telephones (30 minutes)

* + 1. SNOPAC Radio Sites

* + - 1. All county sites operate on diesel power, battery, or propane thermoelectric power.

* + - 1. Everett fire/police radio has back-up diesel generator at Rucker Hill site only.

* + - 1. Cellular telephones have a battery pack (8 hour capacity).

1. **Department of Emergency Management**

* 1. **VHF Radio Systems**

* + 1. DEM network (154.055)

* + 1. Emergency Broadcast System - KIRO (FCC)

* + 1. Washington State Comprehensive Emergency Management Network (CEMNET) radio link with Olympia (State Emergency Management Division) and neighboring county Emergency Management agencies.

* 1. **UHF Radio System**

 Emergency Broadcast System - KIRO (FCC)

* 1. **National Oceanographic and Atmospheric Administration (NOAA) - Satellite**

**Weather Information System**

* + 1. Warnings: severe weather, flood, volcano, tidal wave
		2. Earthquake information
		3. Other emergency public information statements
	1. **Alternate Communication Systems**

* + 1. RACES (Radio Amateur Civil Emergency Services)

* + - 1. Voice and packet radio capabilities on 2 meters, 220 MHZ and 440 MHZ

* + - 1. Long range voice communication in HF band

* + - 1. Full repeater system at Mt. Pilchuck (county's electronic site)

* + 1. Snohomish County DEM mobile communication van:

* + - 1. Three VHF radios - 2 multi-channel and 1 fully synthesized radio

capable of 9600 channels

* + - 1. One amateur radio with VHF and UHF capability

* + - 1. One citizens band radio

* + - 1. One cellular phone with facsimile interface

* 1. **Communication Systems with Emergency Power Generation Capability**

* + 1. Snohomish County Emergency Operations Center – 3509-109th St. SW,

Everett, WA 98204

* + - 1. Back-up generator

* + - 1. UPS battery backup for telephone system and National Warning

System (45 minutes)

* + 1. Snohomish County DEM mobile communications van

* + - 1. Electric generator

* 1. **Telephone Systems**

* + 1. DEM PBX

* + 1. OPX to SNOPAC telephone switch

* + 1. 4 non-PBX lines

* + 1. Facsimile line
		2. National Warning System (FEMA) also monitored by SNOPAC
		3. Four cellular phones
1. **Additional Communication Systems**

* 1. **Washington State National Guard**

* 1. **Public Utility District #1**

* 1. **Community Transit**

* 1. **Everett Transit - 153.905**

* 1. **School busses**

* 1. **Everett Public Works - 153.980**

* 1. **Region X, FEMA - Mobile Emergency Response System**

# ESF 3: Public Works and Engineering Services

1. **PURPOSE**

To provide for coordination of Tribal, county and city public works departments, engineering services and structural engineers to protect, maintain and restore roads, structures, and lifelines exclusive of water.

1. **ORGANIZATIONAL CONCEPTS**
	1. Emergency engineering services provide for:
		1. The inspection of facilities for structural condition and safety.
		2. Demolition of unsafe structures.
		3. Debris and wreckage clearance.
		4. Temporary repair of essential facilities.
		5. Damage assessment.
		6. Transportation system restoration and maintenance.
	2. Public works departments will provide engineering services within their own jurisdictions as necessary.
	3. Neighboring jurisdictions will provide support as requested through mutual aid pacts.
	4. Each jurisdiction shall be responsible for its own emergency repairs and restoration of services. All requests for assistance will be forwarded to the NWTEMC Tribes DEM Coordinator, who will coordinate with the Snohomish County DEM.
	5. The NWTEMC Tribes Coordinator will forward damage assessment and situation reports to the Snohomish County DEM.
	6. The NWTEMC Tribes Public Works will provide a liaison to the NWTEMC Tribes EOC upon request.
2. **RESPONSIBILITIES**
	1. **The NWTEMC Tribes EOC** shall:
		1. Maintain public works resource information in accordance with Annex C and as identified by public works agencies and departments.
		2. Assist the public works liaison in the NWTEMC Tribes EOC as requested. **B. Public works agencies/departments** shall:
		3. Identify critical facilities and routes and provide information to NWTEMC Tribes EOC.
		4. Identify and provide local and agency resource information to NWTEMC Tribes EOC.
		5. Assess and report damage to NWTEMC Tribes EOC.
		6. Coordinate removal of debris and wreckage as necessary to facilitate open transportation routes and detours for the first response community.
		7. Provide barricade and road/bridge closure equipment as needed.
		8. Request additional resources exclusive of mutual aid through the NWTEMC Tribes EOC in coordination with Snohomish County DEM.
		9. Develop and maintain suggested operating procedures outlining emergency, disaster and catastrophic responsibilities and activities.
		10. Provide equipment and manpower as requested and if available.

**C. The NWTEMC Tribes-Engineering Department**

1. Develop and maintain procedure for evaluation, assessment and placarding of the Tribal facilities.
2. Provide damage assessment information during and following a major emergency, disaster or catastrophic event to the E.O.C.
3. Develop and maintain lists of structural engineers and other resources critical to damage assessment and determining structural integrity of buildings.
4. Develop and maintain suggested operating procedures.

**Insert the following if possible:**

#### -Personnel Assignment Sheet -Personnel Roster -Location Resource Report -Periodic Review Log including Date of Last Review

**D. The NWTEMC Tribes- Parks and Recreation (if applicable)**

**Insert the following if possible:**

**-Personnel Assignment Sheet -Personnel Roster -Location Resource Report -Periodic Review Log including Date of Last Review**

# ESF 4: Fire Services

1. **PURPOSE**

To provide an organizational framework utilizing the Incident Command System that will effectively utilize and coordinate available fire fighting and fire emergency medical services apparatus and personnel when the size and nature of the emergency, disaster or catastrophic event exceeds local capabilities.

1. **OPERATIONAL CONCEPTS**
	1. Normal emergency operations are handled with resources of the responding fire agency that includes local mutual aid.
	2. When an emergency goes beyond local mutual aid, task force/strike team responses from zones within Snohomish County maybe utilized or task force/strike team responses from other counties may be utilized. [Emergency Operations Center (EOC) may be advised at this time to coordinate additional logistical support.] (Appendix 1 – The NWTEMC Tribes- Fire/EMS Resource Plan)
	3. When the emergency exceeds the regional response effort, the Washington State Fire Mobilization Plan shall be utilized to obtain additional resources.
	4. An Emergency Operations Center (EOC) is opened for the purpose of providing technical and logistic assistance in coordinating resources under a unified command when prioritization becomes necessary.
	5. In the event of a catastrophic event each fire agency/ department/district may initially find themselves operating independently and reliant on their 72- hour preparedness.
	6. The fire service community shall be represented in the Emergency Operations Center (EOC).
	7. Department of Natural Resources (DNR) and United States Forest Service (USFS) are responsible for Wild-land fires and individual fire districts may have separate working agreements with Department of Natural Resources (DNR).
	8. Fire agencies/department's/district's responsibilities for emergency medical services are defined in ESF-8.
	9. Fire agencies/department's/district's communications capabilities are defined in ESF-2.
	10. Fire apparatus with the use of their sirens and public address systems are a valuable resource for disseminating warning and emergency information.
2. **RESPONSIBILITIES**

* 1. **Snohomish County Department of Emergency Management (DEM) in coordination with the NWTEMC Tribes EMO** shall:

* + 1. Serves as liaison between city service and the state for requesting

additional resources.

* + - 1. Provides mission number for regional response.

* + - 1. Serves as contact agency for state mobilization.

* + 1. Provides training to fire response personnel as appropriate.

* + 1. Shall determine location for and provide staff and supplies to Snohomish County Emergency Operations Center (EOC).

* 1. **Fire Agencies/Departments/Districts**

* + 1. Provide suppression and control of fires within their respective fire protection jurisdictions.

* + 1. Provide emergency medical service response under the scope of ESF-8.

* + 1. Support warning, notification and evacuation assistance to the limit of their training, equipment and statutory authority.

* + 1. Provide limited mobile radiological monitoring as appropriate.

* + 1. Provide hazardous materials control and response per department policy and capabilities.

* + 1. Each county/district/department in the regional task force/strike team response shall appoint an emergency operations center representative and alternate (in the event the primary is not able) to respond to and staff the county emergency operations center (EOC) and provide field assessment teams as required after EOC activation.

* + 1. Each agency/district/department will report their operational capabilities to the county emergency operations center (EOC) for the purpose of providing support/resources through existing Plans.

* + - 1. City mutual aid.

* + - 1. County mutual aid.

* + - 1. Fire/EMS Resource Plan

* + - 1. State Fire Mobilization Plan

1. Each fire agency/department/district should develop and maintain Standard Operating Procedures (SOP's) to support this Annex. (Develop – 72-Hour Preparedness Plan Guide for First Responders with Checklist)
2. Each fire agency/department/district will report damage assessment to the county emergency operations center (EOC).

# ESF 5: Information Analysis and Planning

#### I. Introduction

1. Purpose: To ensure effective communication and information exchange, and dissemination of information in order to effectively analyze situations so that an appropriate action plans can be created.
2. Scope: This ESF affects all agencies/departments involved in emergency operations. It is necessary to ensure that all information is coordinated and correct that effective planning is done.

#### II. Policies

1. All incident information shall be forwarded to the EOC or other location established by Emergency Management.
2. Emergency Management will provide for information coordination through the EOC or other established location. They will ensure that information is passed to the various agencies involved in disaster response/recovery.
3. The Tribal EOC will keep the Snohomish County Emergency Management informed of the situation, as appropriate and coordinate with Snohomish EOC to the extent possible.
4. Media relations will be handled by the Incident Commander or the Public Information Officer according to plan.

#### III. Situation

1. Emergency/Disaster Hazards and Conditions: Emergency or disaster situations that would effect the ability of agencies to communicate are, but not limited to: a. Power Outages
	1. Lightening Strikes
	2. Electromagnetic Pulse (EMP)
	3. Equipment Failure
2. Planning Assumptions:
	1. Information coordination will be limited at the onset of an incident.
	2. The Emergency Operations Center or secondary EOC will be used as the point of contact for information coordination.

