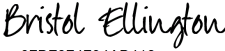




POLICY & PROCEDURE

<h2>Comprehensive Emergency Management Plan (CEMP)</h2>			Category: Emergency Management/Safety
			Number: 500-01
			Classification: External
Original Effective Date: 12/05/2022	Supersedes: 500-01	Policy Originator: Emergency Management Coordinator	Approved By: 6/27/2024 DocuSigned by:  <small>07BF974794AB418...</small> Bristol S. Ellington, City Manager

1. PURPOSE/SCOPE:

The Shoreline Comprehensive Emergency Management Plan (CEMP) has been designed to emulate the National Response Framework, Washington State CEMP, and King County CEMP to establish the structure for an organized and effective response to emergencies and disasters that occur within or affect the City.

The plan defines common assumptions and policies, establishes a shared concept of operations, and preassigns functional responsibilities to appropriate disciplines including private, non-governmental organizations, and government agencies.

Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

This plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential private, non-governmental organizations, and government agencies into emergency management operations.

All directions contained in this plan apply to preparedness, response, and mitigation activities undertaken by the City and supporting organizations, necessary to minimize the effects of a disaster and facilitate recovery activities.

The City's CEMP supports and is compatible with the King County CEMP, and the emergency plans of the State of Washington and the Federal government. This document provides support to other plans required by the State and Federal governments. Any conflicts to this plan will be handled on a case-by-case basis.

City government has the primary responsibility for disaster mitigation, prevention, preparedness, response, and recovery activities within the City. The City will plan for disasters, direct operations, mobilize and control resources, and mitigate the impact of disasters in the City within the limits of available resources and capabilities.

No guarantee as to the completeness of preparedness and response activities is expressed or implied by this plan or any part therein. The City government assets and resources are vulnerable to disasters. Shoreline Fire, Shoreline Police, and various public utilities are provided by special purpose jurisdictions, under contract, or by King County. These services may be unavailable during a disaster and resources from the State and Federal governments may also be unavailable or delayed. The City will respond to the extent possible, given the situation, available information, and resources.

The City will make a reasonable effort, but cannot guarantee, to meet the requirements of the Americans with Disabilities Act (ADA) during emergency preparedness, response, recovery, and mitigation.

2. AFFECTED PARTIES:

- All City Staff
- All Departments
- Public

3. POLICY:

It is the policy of the City, to protect lives, property, environment, and the City economy, in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and manmade emergencies and disasters, and coordinate the recovery efforts for such events. Additional Policy Statements will be found in the attached document.

4. EXHIBITS:

A. Comprehensive Emergency Management Plan (CEMP)

Comprehensive Emergency Management Plan (CEMP)



October 2022


Promulgation Document/Signatories

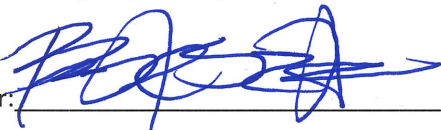
This document is the CEMP for the City of Shoreline. It provides a framework for ESFs covering more detailed information for conduct of the City of Shoreline's Emergency Management Organization including preparedness and operations efforts in the prevention, protection, mitigation, response, and recovery phases.

This CEMP was prepared in accordance with the guidance from the King County Office of Emergency Management and the Washington State Emergency Management Division. It is consistent with federal, state, and local standards. This CEMP has been developed by and circulated to City of Shoreline Government departments and partners for concurrence. This CEMP supersedes any previous CEMP. It will be reviewed and re-certified at least every five years as is described in this plan under Plan Maintenance. The Shoreline Emergency Management Organization is responsible for the facilitation of regular updates and testing of the CEMP. Recipients are requested to advise the Shoreline Emergency Management Organization of any changes which might result in its improvement or increase its usefulness. The City Manager, per Shoreline City Code 2.50, is the designated Emergency Management Director for the City of Shoreline.

On December 5th of 2022, the City of Shoreline City Council approved by unanimous consent for the approval of this CEMP.

CEMP Review:

Concur:  Date: 01/26/2023
Emergency Management Coordinator

Concur:  Date: 1/26/23
City Manager/Emergency Management Director

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Table of Contents

- I. Introduction**
 - A) Mission
 - B) Purpose
 - C) Scope and Applicability
 - D) City Organizational Structure

- II. Policies**
 - A) Authorities
 - B) Key Concepts
 - C) Limitations

- III. Situation**
 - A) Emergency/Disaster Conditions and Hazards
 - B) Planning Assumptions and Considerations

- IV. Roles and Responsibilities**

- V. Concept of Operations**
 - A) General
 - B) Communications
 - C) Administration
 - D) Finance
 - E) Logistics
 - F) Overall Coordination of Incident Management Activities
 - G) Concurrent Implementation of Other Plans
 - H) EOC Organizational Chart
 - I) Principal Incident Management Organizational Elements
 - J) Emergency Response and Support Teams (Field Level)
 - K) Defense Support of Civil Authorities
 - L) Law Enforcement Assistance

- VI. Incident Management Actions**
 - A) Actions
 - B) Notification and Assessment
 - C) Activation
 - D) Requests for Assistance
 - E) Pre-Incident Actions (Prevention)
 - F) Response Actions
 - G) Recovery Actions
 - H) Mitigation Actions
 - I) Demobilization

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

VII. Ongoing Plan Management and Maintenance

- Coordination
- Plan Maintenance
- NIMS Integration

VIII. Appendices

- A. Definitions
- B. Acronyms
- C. Authorities and References
- D. Training, Drills, and Exercises
- E. Distribution List
- F. Record of Changes

Emergency Support Function Annexes

ESF #1 – Transportation
Appendix A..... Transportation Resource Staging Areas

ESF #2 – Communications, Information Systems, and Warning

ESF #3 – Public Works and Engineering
Appendix A..... Utility Emergency Contact Information

ESF #4 – Firefighting

ESF #5 – Emergency Management
Appendix A..... Proclamation of Local Emergency
Appendix B Lines of Succession
Appendix C Critical Facilities

ESF #6 – Mass Care, Housing, and Human Services

ESF #7 – Resource Support

ESF #8 – Public Health and Medical Services

ESF #9 – Urban Search and Rescue

ESF #10 – Hazardous Materials Response
Appendix A..... Vulnerability to Hazardous Materials and Waste
Appendix B... Hazardous Material Incident Response Levels and Action Classifications

ESF #11 – Agriculture and Natural Resources
Appendix A..... Points of Distribution/Staging Areas

ESF #12 – Energy

ESF #13 – Public Safety, Law Enforcement, and Security

ESF #14 – Long-Term Community Recovery and Mitigation

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

ESF #15 – Public Affairs

ESF # 16 – Evacuation

Appendix A..... Evacuation routes and Maps

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

I. INTRODUCTION

A. Mission

To provide an emergency management organization that meets or exceeds Federal, State and County requirements and to provide resources to minimize loss of life; protect property and natural resources; and restore the proper operation of the City of Shoreline (City) in the event of a major natural or man-made disasters and other major events.

B. Purpose

The Shoreline Comprehensive Emergency Management Plan (CEMP) has been designed to emulate the National Response Framework, Washington State CEMP, and King County CEMP to establish the structure for an organized and effective response to emergencies and disasters that occur within or affect the City. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines including private, non-governmental organizations, and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

C. Scope and Applicability

It is the policy of the City, to protect lives, property, environment, and the City economy, in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and manmade emergencies and disasters, and coordinate the recovery efforts for such events.

This plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential private, non-governmental organizations, and government agencies into emergency management operations.

All directions contained in this plan apply to preparedness, response, and mitigation activities undertaken by the City and supporting organizations, necessary to minimize the effects of a disaster and facilitate recovery activities.

The City's CEMP supports and is compatible with the King County CEMP, and the emergency plans of the State of Washington and the Federal government. This document provides support to other plans required by the State and Federal governments. Any conflicts will be handled on a case-by-case basis.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

City government has the primary responsibility for disaster mitigation, prevention, preparedness, response, and recovery activities within the City. The City will plan for disasters, direct operations, mobilize and control resources, and mitigate the impact of disasters in the City within the limits of available resources and capabilities.