#### III. Concept of Operations

A. General

1. Information will be coordinated from the Tribal EOC or other designated point, as appropriate to the incident.
2. Gathered information will be used for planning purposes and to keep all involved agencies current on actions that are occurring.
3. Information shall be distributed only to those agencies that are involved in the response operations. Information shall not be given out to non-involved agencies without the permission of the Incident commander and/or the Public Information Officer (PIO)
4. The EOC shall review and coordinate received information, verify for accuracy and use it to avoid potential rumor situations.
5. Information should be communicated in hard copy form, such as fax, amateur radio packet system, or written reports. All involved response agencies should provide situation reports to the EOC or designated location at least once every 12 hours, or upon request from the EOC.

# ESF 6: Mass Care

1. **PURPOSE**

To provide for the utilization of public and private facilities to shelter displaced persons; and to organize and maintain the capability to furnish basic needs to individuals in the event of an emergency, disaster or catastrophic event.

1. **OPERATIONAL CONCEPTS**

 **A. Mass Care**

* + - 1. The American Red Cross has the responsibility by Federal mandate to provide mass care, which includes shelter (long term, as defined in this) and feeding.
			2. Public shelter may be required for the short-term (0 - 6 hours) and/or the long term (6 hours and greater).
			3. The NWTEMC Tribes EMC, in coordination with Snohomish County DEM, will coordinate shelter and mass care requirements with the DAC (Disaster Assistance Council) and the American Red Cross at the request of the Incident Commander.
			4. The Disaster Assistance Council (DAC) will assist the American Red Cross and the NWTEMC Tribes EMC, by providing a coordinated response to meet the following needs:
				1. Coordination of public, private and volunteer mass care providers
				2. Organization and distribution system for receipt of donated resources

5. Interim short-term shelter resources will be developed at the local level to address immediate response needs.

 **B. Emergency Welfare and Individual Assistance**

* + - 1. The Disaster Assistance Council (DAC) will coordinate emergency response to meet welfare and individual assistance needs as a result of the emergency, disaster or catastrophic event.
			2. The Snohomish County Public Health District will provide information concerning significant public health and environmental issues to the EOC.
1. **RESPONSIBILITIES**
	1. The NWTEMC Tribes EMO will identify and maintain in the resource, the private and public facilities, necessary to meet the needs of short-term sheltering.
	2. The NWTEMC Tribes EMO will develop guidance and a Standard Operating

Procedure for sheltering in-place.

* 1. The American Red Cross will identify and manage long-term shelters.
	2. The Disaster Assistance Council (DAC) will respond to and coordinate the mass care and sheltering needs of special populations including but not limited to the elderly and the disabled.
	3. The Disaster Assistance Council (DAC) will develop and maintain Plans to provide social services, individual assistance and ministerial/church assistance.
	4. The Disaster Assistance Council (DAC) will develop and maintain Plans to respond to and manage long term care needs resulting from the emergency, disaster or catastrophic event.

# ESF 7: Resources Support

1. **GENERAL INFORMATION**

* 1. Purpose
		1. To provide coordinated logistic and resource support to an emergency or disaster, or the threat of one.

* 1. Scope
		1. Support involves coordinating the provision of resources to tribal organizations during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, materials, services, and personnel.
		2. Coordination of provision of resources for every type of emergency or disaster is beyond the scope of this ESF.

1. **POLICIES**

* 1. It is the policy of NWTEMC Tribes that the Purchasing Division is the lead agency for coordinating emergency purchases. The purchasing agent may report to the NWTEMC Tribes Emergency Operations Center (EOC) to coordinate emergency purchases if the situation warrants it. Payment for such needs is the responsibility of the requesting agency. If funds are not available, purchases shall be made in accordance with emergency purchasing policies.

* 1. It is the policy of the NWTEMC Tribes that the Chairman may invoke temporary controls on local resources and establish priorities when a State of Emergency is proclaimed. These may include, but not be limited to fuel, food, shelter and other resources necessary for human needs. Any controls established will be in coordination with other cities and towns in Snohomish County.

* 1. It is the policy of NWTEMC Tribes that departments utilize their personnel to the maximum extent possible, including use of personnel not normally assigned emergency responsibilities. Tribal employees required to work either overtime or “out of class” in responding to a disaster shall be compensated in accordance with existing rules and bargaining agreements and the requirements of the Fair Labor Standards Act (FLSA).

1. **SITUATION**

* 1. Emergency/Disaster Conditions and Hazards
		1. Refer to the NWTEMC Tribes Hazard Mitigation Plan

* 1. Planning Assumptions
		1. NWTEMC will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards. If a disaster causes a shortage of essential resources, the NWTEMC Tribes will endeavor to cooperate with local jurisdictions on the reservation, with Snohomish County and with the state in encouraging voluntary controls and to enforce mandatory controls when necessary.
		2. Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.
		3. Resource needs beyond the capacity of support agencies and incorporated cities and towns will be coordinated through the Emergency Operations Center (EOC).
		4. Weather conditions, damage to transportation routes or other factors may restrict access to a disaster site or to a storage area and therefore affect the availability and distribution of resources.
		5. The tribe’s initial response will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property will be the responsibility of the landowner or tenant.
1. **CONCEPT OF OPERATIONS**
	1. It is the responsibility of the NWTEMC Tribes Office of Emergency Management (OEM) and other tribal departments to develop appropriate contacts to facilitate the emergency use of resources. Some resource lists and contacts are maintained in the EOC.
	2. Staging and dispatching of these resources from the mobilization centers, identified by Tribe EOC, will be done from the EOC or by a local Incident Commander, as appropriate. These resources will be staged and inventoried, with this information being relayed to the EOC. Communications shall be established between staging areas and the EOC by utilizing amateur radio operators or existing county communications resources.
	3. Outside resources may also be brought to Snohomish County & the NWTEMC Tribes Reservation by way of aircraft. The primary local airports are the Snohomish County Airport. If resources are brought into one of these, a mobilization center will be established as near to the airport as possible. The same general concepts of mobilization centers, inventory and communications with the EOC will apply.
	4. Information on mobilization centers shall be disseminated to the state and other surrounding jurisdictions.
	5. The NWTEMC Emergency Public Information Officer (PIO) will coordinate with the state and county Emergency Public Information Officer for disseminating information concerning any emergency measures, voluntary controls or rationing.
	6. The NWTEMC Tribes Personnel Department is the lead agency for the recruitment and hiring of additional human resources which may be needed in an emergency or disaster.

The chain of command for the Personnel Department is as follows:

* + 1. Personnel Director.
		2. Assistant Director.
		3. Organizational Development and Training Manager.
			1. Any of the chain of command, when acting on behalf of the Director, has the authority of the Director in matters of Personnel Department operations and policy.
			2. If an emergency or disaster occurs during normal business hours, Personnel Department staff shall check on the status of fellow employees, the condition of their facility and equipment, and their capability to continue Personnel

Department operations. A representative of the Department should report to the

EOC to determine tribal personnel needs. If a major disaster occurs during nonworking hours, and normal methods of communication and call-back are disrupted, key staff, as appointed by the Director, should ensure that their families are all right, then report to the Personnel Department office and ascertain damages and capabilities. They then report to the EOC for coordination of personnel needs. Other staff should monitor the radio for instructions.

* + - 1. The Director of Personnel shall designate a representative to report to the EOC, when requested. The Director of Personnel shall also designate appropriate support staff during emergency operations; to coordinate personnel needs, and assist county employees obtain recovery assistance if they are impacted by the event. This employee assistance is in the form of liaison with the American Red Cross and other disaster and recovery assistance availability.
			2. Tribal departments should coordinate their personnel needs with the Personnel Department. The Personnel Department may assist departments in identifying employees who can be released to assist in the emergency or disaster. Additional employee needs may be met by hiring temporary extra-hire persons.
	1. Trained volunteers from organized Search and Rescue (SAR) Units and Community Emergency Response Teams (CERT) provide initial additional emergency manpower resources for field operations. These organized volunteers may be utilized as team leaders and untrained volunteers assigned to them for specific task assignments.
	2. It can be anticipated that in any disaster a large number of persons from the local community will volunteer to assist. Staging areas may be designated and persons wishing to volunteer may be directed there for registration and assignments.
1. **RESPONSIBILITIES**
	1. Joint Primary Agencies
		1. Emergency Management
			1. Coordinate with public and private sector for maintaining resources information.
			2. Develop and maintain specific resource lists as required.
			3. Establish coordination between and among the EOC, staging areas and incident sites.
			4. Register emergency workers (other than employees of the tribe, county, cities or towns) under RCW 38.52 and WAC 118-04.
			5. Request the Chairman to invoke temporary controls on local resources and establish priorities when a local State of Emergency is proclaimed to protect lives and property.
		2. Personnel
			1. Lead agency for the recruitment and hiring of additional human resources which may be needed in an emergency or disaster.
		3. Support Agencies
			1. NWTEMC Departments
				1. Purchasing Division coordinate emergency procurement and purchase of emergency supplies and equipment.
				2. All Other Departments

Develop appropriate resource lists.

Establish policy and procedures for emergency purchases on needed resources.

Develop procedures to utilize all agency staff for emergency assignments and identify staff which could be released to assist other departments.

## Appendix 1 to ESF 7: Religious and Voluntary Affairs

1. **PURPOSE**

To meet the spiritual and emotional needs of people during and following disasters and to provide lay support to assist emergency welfare, medical, health and other services.

1. **OPERATIONAL CONCEPTS**
	1. A local level capability should exist to meet the special needs of victims due to destruction, death, injury, or disruption of normal interrelationships following a disaster.
	2. Voluntary organization memberships offer a wide range of expertise in many fields including: counseling, health, recreation, and pre-planned use of facilities for mass care operations during an emergency.
	3. Some groups have suitable facilities for mass care and housing and may be able to provide other temporary services.
	4. Volunteer organizations shall mean all religious, civic, unions, leagues, granges, and other voluntary organizations that may be able to provide a service during a major emergency, disaster or catastrophic event.
	5. Volunteer organizations are a valuable resource for the dissemination of disaster assistance and recovery information.
	6. Activities specifically designed for volunteer groups are incorporated into the ongoing planning and programs of local emergency management organizations through the Disaster Assistance Council (DAC).
2. **RESPONSIBILITIES**
	1. **Department of Emergency Management**
		1. Develops Plans for the effective utilization of local volunteer and religious resources.
		2. Serves as liaison between local government and religious and other voluntary organizations for disaster related activities and coordinates response actions of such organizations.

# ESF 8: Health and Medical Services

1. **PURPOSE**

To provide emergency medical, public health, mental health, definitive hospital care, recovery and mortuary services during and after a declared emergency, disaster or catastrophic event.

1. **OPERATIONAL CONCEPTS**
	1. **Emergency Medical Services (EMS)**
		1. EMS shall include "pre-hospital" basic life support, advanced life support and transport services provided by fire departments, private or hospital based units and hospital Emergency Rooms.
		2. EMS' primary objective is to continue providing on a broader scope, emergency medical evaluation, treatment and transportation of injured or sick victims pertinent to the type of disaster.
		3. In the event of a declared emergency, disaster or catastrophic event that causes mass casualties, each jurisdiction shall render necessary care in accordance with the NWTEMC Tribes Mass Casualty Plan in coordination with Snohomish County Mass Casualty Plan. \*
		4. Emergency medical service agencies may also be called upon to establish and staff local provisional emergency medical care facilities and may also be called upon to provide health care services to local evacuation centers until such time as hospitals are available and accessible
	2. **Hospitals**
		1. In the event of an emergency, disaster or catastrophic event, General Hospital Medical Center is the county's Hospital Control.
		2. Other hospitals within Snohomish County include Stevens Memorial Hospital, Providence Hospital, Valley General Hospital and Cascade Valley.
		3. Hospitals will assess their capability and report information to hospital control in accordance with Hospital Emergency Plans.
		4. Aid station locations and capabilities will be developed at the municipal levels within the zones for medical observation areas. Both primary and alternate locations will be identified.
	3. **Other Health Care Facilities**
	4. **Public Health**
		1. The Snohomish County Public Health District will assess community needs following a declared emergency, disaster or catastrophic event and coordinate all public health issues.
		2. All mental health needs will be organized and provided by the Disaster Assistance Council (DAC) at the request of the NWTEMC Tribes EM Coordinator, in coordination with Snohomish County DEM.
	5. **Mortuary**
		1. Medical Examiner has jurisdiction over bodies of all deceased persons who come to their death suddenly when in apparent good health without medical attention within the thirty-six (36) hours preceding death.
		2. The Public Health District will assist the Medical Examiner in coordinating mortuary services.
	6. **Mental Health Providers**
2. **RESPONSIBILITIES**
	1. **Emergency Medical Services Providers, Pre-hospital (EMS**)
		1. Establish incident command system.
		2. Execute reliable situation assessment and casualty count and provide to EOC.
		3. Provide systematic search, extrication and rescue operations to affected areas.

G. Provide triage, treatment and transportation functions. In cases of mass casualty, implement the NWTEMC Tribes Mass Casualty Plan, in coordination with/or defer to, Snohomish County Mass Casualty Plan.

* + 1. Assist local medical professionals in establishing and staffing local, provisional emergency medical care facilities in the event of a major regional event or if the hospital services are unavailable or overwhelmed.
		2. Establish, facilitate and coordinate prearranged aircraft landing zones for emergency airlift of critically injured, sick patients and incoming supplies.
		3. Assist in temporary staffing of evacuation shelters for evaluation and minor treatment of evacuees if resources and personnel are available.
	1. **Hospitals**
	2. **Other Health Care Facilities**
	3. **Public Health**
		1. Coordinate and provide environmental health consultation services.
		2. Assist with mortuary services by issuing death certificates and burial permits.
		3. Manage and provide preventative communicable disease related services.
		4. Provide support to the EMS system with registered public health and clinic nursing staff.
		5. Assist in the coordination of access to non-emergency medical care for the public.
		6. Provide environmental health consultation services concerning food, water, housing and waste sanitation.
		7. Coordinate distribution of sanitary facilities i.e., portable toilets and showers.
	4. **Medical Examiner**
	5. **Mental Health Providers**
	6. **American Red Cross** shall have nurses available in shelter locations to provide basic first aid and non-emergency health services.
	7. **Additional Emergency Medical Services Providers and Transporters**
		1. Airlift Northwest
		2. Sheriff/search and rescue helicopter
		3. MAST helicopter
		4. Army Reserve at Paine Field
		5. Bellingham Med Life Flight
		6. Whidbey Island search and rescue
1. **APPENDICES**
	1. The NW TEMC ribes- T Mass Casualty Plan
	2. Snohomish County Mass Casualty Plan

# ESF 9: Search and Rescue

1. **GENERAL INFORMATION**
	1. Purpose
		1. To provide guidance for wilderness and urban search and rescue operations.
	2. Scope
		1. This ESF addresses wilderness and urban search and rescue operations, and includes search and rescue on the ground, from the air, or in the water.
		2. Planning for every search and rescue situation is beyond the scope of this ESF.
2. **POLICIES**
	1. **The NWTEMC Police Department in coordination with Snohomish County Sheriff's Department (SCSD) is responsible for all search and rescue operations which includes searching for persons injured by a natural disaster and heavy urban search and rescue (US&R) operations (RCW 38.52). The NWTEMC Public Works along with Snohomish County Public Works Department (PWD) is the lead agency for the provision of heavy equipment.**
	2. **It is the policy of the NWTEMC Tribes that US&R operations be a team effort of law enforcement, fire services, volunteers, other agencies, and the private sector.**
3. **SITUATION**
	1. Emergency/Disaster Conditions and Hazards
		1. Refer to the NWTEMC Tribes Hazard Mitigation Plan
	2. Planning Assumptions
		1. US&R operations, or water rescue, will be a team effort of law enforcement, fire service, trained search and rescue (SAR) personnel and other agencies as appropriate under the Incident Command of the appropriate response agency.
		2. People will become lost, injured, or killed while outdoors, requiring SAR activities.
		3. An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt SAR, or medical care.
		4. Large numbers of local residents and volunteers will initiate activities to assist in SAR operations and will require coordination and direction.
4. **CONCEPT OF OPERATIONS**
	1. For reference, Search and rescue is defined by Washington state law (RCW 38.52) as the act of searching for, and rescuing, any person who is lost injured or killed in the out of doors, or as a result of a human caused or natural disaster. The chief law enforcement officer of a political subdivision (county, city or town) is responsible for ground SAR operations (RCW 38.52.400). As such, the SCSD is responsible for SAR operations in the unincorporated areas of Snohomish County and may, by agreement or upon request, support SAR operations in tribal communities, cities and towns within Snohomish County.
	2. The primary source of personnel for SAR comes from volunteers, particularly the

Snohomish County SAR Council. The Snohomish County Department of Emergency Management (DEM) and the SCSD work in cooperation with the SAR Council providing appropriate training and support.

* 1. Additional SAR resources may be requested through the state Emergency Management Division duty officer via the Snohomish County DEM. The DEM duty officers provide the coordination for such outside resources.
	2. If additional urban search and rescue capabilities are needed, this may be accomplished through mutual aid with existing jurisdictions which have the capability, or, if they are impacted by a major event, through a request to the state for additional resources from the National Urban Search and Rescue Response System.
1. **RESPONSIBILITIES**
	1. Primary Agency
		1. NWTEMC Police Department
			1. Lead agency for SAR operations.
			2. Responsible for lost person search and rescue and coordination of US&R operations.
			3. Responsible for informing the DEM duty officer of the need for SAR resources from outside of the NWTEMC Tribes.
	2. Support Agencies
		1. Tribal Departments
			1. Emergency Management support SAR operations with resource coordination and activation of the Tribal Emergency Operations Center (EOC), if required by the scope of the event.
			2. Public Works provide heavy equipment to support rescue operations.
			3. Public Safety Answering Points support SAR operations with prompt dispatch activities.
		2. Fire Services
			1. Provide limited response to SAR in off-road situations and coordination and resources for heavy rescue operations.
		3. Volunteer Organizations
			1. Snohomish County SAR Council Member Organizations

i. Establish membership standards in accordance with county policy and keep DEM informed of latest active membership lists and call-out procedures.

# ESF 10: Hazardous Materials

1. **GENERAL INFORMATION**
	1. Purpose
		1. To provide guidance and coordination for responding to hazardous materials incidents of disastrous proportions.
	2. Scope
		1. This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within or near NWTEMC.
		2. Planning for every hazardous material contingency is beyond the scope of this ESF. This plan will provide broad objectives that will provide the greatest protection of life and health, the environment, and property.
2. **POLICIES**
	1. The state Department of Ecology (DOE) has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the state of Washington as identified in the 1996 Northwest Contingency Plan.
	2. The emergency field response to incidents of hazardous materials spills and releases is the responsibility of the local municipal and county fire services, or in the case of state highways, the Washington State Patrol.
3. **SITUATION**
	1. Emergency/Disaster Conditions and Hazards
		1. Refer to the Snohomish County Hazard Identification and Vulnerability Analysis.
	2. Planning Assumptions
		1. A natural or technological disaster could 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) could 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, waterway, or airline incidents.
		4. Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released will present serious problems.
		5. Emergency exemptions may be needed for disposal of contaminated material.
		6. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.
4. **CONCEPT OF OPERATIONS**
	1. Washington State Patrol has the responsibility for hazardous materials incidents except in areas where this has been taken by local fire services. Local fire services may be the initial responding agency. Fire services plans and procedures will detail local operational concepts and responsibilities to the extent of the level of training and resources available.
	2. Local emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of persons at risk, initial isolation of the area, and identification of involved materials. The Incident Commander will ensure that

the Snohomish County Department of Emergency Management (DEM) duty officer is notified.