No guarantee as to the completeness of preparedness and response activities is expressed or implied by this plan or any part therein. The City government assets and resources are vulnerable to disasters. Shoreline Fire, Shoreline Police, and various public utilities are provided by special purpose jurisdictions, under contract, or by King County. These services may be unavailable during a disaster and resources from the State and Federal governments may also be unavailable or delayed. The City will respond to the extent possible, given the situation, available information and resources.

The City will make a reasonable effort, but cannot guarantee, to meet the requirements of the Americans with Disabilities Act (ADA) during emergency preparedness, response, recovery, and mitigation.

D. City Organizational Structure

The City operates under a Council/Manager form of government. City Council members establish City policies and laws, adopt an annual budget, approve appropriations, contract for services and grant franchises. City Council members serve staggered four-year terms; roughly half the Council is up for election every two years. The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting in the new year following an election. The Mayor presides at Council meetings and represents the City at ceremonial functions and inter-governmental meetings. The Deputy Mayor presides in the Mayor's absence.

The City Council hires a professionally trained manager to oversee the delivery of public services. The City Manager is the only employee hired by the City Council. The City Manager implements the City Council's policies and oversees all City departments.

The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW 42.14 provides for filling vacancies of elected and appointed officials in the City. (See ESF # 5 Emergency Management for lines of succession - and the City of Shoreline Continuity of Government Plan).

Shoreline Municipal Code 2.50 established the emergency management organization. The City Manager serves as the appointed Director of Emergency Management and delegates the responsibility of coordinating emergency preparedness and management activities within the City.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan.

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

Other Agencies & Jurisdictions

King County Office of Emergency Management

The King County Office of Emergency Management (OEM) may provide guidance, as requested, to the City's CEMP development and ongoing maintenance and related emergency management activities within the City. The King County OEM will provide overall coordination with agencies and organizations within King County involved in emergency planning and response; and manage the King County Emergency Coordination Center (KCECC) during activation and interact with agencies and organizations within King County to coordinate emergency support activities. The KCECC will help coordinate requests for outside assistance through county, state and federal agencies. KCECC will also coordinate dissemination of emergency warning information through the Puget Sound Emergency Radio Network (PSERN) and other available resources. King County OEM representatives may respond to and assist at the City's EOC during localized emergencies, when requested. Guidance and assistance may also be provided to the City for Preliminary Damage Assessment (PDA) processes moving into the recovery phase of a disaster depending on scope and size of the event.

Shoreline is part of King County's Zone 1 Regional Coordination Zone. As such, the Zone 1 liaison will be utilized to coordinate a broad range of disaster functions within the geographical area as outlined as Zone 1 in the King County Regional Coordination Framework. The King County ECC (KCECC) will serve as an information clearinghouse among the zones and oversee resource management county-wide.

II. POLICIES

A. Authorities

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

- Revised Code of Washington 38.52, 39.34; 35.33.081, 35.33.101, 42.14

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

- Washington Administrative Codes 118 and 296-62
- U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
- King County Charter and County Code 1.28, 2.16, 2.56, 12.52
- Shoreline Municipal Code 2.50

B. Key Concepts

This plan details the key concepts utilized by the City in mitigation, preparation, response and recovery efforts relating to emergencies and disasters in accordance with RCW 38.52.070 and the National Incident Management System (NIMS). This includes but is not limited to: disaster and emergency responsibilities and procedures, training, and community education activities.

The CEMP, including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters and the proper utilization of all resources available to the City.

Emergency Contracts and Mutual Aid Agreements should include a clause that both parties agree to make a reasonable effort to meet the requirements of Title II of the American with Disabilities Act (ADA).

C. Limitations

The City understands that during an emergency or disaster event, there are certain limitations the City will be faced with. The City may not have access to certain staff or equipment due to the nature of the event, when the event occurs, where staff is coming from, and the day-to-day condition of the City's equipment. The City may need to rely on Mutual Aid from neighboring cities that have not been impacted.

The City is a signatory of the King County Regional Coordination Framework and can request support through that plan. If the event is beyond that capacity, the City will utilize the Washington Mutual Aid System (WAMAS) to request assistance in coordination with the Washington State Emergency Management Operations Center, through the King County Office of Emergency Management.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

The City has been affected in the past and will continue to be affected by various types of situations or events that could lead to a significant emergency. The City is vulnerable to both natural and man-made hazards as outlined in the City of Shoreline Hazard Mitigation Plan. The

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

City recognizes the hazards identified within the 2018 Washington State Hazard Identification and Vulnerability Assessment (HIVA) and the 2020 King County HIVA. These hazards include, but are not limited to: agricultural disease outbreak, avalanche, climate change, coastal hazards, dam failure, drought, earthquake, flood, hazardous materials, landslide, public health, severe weather, terrorism and cyber-terrorism, tsunami, volcano, and wildfire.

The City has a separate Hazard Mitigation Plan that addresses the hazards specific to Shoreline and the mitigation strategies that the City is working on to minimize the impacts of our risks. This information, which is consistently developed with community input, is utilized in the City's Comprehensive Emergency Management Plan as staff develop the Essential Support Functions and their supporting appendixes and annexes. (Refer to the City of Shoreline Hazard Mitigation Plan for detailed information on the process utilized to do the HIVA and the specific mitigation strategies staff is currently working on completing.)

B. Planning Assumptions & Considerations

This plan recognizes that any of the noted events could create significant property damage, personal injury, loss of life, and disruption of essential services. These events may also create significant financial, psychological, and sociological impact on constituents and the local government organization.

In the event of a widespread disaster, it may be unlikely that the City will receive any significant assistance from neighboring jurisdictions to include the county, state, federal agencies, or human services organization for 48 hours or longer. In this situation, the initial response activities will rely solely on available City resources and those of private organizations, businesses, and residents within the City. The City will seek support through mutual aid, the King County Regional Coordination Framework, and WAMAS.

The City may also be requested to provide support to other jurisdictions with staffing, resources, points of distributions, sheltering, and a variety of other tasks during emergencies and disasters if unaffected.

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan or any part therein, that in the event of a disaster the response and recovery activities will occur as described within this document. As a result of a disaster or emergency, the City's response resources may be overwhelmed, and essential systems may be nonfunctioning. For this reason, the City will respond in the best manner possible based on the situation, information, and resources available at that time of utilization of this plan or any part therein.

IV. ROLES AND RESPONSIBILITIES

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

The City government has the primary responsibility for disaster mitigation, prevention preparedness, response, and recovery activities within City limits. The City will plan for disasters, direct operations, mobilize/coordinate resources, and mitigate the impact of disasters within the limits of available resources and capabilities. It is the responsibility of residents in Shoreline to educate themselves on preparedness activities and ensure that they have the supplies and resources to sustain themselves for at least three days; however, the City recommends a full week (seven days).

A. Mayor / City Council

1. Provide policy direction through the City Manager/Director of Emergency Management.
2. Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules, and regulation as are necessary to implement emergency plans and agreements.
3. Approve, at the earliest practical time after issuance, rules and regulations reasonably related to the protection of life and property, such rules and regulations having been made and issued by the Emergency Management Director.
4. Approve proclamation of emergency as requested by the Emergency Management Director.
5. Responsible for assuring that emergency preparedness, mitigation, response, and recovery activities are carried out within the City, through the CEMP.
6. Provide visible leadership to the community.
7. Recognized by the governor as the Director of the City for purposes of military law.
8. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

B. Director of Emergency Management/City Manager

1. Serve as Chief Executive Officer of the City.
2. Serve as the Director of Emergency Management and manage City staff in their emergency management duties.
3. Assist in preparing Proclamations of Local Emergency.
4. Issue notices of evacuation as appropriate.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

5. Oversee the EOC Manager (Emergency Management Coordinator).
6. Enforce and administer provisions, laws, and ordinances governing the City.
7. Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.
8. Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.
9. Advise the City Council regarding emergency policies for the City.
10. Represent the City regarding the coordination of emergency response, mutual aid agreements, inter-local agreements, disaster recovery, etc.
11. Oversee the development, implementation, and maintenance of continuity of government plans.
12. Interact with county-wide Mayors/City Managers to make joint decisions on issues that impact the region.
13. Appoint a Lead for ESF#14, Long Term Community Recovery and Mitigation.