* 1. Wherever possible, mutual aid agreements among local emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.
	2. Each agency that has assumed Incident Commander responsibilities will ensure that there are trained responders, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.
	3. State agencies will respond to hazardous materials incidents according to appropriate Federal and state laws, regulations, and agency plans.
	4. Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.
1. **RESPONSIBILITIES**
	1. Joint Primary Agencies
		1. Washington State Department of Ecology
			1. Coordinate the activities found in this ESF according to the state DOE Central Programs Spill Prevention and Policy, and Spill Operations Sections.
		2. Washington State Patrol
			1. Coordinate on-scene activities of hazardous materials spills and releases occurring on state highways.
		3. Local Fire Services
			1. Respond to hazardous materials spills and releases not occurring on state highways and perform initial identification and containment activities.
		4. Support Agencies
			1. NWTEMC Departments

 i. Emergency Management

* + - * + Coordinate and support field activities by activating the NWTEMC and Snohomish County Emergency Operations Center (EOC) when indicated. ii. Police Department
				+ Provide on-scene security to prevent further contamination in support hazardous materials spills and releases occurring on or near the reservation.
1. **ANNEX**

Annex 1 -- Emergency Planning and Community Right to Know Act

## Annex A to ESF 10: Emergency Planning and Community Right to Know Act

1. **PURPOSE**
	1. To provide guidance for hazardous materials incident notification and response, and offsite emergency planning and notification procedures as required by Title III of the Superfund Amendments and Re-Authorization Act of 1986 (SARA), currently known as the Emergency Planning and Community Right to Know Act (EPCRA).
2. **OPERATIONAL CONCEPTS**
	1. General
		1. For the purposes of this plan, a hazardous material is defined as "Any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property or the environment." The Snohomish County DEM has been designated the Hazardous Materials Incident Coordinating Agency for Snohomish County. Incident Coordinating Agency shall mean the agency which provides the planning, training and support to first responders and other on-scene agencies to facilitate a coordinated response to hazardous materials incidents.
		2. Local government has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by state or Federal law or regulation. The state Emergency Management Division provides a single point of contact through the 24-hour phone number 1-800258-5990 for notification of these state agencies, and for requesting specific state assistance.
		3. The LEPC, as established by EPCRA, is the group which coordinates the community planning for hazardous materials and the Community Right-to-Know program established under the Act.
		4. NWTEMC Tribes is a member of the Snohomish County LEPC, which is currently chaired by the Snohomish County DEM. Community Right-To-Know information is filed for public availability in the office of the Snohomish County DEM
		5. The LEPC has designated the Tacoma Fire Department as the agency to receive and file follow-up written reports from facilities concerning releases covered under Section 304 of Title III of the Superfund Amendments and Re-Authorization Act of 1986.
		6. This annex outlines the general off-site emergency procedures as required by EPCRA for facilities in or near the NWTEMC Tribes Reservation. On-site emergency procedures are in individual facility plans.
		7. Infectious and bio-hazardous waste items, such as discarded needles, human blood, blood products and medical wastes are to be treated as hazardous materials under the scope of this plan. The Tribal and/or the County Health Department may provide guidance for Incident Command agencies on the cleanup, handling, and disposal of such materials.
		8. The identification and elimination of clandestine drug labs is primarily a law enforcement responsibility. Law enforcement agencies may utilize the specific expertise of other departments relevant to the hazardous materials aspects of drug labs. This includes, but is not limited to communications, decontamination, and fire suppression, clean-up and disposal services.
		9. The Snohomish Public Health Department must be notified of all clandestine drug laboratory seizures. Response is made by public health personnel after the property has been secured. Under RCW 64.44 and WAC 246-205, the T-PCHD is mandated to perform certain actions after a clandestine drug laboratory seizure. Actions may include: investigation and assessment of the affected property to determine whether contamination has occurred; posting a warning notice on the premises; declaring the property unfit for use; requiring decontamination of the property in accordance with established standards; review of contaminated property cleanup reports to ensure verification that levels of hazardous chemicals are within applicable guidelines; and release of the property for re-occupancy.
3. Notification
	1. Public safety answering points (PSAPs) provide a single point of contact for notification of hazardous materials incidents. Any local agency or Title III facility becoming aware of a hazardous materials incident should immediately notify the appropriate fire dispatch by telephone or radio. The PSAP will attempt to get as much information about the incident as possible.
	2. After being notified of a hazardous material(s) incident, PSAPs are responsible for making the following notifications:
		1. The fire district in which incident occurred.
		2. Appropriate local law enforcement, if necessary.
		3. Public Health, if necessary.
		4. DEM duty officer, if necessary.
		5. The state Emergency Management Division duty officer.
	3. If a spill is from the fuel tank of a motor vehicle, public health or DEM need not be notified, unless the Incident Command Agency feels the expertise of services of one or more of these agencies is needed. If the spill is from another source, these departments need to be notified, and from the information gathered on the Incident Worksheet, each will make a decision as to whether or not to respond.
4. Response
	1. Most Snohomish County Fire Districts have designated themselves as the Incident Command Agency under RCW 70.136. Where the local fire district has not, the Washington State Patrol is the Incident Command Agency.
	2. The EOC may be activated if requested by the Incident Command Agency or by a response agency to support on-scene operations. On-scene agencies should provide the EOC with situation reports (sitreps) on operations and needs.
	3. The two primary strategies for public protection in the case of an event are evacuation and shelter-in-place. The decision on what strategy to use is made by the on-scene Incident Command Agency with input from whatever technical expertise may be available (see ESF 24).
	4. **It is the policy of NWTEMC Tribes that employees who are not assigned to do tasks which would require them to come into direct contact or handle hazardous materials themselves, shall need only "First Responder Awareness Level" training in accordance with WAC 296-62-3112.**
	5. **It is the policy of NWTEMC Tribes that if the specific job assignment requires an employee handle or come in direct contact with hazardous materials products themselves at an incident site, appropriate higher levels of training as required by WAC 296-62-3112 shall apply.**
5. On-scene Management
	1. The Incident Command Agency is responsible for assessing the situation and making determinations of appropriate actions.
	2. **It is the policy of NWTEMC Tribes that response to hazardous materials incidents on the reservation shall follow the concept of an Incident Command System (ICS).**
	3. **Some improvisation may be necessary to accommodate special circumstances, and the structure of an ICS would depend on the scope of the incident. For the purposes of this plan, the Incident Commander is the onscene manager responsible for ensuring each response agency on scene can carry out their responsibilities.**

**III. RESPONSIBILITIES**

1. NWTEMC Tribes Department of Emergency Management
	1. Coordinate the provision of additional resources at the request of local response agencies or an Incident Command Agency.
2. NWTEMC Tribes Police Department
	1. Provide traffic control, area security, communications support and evacuation.
	2. Act as the Incident Command Agency under RCW 70.136 for activities related to illegal drug labs.
3. Snohomish County Health Department
	1. Act as an advisor to the Hazardous Materials Incident Command agencies on personnel protection, public health, situation assessment, environmental impacts and identification of unknown products.
	2. Assist the Hazardous Materials Incident Commander with information on handling, cleanup and disposal techniques or contacts for cleanup and disposal contractors.
	3. May provide public notice for health problems related to hazardous materials spills.
4. Snohomish Fire District #XXXXX
	1. Act as advisor to the Hazardous Materials Incident Commander on the enforcement of all county codes relating to the storage, use and handling of flammable, explosive, combustible, toxic, corrosive and other hazardous materials.
	2. Responsible for the inspection and declaration of unsafe buildings and evacuation of buildings when there is a threat to the occupants' life or safety.
5. Fire Services
	1. Provide initial efforts of response to and size-up of hazardous materials incidents, and contacting and coordinating proper outside authorities for assistance if necessary.
	2. May assume role of On-scene Incident Commander at hazardous material(s) incident(s).
6. Facilities - TITLE III
	1. Designate Facility Emergency Coordinators and notify the Snohomish County LEPC of any changes.
	2. Provide initial and updated emergency contacts, hazard analyses, capability assessments, Tier II information, Material Safety Data Sheets (MSDS) or list of chemicals, and other required information to the LEPC, state Emergency Response Commission, and the local Fire Department as required by the Act.
	3. Update Tier II forms annually to the LEPC, state Emergency Response Commission and the local fire department.
	4. Provide Section 313 information (Form R) to the Environmental Protection Agency, if required.
	5. Develop procedures for determining if there has been a release of chemicals in accordance with the Act and appropriate on-site response procedures for facility personnel.
	6. Provide emergency notification and follow-up written notice of any release in accordance with the Act and this Plan.
7. Other Departments (as appropriate)
	1. Provide assistance upon the request from DEM in accordance with responsibilities and capabilities as outlined in other parts of this plan.

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# ESF 11: Food and Water

1. **PURPOSE**

 The purpose of this Emergency Support Function (ESF) is to provide food and water for mass feeding or distribution, and to provide for the transportation of the food and water during and after an emergency, disaster or catastrophic event.

1. **OPERATIONAL CONCEPTS**

* 1. **Food Resources**

* + 1. During disaster or hazardous material incident, food resources can become contaminated. In the event of a major emergency, it is essential to execute emergency s for allocation of food resources to meet emergency needs.

* + 1. Information regarding food resource needs and preventative measures to be taken to reduce potential contamination of foodstuffs, crops, livestock, and water will be distributed.

* + 1. The need for food stocks and other supplies for feeding shall be recognized in the area of Mass Care Feeding and Bulk Food

Distribution.

* + 1. Mass Care feeding provides prepared meals for individuals in shelters, emergency workers, and those whose ability to safely prepare meals has been impacted by the emergency.

* + 1. Bulk Food Distribution provides food stocks to victims whose food supplies have been destroyed or depleted.

* + 1. Emergency information will be made available regarding the safe preservation of existing food supplies during adverse conditions such as power outages. Information will also be disseminated regarding times and locations of mass feedings and bulk distributions.

* + 1. Coordination of food stocks may be made in cooperation with local food banks. (Appendix 1)

* 1. **Water Resources**

* + 1. Water is a critical resource and will be needed for drinking, cooking, cleaning, sanitation and fire fighting.

* + 1. Snohomish County DEM will coordinate with all major water purveyors through the Everett Water Utilities Coordinating Committee (EWUC). Member list attached. (Appendix 2)

* + 1. The Everett Water Utilities Coordinating Committee (EWUC) will identify and provide designees to the Snohomish County EOC to coordinate water service and resources.

* + 1. All emergency public information relating to water purification and appropriate consumption and use procedures will be coordinated with Everett Water Utilities Coordinating Committee (EWUC).

* + 1. Snohomish Health District will insure that all small water purveyors meet Health District water standards after the emergency, disaster, or catastrophic event.

1. **RESPONSIBILITIES**

* 1. **Food Management**

* + 1. **Snohomish County Department of Emergency Management**

 Coordinates requests for mass care feeding and bulk food distribution. Snohomish County Department of Emergency

Management has primary responsibility for control and distribution of emergency food supplies to meet immediate and urgent needs within their jurisdiction and for alerting the state EOC (State Emergency Management Division) of possible food contamination or shortages.

* + 1. **Agricultural Agent/County Health Department**

* + - 1. Checks food, including milk products, feeds, and other commodities for injurious contamination within processing and distribution areas and facilities.

* + - 1. Inspects wholesomeness of farm products following disaster.

* + - 1. Provides recommendations for the public on precautions necessary to avoid consumption of contaminated foodstuffs and water.

 3. **American Red Cross**

* + - 1. Responds to requests for mass care feeding from the E.O.C.

* + - 1. Coordinates other agencies assisting in food preparation, distribution and service.

* + - 1. Procures bulk food for mass care feeding purposes.

* + - 1. Coordinates with E.O.C. in the timely release of information regarding mass care feeding locations and times.

* + - 1. Assists victims with the purchase of food supplies during the recovery period.

 4. **Disaster Assistance Council**

* + - 1. Activates the NWTEMC Tribes and Snohomish County food bank coalition (through the Volunteers of America) to arrange for the intake and distribution of bulk food resources, including donated items.

* + - 1. Assists with staffing of mass care feeding and bulk food distribution function.

 5. **Sheriff/Other Law Enforcement**

 Will provide protection of food storage areas and control at distribution sites if requested.

* 1. **Water Management**

1. **Everett Water Utilities Coordinating Committee (EWUC)**

* + - 1. Designate representation for the Snohomish County EOC.

* + - 1. Coordinate emergency public information relative to water with Snohomish Health District.

 2. **Water Districts**

* + - 1. Provide EWUC with current resource information.

* + - 1. Provide EWUC with current list of emergency contacts with 24-hour notification capability.

* + - 1. Conduct timely damage assessment and provide situation reports as requested by the Snohomish County EOC.

* + - 1. Additional support and resources will be requested through the representative in the NWTEMC Tribes EOC.

* + - 1. Will develop and maintain suggested operating procedures to support emergency, disaster and catastrophic events.

 **3. Fire Departments/Districts/Agencies**

* + - 1. Will provide Snohomish County DEM with current resource list of water tenders capable of transporting and dispensing water.
			2. Will provide water tender strike teams to respond as directed by the Snohomish County EOC.
1. **APPENDICES**
	1. Food Bank Roster
	2. Roster - Everett Water Utility Coordinating Committee

## Appendix 1 to ESF 11: Food Bank Roster

Edmonds:

United Methodist Church

282 Casper

778-5833

Tues - 10:00-1:00

Disabled - Tues 9:00

Commodities: 3rd Tues - 9:30-11:00

Everett:

Volunteers of America

2726 Lombard

259-3191

Mon, Wed, Fri - 9:00-12:00, 12:30-4:00

Tues - 9:00-12:00

Thurs - 9:00-12:00, 12:30-4:00, 4:30-7:00 Commodities: Mon, Wed, Fri - 9:00-12:00, 12:30-4:00

Lynnwood: Nazarene Church

5326 - 176th SW

745-1886

Wed - 5:30-7:00

Commodities: 3rd Tues each month - 10:00-11:30

Mountlake Terrace: Presbyterian Church

4700 - 228th SW

778-7227

Tues - 10:00-11:30

Commodities: 3rd Tues each month 10:00-11:30

NWTEMC :

Presbyterian Church

822 - 3rd Street

355-2802

2nd and 4th Tues - 9:00-10:30

Commodities: 2nd and 4th Tues - 9:00-10:30

# ESF 12: Energy and Utilities

1. **GENERAL INFORMATION**
	1. Purpose
		1. To provide guidance for emergency coordination with providers of power, water, natural gas, petroleum, sanitation, and telecommunication resources to meet the essential needs of NWTEMC Tribes during an emergency or disaster.
	2. Scope
		1. This ESF:
			1. Addresses the coordination of energy systems and utilities assessments for damage, supply, demand, and requirements to restore such systems.
			2. Assists NWTEMC Tribes departments and agencies obtain fuel for transportation, communications, emergency operations, and other critical functions.
			3. Helps energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.
2. **POLICIES**
	1. **It is the policy of NWTEMC Tribes that all utilities, whether publicly or privately owned, be prepared to respond to needs caused by an emergency or disaster. The NWTEMC Tribes Department of Emergency Management (DEM) may establish liaison with such utility providers to coordinate disaster and emergency needs and services.**
3. **SITUATION**
	1. Emergency/Disaster Conditions and Hazards
		1. Refer to the Snohomish County Hazard Identification and Vulnerability Analysis
	2. Planning Assumptions
		1. A severe natural disaster or other significant event can sever energy and utility lifelines, hindering supplies in impacted areas, or in areas with supply links to impacted areas, and also affect firefighting, transportation, communication and other lifelines needed for public health and safety.
		2. There may be widespread and/or prolonged electric power failure. With no electric power, communications, transportation, health care, business, education and infrastructure will be greatly impeded.
		3. There may be extensive pipeline failure in water, wastewater, and gas utilities. It may take an extended period of time to repair.
		4. Natural gas lines may break and may erupt in fire.
		5. Water pressure may be low, hampering firefighting and impairing sewer system function.
4. **CONCEPT OF OPERATIONS**
	1. It is expected that public and private utility providers, such as those which provide power, water, natural gas, petroleum, sanitation, or communications services, will develop internal organizational procedures which will guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it and what is needed. If appropriate, this information should be provided to the NWTEMC Tribes Emergency Operations Center (EOC) as soon as possible.
	2. Contact with utility providers may be established by the EOC to coordinate resources, establish priorities, assess and document damages and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions.
	3. Utility providers shall send a liaison to the EOC to facilitate coordination and shall provide communications equipment to be in contact with field units, when requested.
	4. Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The DEM or the EOC may assist with coordinating outside resources, upon request.
	5. The DEM may advise public utilities operating in NWTEMC Tribes of Federal or state restrictions, or any emergency restrictions or operating policies established by Tribal government. The DEM may also coordinate with the Emergency Resources

Management Organization if activated by the Governor.

1. **RESPONSIBILITIES**
	1. Primary Agency
		1. Energy and Utility Providers
			1. Lead agency for the assessment, provision, and restoration of electric power, water resources, and telecommunications, natural gas, and petroleum products to meet the needs of NWTEMC Tribes.
			2. Operate in the tradition of self-help and mutual aid.
			3. Comply with the requirements relating to curtailment of customer demands, restoration of services and provision of emergency services.
	2. Support Agencies
		1. NWTEMC Tribes Departments
			1. Emergency Management
				1. Liaison and coordinate with utility and energy providers.
				2. Coordinate with providers for compliance with any restrictions or limitations placed on utilities by the local, state or Federal government.
			2. 9-1-1 Administration - maintain coordination with telephone service providers and assist with the coordination of the restoration of 9-1-1 services.
			3. Environmental Services Division, Public Works maintain liaison with water purveyors and support efforts in preparedness and response to water shortage emergencies.
2. **ANNEX**

Annex 1 - Utility Providers Summary

# ESF 13: Public Safety and Security

1. **Purpose**
2. **Operational Concepts**
3. **Responsibilities**

# ESF 14: Long Term Economic Stabilization and Mitigation

1. **Purpose**
2. **Operational Concepts**
3. **Responsibilities**

# ESF 15: External Affairs

1. **Purpose**
2. **Operational Concepts**
3. **Responsibilities**

# ESF 16: Reserved – Federal

# ESF 17: Reserved – Federal

# ESF 18: Reserved – Federal

# ESF 19: Reserved – Federal

# ESF 20: Military Support to Civil Authorities

1. **Purpose**

1. **Operational Concepts**

1. **Responsibilities**

# ESF 21: Response and Recovery Operations Reports

1. **PURPOSE**

 To provide a standardized system to collect, report, and evaluate information related to the emergency situation to facilitate warning, emergency response, emergency public information, disaster analysis, emergency, disaster, and catastrophic event declarations, damage assessment and recovery efforts.

1. **OPERATIONAL CONCEPTS**

* 1. The capability to respond to and recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

* 1. All response and support agencies/departments shall be prepared to furnish situation reports, damage assessment information, periodic update reports and other such reports as may be requested by Snohomish County DEM.

* 1. All reports will be furnished to Snohomish County DEM in the format that conforms with State Emergency Management Division (EMD) formats as provided by Snohomish County DEM.

* 1. The NWTEMC Tribes EMC will coordinate all requests for assistance from the State and Federal government if local resources are not adequate and the following criteria has been met:

* + 1. A declaration of emergency or disaster has been promulgated.

* + 1. Local resources are being used to the fullest extent possible.

* + 1. Local government will assume reasonable financial responsibilities.

* + 1. The situation is or will soon be beyond the capability of local agencies.