C. Assistant City Manager

1. Assume the duties of the City Manager as appointed or in his/her absence.
2. Assist in intergovernmental coordination of emergency response and recovery.
3. Assist in recovery planning and operations and continuity of government planning.
4. Primary lead for ESF # 14, Long Term Community Recovery and Mitigation.

D. Emergency Management Coordinator/ Emergency Management

1. Reports to the Director of Emergency Management in the EOC
2. Manage the operations of the EOC during a disaster and serves as the EOC Manager.
3. Provide expert technical assistance and information to the Director of Emergency Management and City Departments regarding emergency management principles, preparedness, disaster response operations, and recovery.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

4. Assure that the CEMP and supporting procedures are reviewed or updated as required.
5. Coordinate with FEMA, Washington State Emergency Management Division, King County, and neighboring jurisdictions regarding emergency management and planning.
6. Locate, configure, and equip EOC's and ensure the EOC's are operationally ready.
7. Develop procedures for activating, operating, and managing the EOC.
8. Develop and implement a training program in emergency management tasks for City representatives and maintaining the Emergency Management Training Guide.
9. Authorize all emergency management volunteers by ensuring they are registered by the City as emergency workers via identification cards.
10. Develop and conduct periodic emergency management exercises and trainings.
11. Prepare a post-disaster After Action Review Plan that includes plan for improvement for the Director of Emergency Management and submit to other authorities as required.
12. Develop and coordinate a Community Education and Preparedness Program.
13. Draft a Proclamation of Local Emergency for signature and promulgation by the City Manager.
14. Chair the City's Emergency Management Council.
15. Coordinate King County regional planning and response efforts and Zone 1 activities.
16. Act as liaison to the assist in the King County Regional Coordination Framework.
17. Coordinate mitigation and preparedness activities through the City's Hazard Mitigation Plan.
18. Lead for ESF #5, Emergency Management

G. Neighborhoods Coordinator

1. During an emergency, serve in the Logistics Section of the EOC as the Neighborhoods/Volunteer Management liaison.
2. When appropriate, oversee the activation of a Volunteer Coordination Center.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

3. Assist in mobilizing and managing volunteers through the neighborhood associations and other liaisons.
4. Assist in implementing a Family and Neighborhood Preparedness Program.

H. Community Services Manager

1. May assign or assume the role of ESF #6 lead, Mass Care.
2. Coordinate the implementation of social services programs, as appropriate, during emergency operations.
3. Coordinate with social service organizations, relief agencies, faith-based organizations, non-profits, and the Red Cross, as needed.
4. Maintain liaisons with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who may not speak English to identify ways to meet their needs during an emergency.
5. Assists in identifying volunteers who can assist with language barriers or people with special needs.
6. Gather and communicate the needs of the effected population.

I. City Clerk

1. Serve as custodian of official records and perform official certification.
2. Supervise Records Management Program for the City.
 - a. Identify critical documents and essential records including receipts, timecards, etc.
 - b. Assist departments in identifying, managing, and storing essential records.
 - c. Develop and implement a disaster recovery program for essential records.
3. Oversee the preparation and publishing of official legal notices.
4. Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.
5. The City Clerk serves as the Documentation Unit Lead in the Planning Section in the EOC when it is activated.

J. City Attorney

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

1. Serve as chief legal advisor to the City.
2. Provide legal advice to the City Council, City Manager, Emergency Management Director and department directors regarding emergency response and recovery operations.
3. Interpret laws, rulings, and regulations and issue legal opinions.
4. Prepare ordinances, resolutions, contracts, and other documents relating to emergency operations.

K. Communications Program Manager

1. Lead for Public Affairs, ESF#15 and serve as the Public Information Officer when the EOC is activated by preparing and disseminating emergency public information to include establishing and coordination of the Joint Information Center or participating in one formed by another cooperating agency.
2. Set up/coordinate press conferences that the City may choose to utilize to inform citizens.
3. Ensure the City's website, Cable TV, and mass communication capabilities are utilized, if available, to maximize the ability to communicate current information to the community.
4. Support emergency messaging by utilizing the City's Social Media sources to include the City Facebook sites, Twitter, and Instagram.
5. Working with the EMC and the Registered Disaster Workers, set up points throughout the City to disseminate information during times when there is a need for communication to the public.

L. Management Analyst - City Manager's Office

1. Serve as the back-up PIO for the City and performs all associated tasks as identified above.

M. Intergovernmental Program Manager

1. Provide for the coordination of information from representatives from other jurisdictions, governments, and from the private sector. Examples of these are Utilities, Metro, School District, and business owners whose property we may need to access or have been impacted.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

2. Work with Public Information Officer and Incident Commanders to coordinate media releases associated with inter-governmental cooperation issues.
3. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
4. Interview agency representatives concerning resources and capabilities, and restrictions on use and provide this information at planning meetings.
5. Serve as the Liaison Officer in the EOC.

N. Administrative Services Director

1. Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures.
2. Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
3. Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
4. Establish a unique project number for each disaster for all disaster-related expenses.
5. Prepare and report data for recovery of disaster relief funds.
6. Establish provisions for emergency signature authority for City checks during an emergency.
7. Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
8. Gather, interpret, and report information on emergency costs and expenditures.
9. Project the costs of various disaster recovery options; prepare fiscal plans and projected budgets for disaster recovery.
10. Maintain databases on emergency resource providers (equipment and material).
11. Manage the City's Risk Management functions.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

12. Serve as the Administrative/Finance Section Chief in the EOC, when it is activated
13. Support the City's continuity of government planning
14. Oversee any donation management function that may be activated during a disaster.

O. Director of Human Resources and Organizational Development

1. Develop and implement personnel policies and procedures for and during emergency operations, to include any special considerations for those employees with disabilities.
2. Maintain master personnel files, to include current employee emergency notification information, that are accessible during an emergency, ensuring confidentiality of materials in accordance with state and federal laws.
3. Assist with reviewing and registering all spontaneous unaffiliated emergency management volunteers as emergency workers.
4. Will ensure there are check-in activities in place, maintain the status of all human resources, ensure staff are assigned to any task have the knowledge, skills, and abilities to do the task, ensure workplace safety, to include hours worked, and assist in identifying needed staff for upcoming operational period.
5. Assist the planning lead for next rotation of Staff for the EOC/Incident if needed.
6. Work with the Safety Committee and EAP to support the safety and wellbeing of City employees' families during a disaster.
7. Lead ESF # 7 – Resource Support

P. Information Technology Manager

1. Develop and maintain a program for protection and recovery of the City's data processing resources during/after a disaster.
2. Oversee the restoration and support of City technology services during a disaster.
3. Provide software, hardware, maps, and administrative support for the Geographical Information System.
4. Ensure daily backup and secure storage of centrally managed/cloud based data.
5. Control data security as defined in City policies.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

6. Provide computer assistance to City staff, network backup, and maintenance of the local area network.
7. Support and ensure operational readiness of all technologies that support the activation of the EOC.
8. Primary Lead for ESF #2, Communications.