* + 1. Specific assistance is necessary from the State (an identifiable service).
1. **RESPONSIBILITIES**
	1. **Local Jurisdictions**
		1. Will collect, evaluate and forward timely situation reports to the Snohomish County Department of Emergency Management (DEM) using Washington State Emergency Management Division's Situation Report (Form 105A).
		2. Develop and process the local resolution or ordinance that is the Proclamation of Emergency when a disaster occurs requiring action beyond normal capabilities to protect life and property. Notify and/or forward Proclamation of Emergency document to Snohomish County DEM as soon as it is completed.
		3. Refer to the Revised Code of Washington sections that deal with emergency powers for local governments as follows:
			* Cities under 300,000 population -- RCW 35.33.081
			* Counties -- RCW 36.40.180
			* All political subdivisions -- RCW 38.52.070(2)
		4. Convey all requests for state and federal assistance through Snohomish County DEM.
		5. Collecting, evaluating and forwarding timely damage assessment reports to Snohomish County DEM. Damage assessment data should be collected, assimilated and reported using forms DEM 129 and DEM 130.
		6. Maintain supply of forms DCD/EMD 105A, DEM 129, and DEM 130.
	2. **First Response and Support Agencies**
		1. When requested by Snohomish County DEM, provide situation reports, periodic update reports, and other such reports as necessary.
		2. Collecting, evaluating and forwarding timely damage assessment reports to DEM. Damage assessment data relating to the agencies facilities, equipment, etc. should be collected, assimilated and reported using forms DEM 129 and DEM 130.
2. **Snohomish County** **DEM**
	1. Snohomish County DEM will insure that a proclamation of emergency/disaster has been issued in accordance with RCW 35.33.081 or 36.40.180 and RCW 38.52.070(2).
	2. Snohomish County DEM is responsible for submitting requests for assistance to the State and Federal government in accordance with the Disaster Recovery and Assistance Operating Procedures appendix to this.
	3. Compiles and transmits data related to the situation reports, update reports, emergency proclamations, and assessment reports received from agencies and jurisdictions to the Washington State Emergency Management Division.
	4. Maintains the Disaster Recovery and Assistance Operating Procedures and provides related training to jurisdictions and agencies.
	5. Conducts initial assessment of damage to homes, businesses, farms, and personal property. Completes damage assessment forms for the private sector, DEM Form 140.
	6. Supports activities of Individual Preliminary Damage Assessment Teams and Public Preliminary Damage Assessment Teams.
	7. Complete Supplemental Justification for Presidential Declaration Request as needed.
	8. Support location selection and local staffing for Disaster Application Centers.
	9. Maintains a supply of forms DCD/EMD 105A, DEM 129, DEM 130, and DEM 140.
	10. Compiles after action reports.
3. **Disaster Assistance Council**
	1. Member agencies of the Snohomish County Disaster Assistance Council provide damage/impact assessment reports based upon their activities to assist disaster victims.

## Annex A to ESF 21: Situation Reporting and Analysis

Situation reporting and analysis is the process of collecting, reporting, and evaluating disasterrelated information. Such processed information is used by decision-makers and operations personnel in the Snohomish County and Washington State Emergency Operations Center (EOC) for the following purposes:

1. An overview to determine the magnitude and impact of the disaster;

1. Identification of the problem areas;

1. Warning of further hazards;

1. Analysis of disaster-related needs compared to local response; and

1. Alerting additional response agencies for potential missions,

Local Emergency Plans should provide an organized, logical system for the orderly collection, codification, evaluation, and reporting of the effects of a disaster. The Plan should require affected special districts, facilities, and municipalities to submit disaster situation reports (SITREP) to the city and county DEM.

The City Emergency Management Office (CEMO) will assemble the reported information and forward a consolidated report to Snohomish County DEM by the fastest means available (e.g., telephone, radio, tele-type, or facsimile (FAX) machines). Written reports should follow, as the situation allows.

To simplify the situation reporting procedure, both state Emergency Management and CEMO will use the same reporting form, “emsitrep.frm-Situation Report.” A copy of this form is Attachment 1 to this chapter.

Initial information will probably be obtained through “windshield” inspections by local agency personnel. City emergency responders, and from reports by private citizens. Later, information may be obtained from a detailed city agency inspection, volunteer agencies, and on-scene observation by CEMO personnel. Information should be verified as much as possible.

The CEMO will transmit situation reports to the county ECO as long as the missions to save lives and protect property are continuing.

**Local Actions**

\_\_\_ CEMP will ensure city Disaster Plans include a system and specific procedures to collect and report information necessary to submit detailed and meaningful Situation Reports.

\_\_\_ Organizations of all kinds, special districts and municipalities will submit situation reports to the city EOC. The city EOC will submit the Situation Reports to the Snohomish County EOC who will in turn submit the Situation Reports to the State EOC. An optimal schedule of submission is between 0800-0900, 1500-1600, and 2400-0100.

**Attachments**

Attachment #1: emsitrep.frm

## Attachment 1 to ESF 21: Sample Situation Report

**WASHINGTON STATE**

***SITUATION REPORT***

**STATE MISSION/INCIDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident or Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

####  1. General Situation/Status

|  |
| --- |
| a. Transportation Routes or Closed or Restricted (air, land, waterways): |
|  |
|  |
|  |
| b. Types of  |  Number Damaged Estimated $  |  Number  |  Estimated $  |
| **Facilities****Amount** |  **Damage Amount**  |  **Destroyed**  |  **Damage**  |
| Roads and Streets  |  |  |  |  |
| Bridges  |  |  |  |  |
| Airports  |  |  |  |  |
| Railroad lines  |  |  |  |  |
| Other:  |  |  |  |  |
| c. Major Utilities Disrupted (Water, Electricity, Phones, Cable TV, Etc.): |
|  |
|  |
|  |
| d. Types of |  Number Damaged  |  Estimated $  |  Number  |  Estimated  |
| Facilities**Amount** |  |  Damage Amount  |  Destroyed  |  **Damage**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| e. Secondary Incidents (uncontrolled fires, hazmat, SAR, etc.) |
|  |
|  |
|  |
| f. Other Damages or Losses ( e.g. private property, businesses) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **CURRENT EVACUATION STATUS:**

|  |  |
| --- | --- |
|  Number Evacuated/From  |  General Description of Situation  |
|   |   |
|   |   |
|   |   |

1. **CURRENT SHELTER STATUS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Shelter Name  | Address or Location  | Shelter Capacity  | Remaining Spaces  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

1. **CURRENT PRIORITY NEEDS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|   |
|   |
|   |

1. **FUTURE OUTLOOK/PLANNED ACTIONS:**

|  |
| --- |
|   |
|   |
|   |

1. **WEATHER AT INCIDENT LOCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time of Report  | 24 hr time  | Wind FROM:  |   | Forecast:  |
| Precipitation Type:  |   | Wind TO:  |   |   |
| Precipitation Amount  |   | Wind Speed:  |   |   |

1. **OTHER COMMENTS** (may include number of confirmed dead, injured, homeless)

# ESF 22: Law Enforcement

1. **PURPOSE**

To provide guidelines for maintaining civil order and security under emergency, disaster or catastrophic event conditions. Provide procedures for evacuation and warning in time of emergency disaster or catastrophic events.

1. **OPERATIONAL CONCEPTS**
	1. Law enforcement agencies shall be called upon to perform a wide range of functions, including but not limited to:
		1. Incident command of law enforcement-oriented emergencies, disasters and catastrophic events.
		2. Maintaining law and order.
		3. Traffic control.
		4. Provide control and limited access to the disaster area.
		5. Property protection.
		6. Warning.
		7. Evacuation.
		8. Search and rescue.
		9. Damage assessment reporting.
		10. Liaison with other first response agencies.
	2. A law enforcement-oriented emergency, disaster or catastrophic event is any large scale emergency situation where the maintenance of law and order is the primary focal point, i.e., hostage or terrorist activity, riot and civil disturbance as declared by the chief officer of the law enforcement agency/department.
	3. The NWTEMC police department will retain all authority for activities within the NWTEMC Tribes.
2. **RESPONSIBILITIES**
	1. **NWTEMC Police Department** shall:
		1. Provide a representative to the Emergency Operations Center (EOC) with the authority to coordinate all law enforcement functions.
		2. Coordinate and control traffic, warn and evacuate the public, control access to affected areas and protect property.

* + 1. Advise the Mayor on law enforcement matters.

* + 1. Develop and maintain suggested operating procedures (SOP's) to support

emergency responsibilities and functions.

* + 1. Manage law enforcement resources to provide assistance upon request from municipalities if available.

* + 1. Provide damage assessment and situation reports to the Snohomish

County Emergency Operations Center to the maximum extent possible.

* + 1. Establish an on-scene command post and coordinate with support

agencies.

# ESF 23: Damage Assessment

1. **Purpose**
2. **Operational Concepts**
3. **Responsibilities**

# ESF 24: Evacuation and Movement

1. **PURPOSE**

To provide for the movement and evacuation of all or part of the population from any stricken or threatened area to locations providing relative safety and shelter.

1. **OPERATIONAL CONCEPTS**
	1. Evacuation will occur only within the Incident Command System (ICS) with a unified command.
	2. The recommendation to evacuate or move people shall be the responsibility of the incident commander.
	3. All decisions to evacuate, evacuation locations and evacuation routes will be determined by the executive head of the political subdivision or designee and Snohomish County DEM at the appropriate EOC.
	4. Within the unified command structure, the sheriff or local police chief shall have the responsibility for planning, implementing and coordinating evacuation.
	5. Other appropriate agencies will assist with resources to accomplish the evacuation.
	6. Evacuation instructions and information for the public will be disseminated using news media, door-to-door contact, use of mobile sirens and public address systems.
	7. Evacuation routes will be selected to provide for rapid safe and controlledmovement away from the hazard area.
	8. Except in extreme circumstances, citizens will not be forced to evacuate.
2. **RESPONSIBILITIES**
	1. Incident Commander shall:
		* 1. Determine when, where and how long the evacuation is necessary.
			2. Direct and control the evacuation activities.
			3. Coordinate with responsible law enforcement agency, Snohomish County DEM and the unified command at the appropriate EOC.
	2. The NWTEMC Tribes EM, in coordination with Snohomish County DEM, will assist

in:

* + 1. Locating and identifying preliminary evacuation centers.
		2. The coordination of routes, resources, support and public information for evacuation.

 C. Law enforcement shall:

1. Plan, implement and coordinate all evacuations.
2. Direct and coordinate crowd and traffic control operations.
3. Coordinate routes and route changes with the Public Works Traffic Control Supervisor.
4. Assist with notification and warning of the public.
5. Provide information to the EOC about road and route conditions. D. Public works shall:
6. Assist in coordinating route changes with law enforcement.
7. Assist in traffic control operations by providing signs, barricades and establishing detour routes.
8. Provide manpower and equipment to keep evacuation routes clear, repaired and/or maintained.
9. Provide information to the EOC about road and route conditions. E. Fire agencies shall:
10. Assist with notification and warning of the public.
11. Provide manpower and equipment to assist with direction and coordination of crowd and traffic control operations, if available.
12. Provide information to the EOC about road and route conditions. F. The Disaster Assistance Council (DAC) shall:
13. Assist with sheltering of evacuated public (refer to Annex H).
14. The American Red Cross maintains records of those evacuated to Red Cross shelters.
15. Assist with administration of recovery programs for evacuees.
16. Maintain and identify to the Incident Commander any portion of the population with special needs.