Q. Police Chief/Liaison

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

1. General Law enforcement duties
2. Traffic and crowd control
3. Staging and perimeter security
4. Explosive ordinance disposal
5. Protection of critical facilities (including the EOC and shelters)
6. Evacuation management
7. Crime scene control
8. Search and rescue management
9. Coordination of investigation of acts of terrorism
10. Lead on ESF's # 9 Urban Search and Rescue, # 13 Public Safety, Law Enforcement, and Security, and # 16 Evacuation

R. Fire Chief/Liaison

Fire Services are provided by the Shoreline Fire Department. The Fire Chief/Liaison may serve as the Incident Commander, as part of a Unified Command Team or as the

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Operations Section Chief depending on the nature of the incident. Fire functions and responsibilities include:

1. Fire prevention and investigation
2. Fire suppression
3. Emergency Medical Services
4. Emergency Search and Rescue
5. Damage assessment
6. Hazardous Materials preparedness and response (Non-Technician)
7. Evacuation management in coordination with local agencies
8. Technical Rescue for; Surface Water, Confined Space, and High/Low Angle Rope
9. Lead on ESF's # 4 Fire Fighting, # 8 Public Health and Medical Services, # 10 Hazardous Materials Response

S. Planning and Community Development Director

1. Serve as the Planning Section Chief when the EOC is activated and organize and carry out both short-term and long-range planning during emergency operations and recovery.
2. Manage the gathering, analyzing, interpreting, and reporting of disaster-related information, including disaster damage and assessment reporting, response capabilities, regional disaster conditions, to be able to prepare situation reports and an Incident Action Plan for the next operational period.
3. Ensure that City ordinances, codes, and regulations are followed as much as possible in disaster response and recovery; recommend necessary and appropriate revisions to meet disaster conditions.
4. Ensure compliance with the Growth Management Act, zoning requirements, Critical Area Ordinance, State Environmental Policy Act, and State Emergency Management requirements.
5. Maintain and manage planning and development assets.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

6. Manage, coordinate, and perform building and structural inspections of residential and commercial buildings for safety and habitability following a disaster. Close facilities or restrict occupancy/use as required.
7. Assist Public Works in the coordination of damage assessment and reporting, inspections of critical infrastructure within City limits, and other site safety needs.
8. Review building plans for code compliance and manage the inspection of construction activities.
9. Manage and maintain the permit tracking and database system.

T. Parks, Fleet, and Facilities Manager

1. Serve as the Logistic Section Chief when the EOC is activated.
2. Assist the ESF#6 lead to coordinate and manage the use of the community centers and other appropriate facilities as emergency shelters as necessary.
3. Oversee all Logistical support for emergency/disaster event that supports the response to the event. To include staffing, equipment, resources, and coordination with King County ECC or Washington State Emergency Operations Center for resources we do not have and with the Finance Section for procuring what is needed from outside vendors.
4. Identify parks and other open areas that could be used for emergency debris deposit sites, staging areas, and Points of Distributions (PODs).

U. Public Works Director

1. May serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident of why the EOC is activated.
2. Maintain and manage public works' assets.
3. Provide technical assistance to Emergency Management Leadership Team and City staff during disaster response and recovery operations.
4. Oversee the operations of contractors, service providers, and emergency response agencies regarding public works projects and assets.
5. Maintain master files of public works' projects, development construction records, street operations and maintenance, and other relevant documents.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

6. Advise the Director of Emergency Management regarding codes, policies, and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
7. Provide oversight for Public Works crews, to include Park Maintenance Staff; and liaison with other agencies, like utilities, that are engaged in emergency response and recovery activities. The liaison includes coordinating with those agencies that the City has signed Interlocal Agreements and/or contracts with to include the Fire Department, and all of the agencies providing utilities within the City, to assist them in responding to and recovering from emergencies. Examples of these needs are; operating and servicing heavy road and construction equipment and vehicles, cleaning and repairing ditches, culverts, and catch basins; traffic control; repairing streets, repairing traffic control signs and signals, clearing ice, snow, or debris from streets. Examples of these needs for utilities may include supporting the repair of water mains, pumps, motors, valves, fire hydrants, storage tanks, etc.
9. Provide periodic response and recovery work progress reports to the EOC.
10. Provide on-site direction and guidance to City employees and emergency volunteer workers during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.
11. Maintain liaisons with all utility providers within the City to allow for ease of working relationships during emergency situations.
12. Lead for #3 Public Works and oversee ESF's #1 Transportation, #11 Agriculture and Natural Resources and #12 Energy.

V. CONCEPT OF OPERATIONS

A. General

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

This plan has been developed to emulate the National Response Framework (NRF), the NIMS, Washington State Comprehensive Emergency Management Plan (WA CEMP), and the King County Regional Coordination Framework.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

1. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in accordance with the National Incident Management System (NIMS) to minimize the effects of a major emergency or disaster.
2. It is the policy of the City to utilize ICS as the incident management system in all operational field activities. An Incident Commander for an event and the operational period will be named. In some cases, this will be done through Unified Command with Police and Fire.
3. The City utilizes the concepts of ICS/NIMS to structure the City's EOC. An EOC organization chart assigns staff to their positions in the EOC.
4. The City adopts the NIMS recommendations for ICS training for those staff both assigned to the EOC and to operations duties in the field to ensure situational awareness and common operating picture between those working in the field and those working to support them in the EOC. Information for Emergency Management training requirements and timelines for employees can be found in the Emergency Management Training Guide maintained and managed by the Shoreline Emergency Management. Those training requirements include at a minimal the following IS and ICS training for staff:
 - a. IS 100 and 700 for all applicable field and EOC staff that may have a role in supporting an emergency response for the City.
 - b. IS 200 and 800 for any staff with leadership responsibilities in the field.
 - c. IS 800 for all EOC Positions.
 - d. IS 2200, G0191 and G2300 for all operations Incident Commanders, Emergency Management Director, EOC Manager, Liaison Officers, PIO, and General Staff (Section Chiefs of Operations, Planning, Logistics, and Finance/Administration).
 - e. In addition to these trainings, specific positions are suggested to take additional emergency management training as identified in the Emergency Management Training Guide.
 - f. Staff may also pursue additional trainings given by Emergency Management authorities to further their knowledge of the NIMS and ICS i.e. ICS 300, 400, etc.
5. The City has a primary and an alternate Emergency Operations Center where emergency management activities will be conducted. These Centers are referenced in ESF 5.
6. It is the policy of the City that each department will take an active role in emergency planning and develop policies, procedures, or standard operating guidelines (SOGs), if

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

identified to ensure operational readiness and continuity of service. It is the responsibility of the Director of each City department to:

- a. To actively participate in the preparation and maintenance of the City's CEMP.
 - b. Assist to establish a departmental line of succession to activate and carry out emergency disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
 - d. Ensure City staff receives the appropriate level of training in National Incident Management System (NIMS) and Incident Command System (ICS) and other related training that is commensurate to their job function and responsibilities.
7. City government, acting from the City EOC if activated, will be the focal point of the emergency management organization of the City. Mitigation and preparedness actions will be developed and implemented by the appropriate City personnel prior to any event and as an on-going nature of their City work assignment. During and after a disaster, the City's emergency management organization will act from the EOC to mobilize and coordinate City personnel and resources to respond and recover from disaster effects. (For longer term Recovery activities refer to City of Shoreline Recovery Plan and ESF 14).
8. It is the policy of the City that all departments will make staff and resources available at the request of the Director of Emergency Management or Emergency Management Coordinator for training activities and emergency operations assignments.
9. Immediately following any emergency or disaster, all City departments will notify the EOC of their status including, level of readiness, availability of resources, resource requirements and any other pertinent information. All departments are to provide this information to the EOC immediately following a head count and preliminary building inspection. The City may use their mass notification systems such as CodeRed to help assist in this accountability. The City also maintains a 24-hour employee telephone hotline that, if operable, will give directions to staff and take messages of staff status.
10. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:
- a. Account for personnel.
 - b. Report to the pre-determined site to manage department operations.
 - c. Assess personnel and resources available.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

- d. Assess damages to facilities.
 - e. Assess problems and needs.
 - f. Report situation, damages and capabilities to the Emergency Operations Center through approved channels.
 - g. Send designated representatives to the Emergency Operations Center to participate as members of the EOC staff.
 - h. Carry out departmental responsibilities and assigned tasks.
 - i. Continue assessment of department resources, needs, and actions.
 - j. Continue reports to the EOC regarding actions, problems, needs, damages, etc.
 - k. Keep detailed and accurate records, document actions, costs, situations, etc.
 - l. Conduct operations utilizing the National Incident Management System.
11. Activation of the EOC may be done by the following: the City Manager/ Director of Emergency Management, Assistant City Manager, or Emergency Management Coordinator. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC and its staff may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.
12. The EOC Manager, in consultation with field operations, shall be responsible for evaluating the situation to determine if a Proclamation of Local Emergency is necessary. This request is authorized through the Director of Emergency Management.
13. City departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Director of Emergency Management and EOC staff will work to provide overall coordination and resource support to those responding to the disaster and maintain situational awareness to ensure effective decision making.
14. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damage and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of Local Emergency the deployment of resources will normally be coordinated through the City's

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.