# ESF 25: Reserved – State

# ESF 26: Reserved – State

# ESF 27: Reserved – State

# Critical Facilities Priority List

**TRIBAL FACILITIES**

**-NWTEMC Tribes Administration**

**-Police Department**

**-Public Works Director -Public Works Superintendent**

**-Water Treatment Plant (if applicable)**

**-Water Treatment Plant Operator**

**Water Tanks(if applicable)**

**Reservoir**

**-Public Works Director -Water Treatment Plant Operator**

**#\_\_\_ -Sewer pump stations -Name of station -Location of station**

**-Public Works Superintendent -Sewer Plant Operator**

**FIRE AND EMERGENCY MEDICAL SERVICES**

**Fire Station(s)**

 **-Fire Chief -Battalion Chief(s) \*If location has specialized resources please list**

**RESIDENTIAL HEALTH CARE FACILITIES**

**List Facilities**

**\*If location has specialized resources please list #\_\_\_\_\_\_ of vulnerable individuals #\_\_\_\_\_\_ days of preparedness supplies for residents**

**SCHOOL DISTRICT FACILITIES**

**School District Office Location**

**List all individual schools**

**\*If location has specialized resources please list #\_\_\_\_\_\_ of vulnerable individuals #\_\_\_\_\_\_ days of preparedness supplies**

  **-In the above list of contacts please include:**

 **-Principal of each school and above information requested -Custodial Representative**

**EMERGENCY CONTACT PERSONS FOR ALL SCHOOL RESOURCES**

**Superintendent**

**Director of Operations**

**PUBLIC UTILITIES AND NATIONAL GUARD**

**Name of Facility(s)(Power)**

 **-Chief of Sub-station Operator -Sub-station Operator -24-hour Dispatch Center -Site Manager(s)**

**\*Please note any special facility precautions**

 **-Switching Station -Switching Station Operator**

**Washington State Guard Armory (if applicable)**

#####  **-CW4 -Chief Warrant Officer -Business -Armory Shop -SFC**

 **-Armory Supervisor -Sergeant -Col.**

**\*If location has specialized resources please list \*Please note any special facility precautions**

**CHURCH FACILITY RESOURCES**

**List all individual church resources**

**\*If location has specialized resources please list**

**PHARMACEUTICAL SUPPLY LOCATIONS**

**List all individual pharmacy resources**

**\*If location has specialized resources please list**

**CITY ORGANIZATIONS**

**List all individual organizational resources**

**\*If location has specialized resources please list**

**Food Bank**

**List all individual organizational resources \*If location has specialized resources please list**

**MEDICAL FACILITIES**

**List all individual medical resources \*If location has specialized resources please list**

# Emergency Resource List

**Heavy Equipment1**

  **List all individual vendor resources**

**\*If location has specialized resources please list**

**Milk Trucks for Water**

  **List all individual vendor resources**

**\*If location has specialized resources please list**

**Moving Vans**

  **List all individual vendor resources**

**\*If location has specialized resources please list**

**Cold Storage**

  **List all individual vendor resources**

**\*If location has specialized resources please list**

**List Additional Resources if applicable**

  **List all individual vendor resources**

**\*If location has specialized resources please list**

**Animal Control**

  **List all individual vendor resources**

##### **\*If location has specialized resources please list**

**Veterinarian Resources-if applicable**

# Media Protocol

**Radio**

**Television**

**Broadcast Criteria**

 **EAS (Also see Warnings and Communications)**

# Unusual Occurrences Operations

1. **PURPOSE**

1. **OPERATIONAL CONCEPTS**

1. **RESPONSIBILITIES**

**(Insert items not addressed in operations sections)**

 **-Department of Public Safety -Civil Disturbances -Annual Review Update Procedure: Include Review Date**

  **-Emergency Mobilization Plan**

 **-Equipment Inspection -Situation Maps -Mass Arrests**

**Additional Information**

* + Please correct any references in your
	+ **from**: Department of Emergency Services **to** Department of Emergency Management

 \*Please reflect any address changes in your new

# Basic Emergency Plan

**Introduction:**

In order to save lives, protect property, natural and cultural resources, and the environment during an emergency or disaster, and to recover from emergencies and disasters, the NWTEMC Tribes has the responsibility to develop and implement a comprehensive system of emergency preparedness, response, recovery, and mitigation.

This plan describes the methods The NWTEMC Tribes will use to mobilize resources and conduct responses and recovery operations and activities. It is based on a functional approach of providing the necessary assistance through the activation of The NWTEMC Tribal Emergency Support Operations and Functions. Each supportoperation function is the responsibility of one or more lead tribal departments, designed as primary agencies, assigned based on their authorities, resources, and capabilities. All Tribal departments are designated as support services and support the primary

Tribal agencies in carrying out The NWTEMC Tribal Emergency Support Functions and Operations. Tribal Emergency Support Functions re the primary mechanism by which the Tribal government-community provides for response and recovery. The NWTEMC Office of Emergency Management Coordinates assistance, resource management, and response and recovery efforts from the Emergency Management Center and Snohomish County Emergency Management Center.

This plan serves at the foundation for the development of detailed departmental standards of operational procedures for implementing the provisions and operations of the plan in an efficient, responsible, and accountable manner.

**Purpose:**

To formally establish The NWTEMC Tribes Emergency Response Plan and organization for emergencies and disasters that may impact The NWTEMC Tribes.

To describe the hazards specific procedures the NWTEMC Area and procedures to be followed when a disaster or emergency occurs.

To describe the emergency response and recovery tribal organizations, to assign responsibilities, and provide for planning assistance to the NWTEMC Tribal Departments and Programs.

To describe The NWTEMC Tribal Emergency Support Function and assign responsibility for those functions and operations

**Scope:**

The NWTEMC Tribes Emergency Response Plan applies to the entire reservation, tribal programs, departments and communities and all lands within the boundaries of the NWTEMC Reservation.

The NWTEMC Tribes Emergency Plan is activated upon declaration by The NWTEMC Board of Directors and/or The NWTEMC Tribes General Manager that an emergency exists. The NWTEMC Emergency Operations Center (Police Services Building) at the request of The NWTEMC Board of Directors and/or NWTEMC Tribes General Manager will become operational. The NWTEMC Tribes Emergency Management Plan may be activated in anticipation of emergency or disaster.

The provisions of the NWTEMC Tribal Emergency Management Plan will be carried out by all NWTEMC departments, programs and managers assigned responsibilities within the plan, with directions, and supervision. Management and coordination provided by The NWTEMC Tribes Emergency Operational Center.

**Policies:**

**Authority**

Pursuant to the NWTEMC Tribes Emergency Operational Plan and NWTEMC Tribal Resolution approved by the NWTEMC Board of Directors at a regular scheduled meeting held on the\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2005, with a quorum present.

Resolution # \_\_\_\_\_\_-2005.

The NWTEMC Tribal Emergency Operations Manager-Chief Executive Officer may direct any department, program or operation and use their authorities and resources in response to an emergency or disaster situation.

Response and support activities to protect Tribal Members, Tribal Communities, Tribal Businesses Interest, Tribal Visitors, Tribal Property, Tribal Resources, and Tribal Governmental Operations.

**Assignment and Responsibilities**

This plan provides for standing mission assignments to designated departments, programs, and tribal governmental operations to carry out their primary emergency support responsibilities. All departments and programs will operate under the general guidance and supervision of the Emergency Operational Center: Chief Executive Officer, Emergency Management Director designated for the emergency by The NWTEMC Board of Directors and/or The NWTEMC Tribes General Manager. Upon activation of the Emergency Management Plan the primary and support agencies designated and authorized by the plan will report to and be supervised by Emergency Operations Center to initiate and continue the emergency actions and activities to complete the Emergency Management Support Missions.

Emergency Management Director

The Emergency Management Director will be The NWTEMC Tribes General Manager for the NWTEMC Tribes or designee. The Chairman of The NWTEMC Board of Directors and/or the NWTEMC Tribes General Manager will provide necessary input and supervision to the Emergency Management Director to carry out the duties of the position.

Incident Command System

The NWTEMC Tribal General Manager is the overall Incident Commander when the Emergency Management Plan is operational.

Reporting directly to the Incident Commander the three main working units of the NWTEMC Incident Command System-Incident Command Center:

1. Search & Rescue Operations Commander – Tribal Executive Officer

1. Administration & Logistical Commander – Tribal Executive Officer

1. Safety & Communications Commander – Tribal Police Chief

**Emergency Guidelines**

Emergency Guides prepared by the Federal Emergency Management Agency will be followed during emergency operations and used as a guide by the Incident Commander and Command Staff during emergencies. Copies of these guides are located within the Incident Command Centers at the NWTEMC Tribal Police Services and NWTEMC Casino.

1. Emergency Response to Terrorism Guide – Job Aid – By FEMA

1. Emergency First Aid & First Responder Guide – By American Red Cross

1. Emergency Plan Guide – Snohomish County & FEMA

1. Hazardous Materials Guide – FEMA

**Emergency Management Coordination – Mutual Aid**

The NWTEMC Tribes Emergency Management program will be part of the Snohomish County Emergency Management partnership when emergencies go beyond the ability of the tribes to handle the emergency or disaster without outside assistance or a disaster or emergency is beyond our neighbor’s ability and they request assistance.

The NWTEMC Board of Directors and the Snohomish County Emergency Management Office may enter into a mutual aid agreement that follows the State of Washington Guidelines and the Federal Emergency Management Agency Guidelines.

##### Emergency Operations Center

The emergency operations center will be The NWTEMC Tribal Police Services Building. The back up operations center will be the NWTEMC Tribal Casino.

##### Emergency Management Director

The Emergency Management Director will be The NWTEMC Tribes General Manager or designee on The NWTEMC Tribes General Managers’ absence.