15. In the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid; the Emergency Management Coordinator may request assistance from the King County Emergency Coordination Center (KCECC), utilize the King County Regional Framework and/or the WAMAS, through the Washington State Emergency Operations Center, via the State Duty Officer.
16. During a disaster, common communication tools such as cellular phones and 800 MHz radios may fail. This failure would prevent incident command posts throughout the City from communicating with the EOC. To reestablish communication, all alternative communication resources will be used, including but not limited to, satellite phones, email, VHF radio, utilizing the City of Shoreline Auxiliary Communications Systems Team, SMMs, and employee/volunteer runners.
17. The registration of permanent emergency workers and other volunteers will be coordinated through Emergency Management Coordinator prior to an event. Primarily these will be the members of the Shoreline Auxiliary Communications Services (ACS) Team and the Shoreline Community Emergency Response Team (CERT). Temporary emergency workers will be assessed and, if qualified, registered through the Human Resources Department.
18. The support of children involves the provision of support for the physical, behavioral, and emotional needs of children during disasters. Assistance can include the provision of infant/toddler supplies, including infant formula, baby food, diapers, and other life-sustaining resources.
19. For household pets and service animals, the City will coordinate and work with outside agencies to provide rescue, transportation, shelter, reunification, care, and essential needs of household pets and service animals during response operations to ensure their safety and well-being. Service animals are not pets and may not be separated from the individual with a disability or other access and functional need; service animals should be permitted anywhere the public goes.

B. Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security. Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

The City will implement the Limited-English Proficiency (LEP) Communications Plan in an attempt to incorporate the approximately 11.2% of the population with LEP in planning and emergency notifications to the same frequency of other populations within the City. It is extremely important to the City that those with limited English proficiency are given the same notification, treatment, and services than those without a limited English proficiency. The City of Shoreline will evaluate the effectiveness of the communication of life safety information (typically captured through After-Action Reports).

C. Administration

The City of Shoreline and other governmental organizations require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

- Situation Reports
- Requests for Proclamations of Emergency
- Requests for Assistance
- Costs/Expenditures Reports
- Damage Assessment Reports and/or
- After Action Reports.

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

The City of Shoreline Clerk's Office will use internal Standard Operating Procedures as it relates to document retention for emergency events. Local government offices may coordinate the

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

D. Finance

When the City is requesting assistance, It should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

- Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
- Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.
- Emergency expenditures for counties. RCW 36.40.180.

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, the City will seek to receive federal disaster assistance and follow a program of non-discrimination while incorporating FEMA's Whole Community approach.

All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

As a condition of participation in the distribution of assistance or supplies under the Stafford Act, the City shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

Disaster-related expenditures and obligations of local jurisdictions, and other organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants) which would include the City of Shoreline.

FEMA provides assistance to individuals and households through the Individual Assistance Program, which includes all of the following:

- Mass Care and Emergency Assistance (MC/EA);
- Crisis Counseling Assistance and Training Program (CCP);
- Disaster Unemployment Assistance (DUA);
- Disaster Legal Services (DLS);
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).
 - IHP is comprised of two categories of assistance: Housing Assistance (HA) and Other Needs Assistance (ONA).

For the State of Washington, the Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

The Small Business Administration (SBA) also provides relieve after a disaster and may be requested by the State or local jurisdictions. Businesses of all sizes located in declared disaster areas, private nonprofit organizations, homeowners, and renters affected by declared disasters,

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

including civil unrest and natural disasters such as hurricanes, flooding, and wildfires can use an SBA disaster loan. AN SBA Disaster Loan can be used to cover losses not covered by insurance or funding from the Federal Emergency Management Agency for both personal and business uses. They can also be used to cover business operating expenses that could have been met had the disaster not occurred. Types of loans include:

- Physical Damage Loans
- Mitigation Assistance Loans
- Economic Injury Disaster Loans
- Military Reservist Loans

E. Logistics

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. This includes the City of Shoreline. Therefore, effective resource management includes leveraging other jurisdiction’s resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. For example, The City of Shoreline is a signatory of the King County Regional Coordination Framework that further discusses resource sharing. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. Local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.

Through comprehensive and integrated planning, the City can plan the response to an incident knowing the extent of the City's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests for any and all resource gaps found during events.

F. Overall Coordination of Incident Management Activities

In order to minimize the effects of a disaster, provide emergency response capabilities and facilitate recovery efforts, the various elements of Shoreline's emergency management organization and City departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

1. Mitigation - Mitigation consists of actions taken prior to a disaster to prevent the occurrence of a disaster or to reduce the effects of a disaster should it occur. Mitigation activities taken by the City may include, but are not limited to the following (Refer to the City of Shoreline Hazard Mitigation Plan for further detail):
 - a. Develop a mitigation plan that complies with Federal and State regulations.
 - b. Pursue risk management and insurance programs
 - c. Conduct structural and non-structural mitigation programs, as appropriate.
 - d. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
 - e. Conduct mitigation activities to protect City personnel, supplies, services, and properties as funding and circumstances allow.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

- f. Conduct public education to enhance citizen self-sufficiency and inform of possible hazards and the effects of such events.
2. Preparedness - Preparedness activities are necessary to the extent that mitigation measures cannot fully prevent disasters or eliminate their effects. Organizations develop plans and procedures to save lives and minimize damage by enhancing disaster response actions. Preparedness actions taken by the City may include, but are not limited to:
 - a. Develop and maintain the City's CEMP.
 - b. Develop appropriate contingency plans and standard operating guidelines in support of the CEMP.
 - c. Implement and maintain the City's Hazard Mitigation Plan
 - d. Facilitate inter-local agreements, mutual aid agreements, and contracts for emergency management assistance, as appropriate.
 - e. Coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
 - f. Obtain and maintain City resources and equipment
 - g. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
 - h. Conduct training and exercise activities to enhance response capabilities.
 - i. Conduct educational outreach with identified vulnerable populations that reside in Shoreline.
 - j. Pre-register Volunteer Disaster Workers; typically, they are members of the Shoreline CERT and Shoreline Auxiliary Communications Services.
 - k. Provide Public Education to community members to enhance the readiness of individuals, neighborhoods, business, schools, and all community partners so they have the knowledge, skills, and equipment to take care of them during a prolonged disaster.
3. Response - Response activities following a disaster include providing assistance for casualties, seeking to reduce the occurrence of secondary damage, and enhancing the speed of recovery operations. Response actions taken by the City may include, but are not limited to:

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

- a. Make appropriate notifications and initiate actions to place emergency plans into effect.
 - b. Activate and staff the EOC as required for the situation.
 - c. Disseminate public information and emergency warnings as appropriate.
 - d. Initiate actions necessary to preserve life, the environment, and property utilizing all available resources.
 - e. Utilize the ICS as established in the NIMS.
 - f. Carry out initial damage assessment and evaluate the overall situation.
 - g. Restore essential services and facilities
 - h. Coordinate response and support functions with outside agencies and volunteer organizations.
 - i. Coordinate the finance/admin, logistics, operations, and planning functions.
 - j. Compile event status information and report to appropriate agencies.
 - k. Prepare and maintain detailed documentation of events and activities.
 - l. Prepare Proclamation of Local Emergency as appropriate.
 - m. Initiate when resources allow outreach to known identified vulnerable populations to ensure what their unmet needs are.
 - n. Deploy Registered Disaster Workers as needed to support the response.
4. Recovery – Recovery activities taken by the City are detailed in the City of Shoreline’s Disaster Recovery Plan. Broad areas include, but are not limited to (Refer to the City of Shoreline Disaster Recovery Plan for further detail):
- a. Appoint a lead for ESF 14, Long Term Community Recovery and Mitigation.
 - b. Carry out damage assessment functions and assess community needs.
 - c. Prioritize recovery projects and assign functions accordingly.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