Emergency Management Staff & Managers

**Police Chief & Security Department**

 Operates all communications systems and law enforcement and security functions as required by emergency. All Tribal Security Departments will come under the authority of the NWTEMC Tribal Police Services during emergency operations.

**Finance Manager**

 Will ensure that all necessary finance needs are in place for emergency purchases as authorized by the Emergency Management Incident Command-Director. Purchasing authority and rules will be under the direct line of authority of the Incident Commander.

**Tribal Maintenance**

 Will ensure that all maintenance and custodial employees are available to

carry out search and rescue responsibilities in tribal buildings and facilities

 and ensure supply and logistic responsibilities are met.

**Grounds Maintenance Manager**

Will ensure that all search and rescue operations are carried out for all tribal roadways and transportation networks. Ensure that all tribal trucks and vehicles are fueled and operational. That search and rescue tools and heavy equipment is ready for operation.

**Housing Authority Manager**

 Responsible for search and rescue activities within all tribal housing areas and that emergency rescue tools and equipment are operational.

**Tribal Forestry Manager**

 Will ensure that tribal loggers are available to clear trees and other debris from tribal roadways.

**Tribal Health Clinic Manager**

 Will ensure that health clinic is operational for the duration of the emergency or disaster and is staffed with medical or first responder personnel. Will ensure that alternate treatment center has supplies needed for emergency medical operations. Will ensure that emergency medical supplies are stored for use at both main clinic and alternate storage facilities.

**RESPONSE REQUIREMENTS**

Tribal Government Assistance will be coordinated through the Office of Emergency Management – Emergency Operations Center; The NWTEMC Tribes General Manager or designee. All departments, programs and agencies will be first responders as designated within the plan. All responses will be coordinated through the Emergency Operations Center and coordination with local, state and federal agencies. Response will include mobilization and utilization of all necessary tribal personnel, resources, supplies, and equipment to complete successfully the necessary emergency task identified.

The Emergency Management Director-GM will determine when an emergency exists that necessitates the operation of The NWTEMC Tribes Emergency Response Plan. If an emergency or disaster occurs that is unplanned for or no prior warning has been given such as earthquake or other natural or man caused disaster The NWTEMC Tribal Police may put the Emergency Operations Plan into operation until the arrival of the Emergency Management Director-Incident Commander.

**Requirements of each Tribal Department**

**A. Tribal Police Logistic & Supply Responsibilities:**

Will be required to keep emergency contact list of all federal, state and county agencies.

Will be required to have emergency contact list for all fire and medical services.

Will have emergency power to ensure radio and communications remain operational for ten (10) days.

Will have ten (10) day supply of batteries and flashlights and first aid supplies for Command Center Operations.

Will have writing and documentation supplies for ten (10) days operation.

Will have emergency food and water supply for ten (10) days.

Will have firefighting supplies in the event that water is not available sufficient to fight fire at Emergency Command Center or other locations.

(Emergency Operations Plan:

Fund in Chapter 17: Policy and Procedures Guide with emergency contact list)

**B. Finance Department**

 Will have ability to process purchase orders and checks on emergency basis.

Will have first aid supply on hand.

Will have alternate lighting system to complete necessary purchase of emergency supplies for a ten (10) day period of time.

Will have the ability to hand process checks and purchase orders for emergency purchases.

Will have ten (10) day supply of batteries and flashlights.

Will develop and have signed emergency contacts with Home Depot, Wal-Mart and Sam’s Club for emergency supplies by purchase orders for emergency situations.

Will have developed a contract for emergency fueling at Testora/Mirastar and Ray’s Totem Fuel.

##### **C. Tribal Maintenance**

Will maintain food and water to operate a ten (10)-person rescue crew for ten (10) days.

Will have hand tools for search and rescue operations for a ten (10)-person rescue crew.

Will have hard hats, gloves, and eye protection for ten (10)-person rescue crew.

Will have hand pump capable of tapping service station fuel supplies to refuel vehicles.

Will have hand pumps capable of drawing water for firefighting and water supplies for restoration facilities.

Will maintain supply of barrels for water storage.

Will have stretchers for rescue operations.

(Will have unit emergency operations plan with emergency contact list)

##### **D. Grounds Maintenance**

Will maintain food and water to operate a ten (10)-person rescue crew for ten (10) days.

Will have hand tools for search and rescue operations for ten (10)-person rescue crew.

Will have fuel supply to refuel power equipment for a period often (10) days.

Will have hard hats, gloves, and eye protection for a ten (10)-person rescue crew.

Will have hand pumps to tap into service station fuel storage tanks to refuel vehicles.

Will have diesel fuel supply for heavy equipment operations for three (3) days continual use.

Will have available tribal trucks and equipment.

Will have warning and road closure signs on hand.

(Will have emergency unit operations plan with emergency contact list)

1. **Tribal Logging-Forestry**

Will maintain forest-removing equipment to clear trees and logging debris from roadways and right of way.

Will have chainsaws and fuel for chainsaws for three (3) days continual operations.

Will have food and water supply for logging crew for ten (10) days of operation.

(Will have emergency unit operations plan with emergency contact list)

1. **Housing Authority**

Will have food and water supply for ten (10) days of operation for a ten (10)-person rescue crew.

Will have hand tools for search and rescue crew of ten (10).

Will have protective eyewear, hard hats, and gloves for a rescue crew of ten (10).

Will have first aid supplies for 100 persons that may be needed for first responder first aid.

Will need stretchers for rescue operations.

Will need batteries and flashlights for ten (10) days of operation.

Will need two (2) generators to supply tribal housing meeting room for use as emergency shelter for ten (10) days with adequate fuel supply.

Emergency food supplies for 100 persons for ten (10) days.

Flashlights and batteries for ten (10) days for ten (10) person work crew.

Propane supplies to cook for 100 persons for ten (10) days.

Will have warning and road closure signs on hand.

(Will have emergency unit operations plan with emergency contact list)

**G. Tribal Utilities**

Will have tribal pump trucks operational for ten (10) days to clean out portable toilet facilities.

Will keep water supplies to all tribal rescue shelters for ten (10) days.

Will keep ALL water supplies flowing.

Will have hand pumps to keep water coming from the wells.

Will have hand pumps to obtain fuel supplies from service stations.

Will have hand tools for search and rescue operations for ten (10)-person rescue crew.

Will have the ability to set up portable toilets and trenches.

Will have first aid supplies for ten (10) days for rescue crews.

Will have flashlights and batteries for ten (10) days of operations.

Will have food and water supply for ten (10) days of crew operations.

Will have stretchers for emergency rescues.

Will have warning and road closure signs on hand.

 **(Will have emergency unit operations plan with emergency contact list)**

**H. Health Clinic**

Will have emergency medical supplies to treat 100 for at least ten (10) days on hand at ALL times.

Will have two (2) emergency generators capable of operations for ten (10) days.

Will have flashlights and batteries for ten (10) days of operation.

Will have food and water supply for 100 for at least ten (10) days of operation.

Will have first aid training guides with first aid trauma kits for ten (10) emergency rescue workers.

(Will have emergency unit operations plan with emergency contact list)

**Training Requirements:**

The NWTEMC Tribal Chief Executive Officer – Emergency Management Director will ensure that all tribal departments receive training in NIMS and the Incident Command System and specific training in the job roles that will need to be performed by each department during emergency operations.

The NWTEMC Tribal Chief Executive Officer – Emergency Management Director will at least twice a year activate for training purposes the Emergency Command Center to ensure its operational condition. The Chief Executive Officer – Emergency

Management Director may as part of this testing process take part in County or State Emergency Management training – Mock Disaster Drills.

ALL NWTEMC Tribal Agencies will be required to have all personnel trained in basic and advanced first aid, CPR and emergency rescue procedures. Training records for each employee will be maintained to ensure that this training has taken place. Each department manager, supervisor or director will be held accountable to ensure that this training takes place.

**Communications:**

The NWTEMC Tribal Police Service will operate the emergency communications network for The NWTEMC Tribes. This communications system will operate via two way radios even when the phone systems or cell phone systems are non-operational.

ALL Tribal vehicles are to be equipped with two-way radios with the NWTEMC Tribes

Police Repeater frequencies installed and the car-to-car radio frequencies. Each Tribal Program will have five portable radios with the same two frequencies installed. These radios may only be used for emergency operations when the Emergency Command Center is placed into operation. Each portable radio will have two (2) batteries fully charged at all times. Each portable radio will have AA battery packs in addition to 120 chargers.

**Unit Emergency Plans:**

Each NWTEMC Tribal Department, Unit, Agency will have an emergency operations plan for their unit that outlines what job roles will be performed by each department and each member of the department during Emergency Operations. Plans will include:

* Unit Supervisor during emergencies-chain of command for unit-department. o Unit inventory listing of emergency equipment within the unit. o Special training and qualifications of personnel within unit to operate the equipment and tools used by the unit. o Call in procedures for the department and emergency contact numbers for each member.
* Operational roles-assignments of each member of the rescue operation crew.

**Emergency Management Team:**

All departments and units of The NWTEMC Tribes are part of the Emergency Management Team. The Emergency Management Team will come together no less than quarterly to ensure that their emergency plans are current and up to date. The team will formulate any changes as necessary to The NWTEMC Tribes Emergency Management Plan as necessary and with the approval of The NWTEMC Board of Directors. The Department Director, Manager or Supervisor will be part of the Emergency Management Team and may send their Assistant Managers if they are unable to attend the meetings. However the department unit Manager, Supervisor or Director will be held accountable at all times for their departments emergency management operational plan.

The Emergency Management Team is:

* NWTEMC Tribal General Manager o NWTEMC Tribal Police Chief o NWTEMC Office of Neighborhoods o NWTEMC Tribal Executive Directors o NWTEMC Casino Safety Officer o NWTEMC Utilities Manager o NWTEMC Grounds Maintenance Manager o NWTEMC Custodial Maintenance Manager o NWTEMC Health Clinic Director
* NWTEMC Forest Manager o NWTEMC Cable Manager o NWTEMC Cultural Resources Manager o NWTEMC Financial Manager
* NWTEMC Tribal Government Director – Quil Ceda Village o NWTEMC Tribal Housing Manager