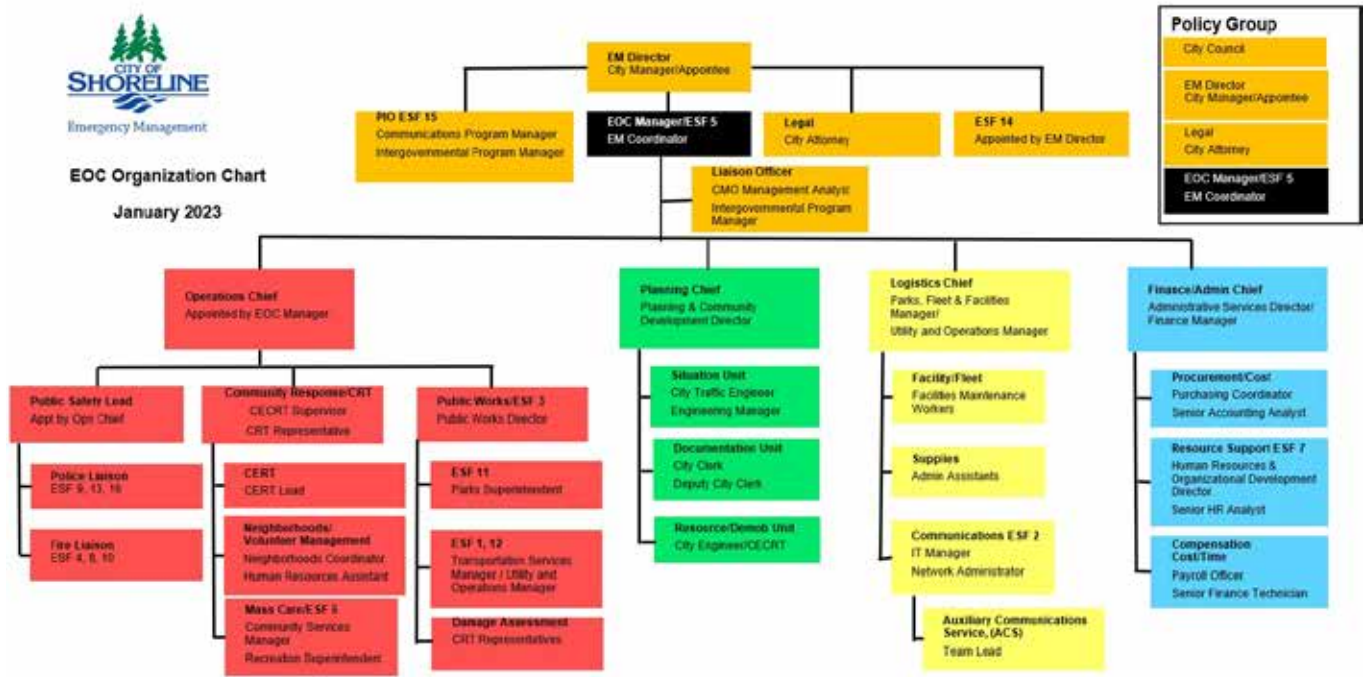
- d. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- e. Prepare documentation of the event, including event log, cost analysis and estimated recovery costs.
- f. Assess special community needs and provide information and assistance where appropriate.
- g. If needed, facilitate the establishment of Federal and State disaster assistance offices to assist private business and citizens with individual recovery.
- h. Evaluate and modify as needed, local zoning and building codes, development standards, permit requirements, etc.
- i. Review and update all plans and documents associated with emergency preparedness and response in accordance with information obtained from the actual disaster, including hazard analysis, CEMP, SOGs, etc.

G. Concurrent Implementation of Other Plans

The City utilizes this CEMP, which has been developed to emulate the Federal, State, and King County emergency plans, for all major disasters. All plans will be implemented simultaneously depending on the severity of the incident. The City's plan supersedes all other plans during operations within the City's boundaries. Any conflicts between plans will be reviewed on a case-by-case basis.

H. EOC Organizational Chart

Shoreline Comprehensive Emergency Management Plan (CEMP) Basic Plan



I. Principal Incident Management Organizational Elements

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

Normal organizational structures and reporting authority will be maintained as much as possible given the severity of the situation.

Citywide emergency management activities will be coordinated by the EOC. Direction and control of overall activities occur in a linear progression beginning with the Director of Emergency Management. Policy recommendations flow from the Director of Emergency Management to the City Council for policy actions as appropriate.

Overall direction, control and coordination will normally be conducted through the EOC by the EOC Manager in order to support the overall community response to the disaster and to best coordinate efforts with County, State and Federal Agencies.

The City's EOC was developed to be activated at various levels as appropriate to coordinate a sufficient level of disaster operations. The level of staffing will be determined by the Director of Emergency Management.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

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

The field command will act in coordination with the EOC and in accordance with the City's CEMP, the NIMS and the National Response Framework (NRF). All City departments will coordinate activities with the IC and will utilize the field command post to coordinate with the EOC. The City recognizes that a single field command post may not be sufficient and will utilize area command posts as needed to operate within a joint field command post.

J. Emergency Response and Support Teams (Field Level)

Specialized teams, such as the Seattle Fire Hazardous Materials Team, the Eastside Hazardous Materials Team, and the State Hazard Mitigation Assistance Team (SHMAT), may be available to respond to incidents within the City. These types of special response teams are designed to assist with incident management, set up emergency response facilities, or provide specialized expertise and capabilities. These teams should be trained and certified to the standards published by the NIMS Integration Center. Response and support teams are available from various jurisdictions within King County, the State of Washington and the Federal government. Teams from King County are available through the Washington Mutual Aid System and the King County Regional Coordination Framework. These teams can be activated or requested either directly from the agency, through the King County ECC, or facilitated by the State of Washington.

K. Defense Support of Civil Authorities

All defense related support will be coordinated through the KC ECC and the Washington EMD to access the Washington National Guard. Activation of the Washington National Guard requires Governor's approval before those resources can be deployed within the state. Other defense resources can be requested from the Department of Defense (DOD) through the Washington EMD. DOD resources can only be utilized within the United States for incidents of national significance.

L. Law Enforcement Assistance

Law enforcement assistance may be available from the King County Sheriff's Office (KCSO). Requests for assistance will be submitted to the Shoreline Police Department for coordination with the KCSO. Assistance can be requested from other jurisdictions' Police Departments. The Washington State Patrol may also be available to assist the City's Police Department and should be coordinated through the Washington EMD or through the statewide mutual aid compact.

Federal law enforcement agencies may be requested to provide public safety and security support during incidents of national significance. ESF #13 – Public Safety, Law Enforcement and

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Security provides further guidance on the integration of public safety and security resources to support the full range of incident management functions.

VI. INCIDENT MANAGEMENT ACTIONS

A. Actions

This section describes incident management actions ranging from initial threat identification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the Emergency Support Functions (ESF) structure and deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

It is the policy of the City that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources. Any or all of these resources may be called upon during disaster and emergency situations.

All incident management actions within the City will be conducted in accordance with the NIMS and will utilize the ICS.

The City will be required by State and Federal agencies to submit reports on disaster situations with information concerning nature, magnitude and impact for use in evaluating needs and coordinating appropriate response resources and services. These reports include but are not limited to:

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

No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability.

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

B. Notification and Assessment

The City will immediately communicate information regarding actual or potential threats either natural or manmade to the King County Emergency Coordination Center and ,if necessary, the

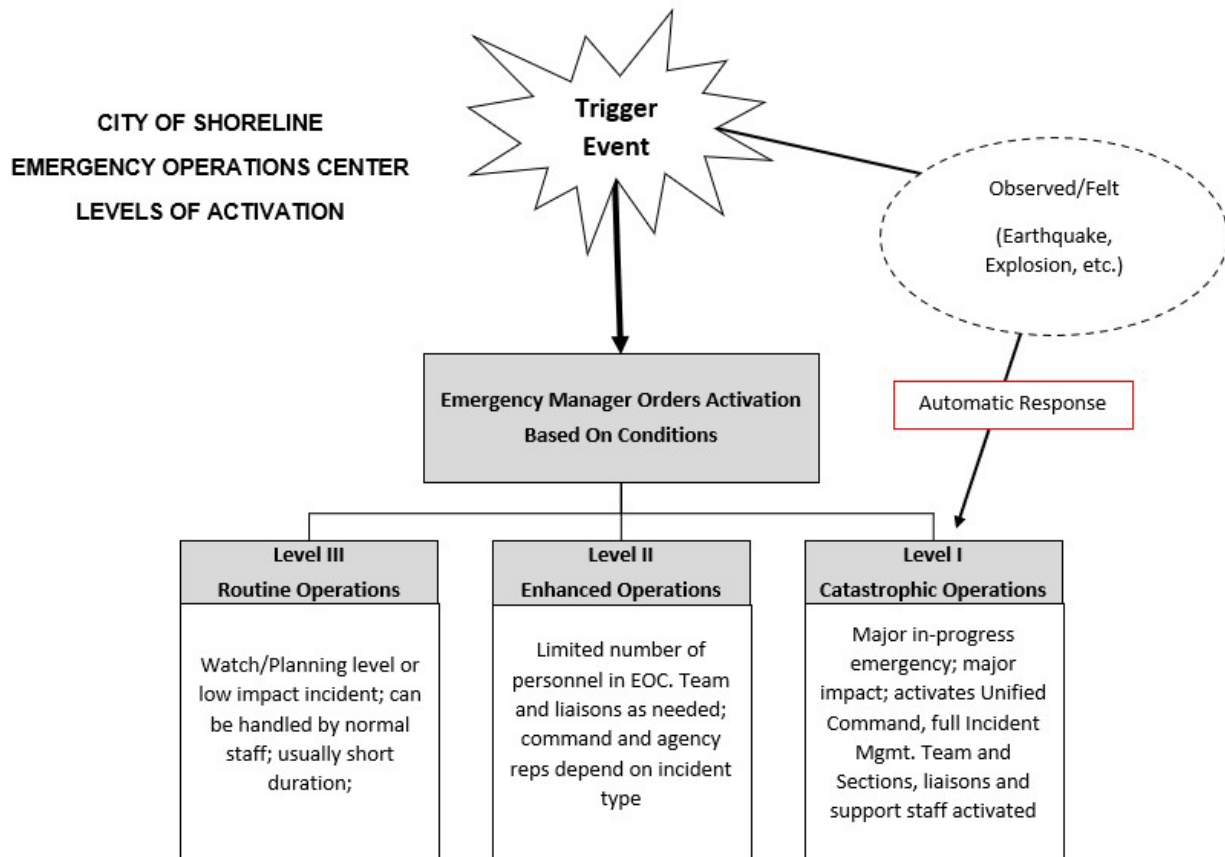
Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Federal Emergency Management Agency (FEMA) and/or Homeland Security Operations Center (HSOC) through established reporting mechanisms.

Upon submitting notification to the appropriate authorities, the City will notify City personnel and initiate actions to initiate emergency plans. The EOC and required staff may be activated at the appropriate level required by the situation. The EOC will disseminate emergency warnings as appropriate and will utilize all resources available to accomplish this task.

C. Activation

Once the City is made aware of a threat or potential threat, the City Manager/Director of Emergency Management, Assistant City Manager, or Emergency Management Coordinator will determine the need to activate components of this CEMP to conduct further assessment of the situation, initiate activation of the EOC, and/or coordinate information with regional and county agencies. Additionally, the Director of Emergency Management will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.



D. Requests for Assistance

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

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

In the event the situation exceeds or is expected to exceed the resources within the City and those provided through mutual aid, the City may request assistance through the King County Zone 1 Coordinator. If resources are not available within Zone 1, the request can be made to KC ECC and/or the Washington EMD.

E. Pre-Incident Actions (Prevention)

The EOC facilitates information sharing activities to enable the assessment, prevention, or resolution of a potential incident and coordinates with appropriate agencies and jurisdictions as required during developing situations to utilize resources and authorities to prevent an incident, as well as to initiate appropriate preparatory and mitigating measure to reduce vulnerabilities.

The preventive actions within the City are taken by first responders and City government officials and include efforts to protect the public and minimize damage to property and the environment, such as:

Public Health and Safety – Initial safety efforts focus on actions to detect, prevent and reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Seattle-King County Public Health Department.

Responder Health and Safety – The safety and health of responders is a high priority for the City. Actions that are essential to limit risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety.

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

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

The City will coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans and will coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.

Training will be provided to City personnel on a routine basis to enhance response capabilities and public education will be offered to enhance citizen self-sufficiency.

F. Response Actions

Once an incident occurs, the priorities shift to immediate response activities that are necessary to preserve life, property, the environment, and the social, economic, and political structure of the City. In the context of a terrorist threat, simultaneous activities by the State and Federal government are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

Response actions may include but are not limited to, immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety. The use of mutual aid, the King County Regional Coordination Framework, and WAMAS are all additional ways to garner resources for response activities.

During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property and are closely coordinated to facilitate the collection of evidence without impacting ongoing life-saving operations.

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

Following a Proclamation of Local Emergency, the Director of Emergency Management has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster pursuant to Shoreline Municipal Code 2.50.060. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

The City Manager or designee is authorized to contract with any person, firm, corporation, or entity to provide goods or a service on an agreed upon cost basis during emergency or disaster response operations and throughout the recovery and mitigation operations, in accordance with RCW 38.52.390. This process allows City employees to operate within their normal roles and perform the day-to-day functions of local government as much as possible given the severity of the disaster.

G. Recovery Actions

All recovery actions within the City will be coordinated as outlined in the City of Shoreline Disaster Recovery Plan. The Director of Emergency Management will appoint a lead for ESF 14, Long Term Community Recovery and Mitigation to manage the City's recovery process prior to deactivation of the City's EOC. The EOC staff will prioritize recovery actions based on damage assessments and information provided from the incident command posts throughout the City.

After the EOC is deactivated, the City Manager will assist in developing a Recovery Task Force to assist the ESF 14 lead with managing the ongoing aspects of recovery. The Task Force will be made up of key City staff people and representatives from key organizations and community groups who have vested interest in the community's recovery. The Task Force duties are outlined in the City of Shoreline's Disaster Recovery Plan.

The City recognizes recovery as the development, coordination and execution of services, site restoration plans, and the reconstitution of government operations and services through individual, private-sector, nongovernmental and public assistance programs.

The City will utilize resources available through King County Office of Emergency Management, Washington EMD, and, in the event of an Incident of National Significance, the Federal Joint Field Office (JFO) to coordinate available resources to assist with recovery efforts.

Repair and restoration of damaged facilities may require a critical areas alteration permit prior to final project approval, in compliance with applicable City, state, and federal regulations.

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

H. Mitigation Actions

The City recognizes the need to use an all-hazard approach to mitigation. Within the City, mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. Following a disaster, the emergency management organization within the City will coordinate mitigation efforts with the King County OEM and the Washington EMD. In the event of a large-scale disaster, the City will coordinate with the JFO which is the central

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

coordination point among federal, state, local, and tribal agencies and non-governmental agencies for beginning the process that leads to the delivery of mitigation assistance programs.

If public assistance is needed after an incident, the City will work with the King County OEM and Washington EMD to provide public assistance programs to the residents of Shoreline. If the disaster qualifies for a Presidential Disaster Declaration, the City will also utilize the JFO's Response and Recovery Operations Branch which is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

1. Grant programs for loss reduction measures
2. Delivery of loss reduction building-science expertise;
3. Coordination of federal flood insurance operations and integration of mitigation with other program efforts;
4. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs
5. Predictive modeling to protect critical assets
6. Early documentation of losses avoided due to previous hazard mitigation measures
7. Community education and outreach necessary to foster loss reduction.

In addition, City officials and the EOC staff will work with King County OEM and the Washington EMD to develop a long-term recovery strategy for the City.

I. Demobilization

Once response and recovery efforts for an event requiring activation of the CEMP and/or the EOC have been completed, all aspects of the response and recovery efforts will be transitioned back into normal day-to-day operations. This process will occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups. The EOC will remain activated until all resources have been demobilized and returned to their previous condition or previous position.

As a component of demobilization, incident debriefing will occur as soon as possible, and an After-Action Report will be developed by the EOC Manager to detail operational successes, problems, and key issues affecting incident management.

VII. Ongoing Plan Management and Maintenance

A. Coordination

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

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

B. Plan Maintenance

The Emergency Management Coordinator, under the direction of the Director of Emergency Management, will serve as the key person for the coordination of plan management and maintenance. The CEMP will be reviewed and updated periodically as required to incorporate new Presidential directives, legislative changes and procedural changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the CEMP.

Types of changes – Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in City resolutions, ordinance, or county, state, or federal statute or regulation.

Coordination and approval – Any City department with assigned responsibilities under the CEMP may propose a change to the plan. The EMC will coordinate proposed modifications with primary and support departments and other stakeholders, as required. The EMC will coordinate review and approval for proposed modifications and submit the revised/updated CEMP to Shoreline City Council for approval and then to WSEMD for review and filing. Approval of a local CEMP is due every 5 years pending extensions.

The After-Action Report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. The Emergency Management Coordinator reviews and confirms observations identified in the formal AAR and determine which areas for improvement require further action. Areas for improvement that require action are those that will continue to seriously impede capability performance if left unresolved.

The City will utilize the AAR Form developed by the Emergency Management Coordinator after all events and exercises. The Emergency Management Coordinator will conduct these AARs in an efficient and effective manner within 30 days after an event or exercise.

Corrective actions are concrete, actionable steps that are intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, the Emergency Management Coordinator and/or their designees should first review and revise the AAR, as needed, to confirm that the issues identified by evaluators are valid and require resolution. The reviewer then identifies which issues fall within their organization's authority and assume responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

C. NIMS Integration

In accordance with the NIMS, the City's emergency management organization will utilize the NIMS Integration Center to ensure that the City's emergency management activities are in full compliance with federal requirements relating to incident management. The City will utilize the NIMS Integration Center's standards, guidelines, and protocols in preparedness and response activities unless those standards, guidelines, and protocols contradict established resolutions and ordinances of the City.

The City also recognizes FEMA's Mission Areas and Core Capabilities as the City of Shoreline's emergency management Mission Areas and Core Capabilities. The City also recognizes the Critical Tasks as listed under each Core Capability. Below is the table of Core Capabilities for prevention, protection, mitigation, response, and recovery activities listed by FEMA. These Core Capabilities will be referenced throughout the CEMP and various other City of Shoreline Plans:

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation	Economic Recovery
Screening, Search, and Detection				
Forensics and Attribution	Access Control and Identity Verification	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
	Cybersecurity	Threats and Hazards Identification	Fire Management and Suppression	Natural and Cultural Resources
	Physical Protective Measures		Logistics and Supply Chain Management	
	Risk Management for Protection Programs and Activities		Mass Care Services	
	Supply Chain Integrity and Security		Mass Search and Rescue Operations	
			On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

VIII. Appendices

- A. Definitions
- B. Acronyms
- C. Authorities and References
- D. Training, Drills and Exercises
- E. Distribution List
- F. Record of Changes

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definitions

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

ACCESS CONTROL POINT (ACP) - Road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

ADJUTANT GENERAL – TAG or Adjutant General is the senior military officer and de facto commander of a state's military forces. In WA State they are the commander of all Washington Army and Air National Guard forces and Director of the state's Emergency Management and Enhanced 911 programs.

ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A) - The portion of the Federal Emergency Response Teams that is the first federal group deployed to the field to respond to a disaster.

AERIAL RADIOLOGICAL MONITOR - A radiological monitor who utilizes aircraft and specialized aerial radiological instruments to acquire radiation exposure rate data on large areas at or between locations of special interest.

AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

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

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

AMERICAN RED CROSS - Non-Profit organization that can provide Mass Care in disasters and/or emergencies. Also called Red Cross.

AMBULANCE STAGING: Designated parking area for patient transport vehicles. Operators and attendants will not leave their vehicles.

ANAEROBIC - Pertaining to a microorganism that can live and grow in the absence of oxygen.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

ANIMAL - any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes, or as a pet. This term excludes: Birds; rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research; horses not used for research purposes; other farm animals including but not limited to livestock or poultry used or intended for use as food or fiber; livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

ALTERNATE CARE FACILITY: Location, preexisting or created, that serves to expand the capacity of a hospital in order to accommodate or care for patients when an incident overwhelms local hospital capacity. In an MCI, patients will be triaged and transported to the hospital not the ACF for definitive care.

ANTIBIOTIC - A substance that inhibits the growth of or kills microorganisms.

ANTHRAX - An acute bacterial disease that usually affects the skin, but which may also involve the intestinal or respiratory tract. *Bacillus anthracis*, the agent that causes Anthrax, is usually transmitted to humans through contact with infected animals or animal products. Depending on the mechanism of transmission, a cutaneous (skin) form (contact), a gastrointestinal form (food borne), or pulmonary form (airborne) may develop. Antibiotics are necessary for treatment.

AUTHORIZED OFFICIAL - An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals are The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the Director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

AUTHORIZED ORGANIZATION - A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies are: the Military Department, Emergency Management Division, local jurisdiction emergency management agencies, and law enforcement agencies of political subdivisions.

BASE: Designated parking area for apparatus that are assigned a task or function during an incident.

BACTERIA - Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals. Plural of bacterium

BIOLOGICAL WARFARE - The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

BLISTER AGENT (vesicants) - Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may produce lethalties, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

BLOOD AGENT - Cyanide-containing compounds that are absorbed into the body primarily by breathing. They poison the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA). All are highly volatile and therefore non-persistent even at low temperatures.

BRUCELLOSIS - A disease caused by one of several Brucella species that is characterized by fever, night sweats, anorexia, headache and back pain. Brucella is found naturally worldwide. Associated with infectious abortions in animals, the six species of Brucella are linked to chronic infections in animals and pose an occupational hazard to those who work with animals. Antibiotics are necessary for treatment.

CATASTROPHE - An expected or unexpected event in which a community, because of the severity of the event, is unable to use its resources or the need for resources has greatly exceeded availability disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

CACHE - A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

CATASTROPHIC INCIDENT - Any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

CENTRAL NERVOUS SYSTEM DEPRESSANTS - Compounds that have the predominant effect of depressing or blocking the activity of the central nervous system. The primary mental effects include the disruption of the ability to think, sedation, and lack of motivation.

CENTRAL NERVOUS SYSTEM STIMULANTS - Compounds that have the predominant effect of flooding the brain with too much information. The primary mental effect is loss of concentration, causing indecisiveness and the inability to act in a sustained, purposeful manner.

CHAIN OF COMMAND - A series of command, control, executive, or management positions in hierarchical order of authority.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN - A plan that spells out how an Army installation will handle chemical material events. This on-post plan must be integrated with off-post plans.

CHEMICAL AGENT - A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP) - The congressionally mandated program that requires the Army to dispose of all its unitary chemical agents by the year 2004. The preferred mode of disposition is on-post incineration.

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP) – A federally-funded program established by Congress in 1988 to provide the “maximum possible protection” for citizens near the nation’s eight chemical weapons storage sites, including the Umatilla Army Depot. This protection is provided through emergency planning, early warning systems and public education.

CHOKING AGENT - Compounds that injure an unprotected person chiefly in the respiratory tract (the nose, throat and particularly the lungs). In extreme cases, membranes swell, lungs become filled with liquid, and death results from lack of oxygen; thus, these agents “choke” an unprotected person. Choking agents include phosgene, diphosgene, and chlorine.

CLAIMANT - The individual making a claim or their legal representative.

COLORED FLAGGING: A color coded identification system used to designate medical priority of patients during a Multiple Casualty Incident.

- n Red Flagging (immediate)
- n Yellow Flagging (delayed)
- n Green Flagging (minor)
- n Striped (black/white) Flagging (deceased)
- n White Flagging (decontaminated/clean patient)

COMMON PROGRAM CONTROL STATION (CPCS) - A broadcasting station in a local operational area that has special communications links with appropriate authorities (e.g. National Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

COMMUNITY PICK-UP POINT – Location where government transportation dependent evacuees congregate in their local or neighborhood areas to access short haul transportation to convey them to the embarkation site.

COMPANION ANIMAL - not a legally defined, but is accepted as another term for pet.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

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

CONFINED SPACE - Space large enough for a body to work with limited entry and egress. Not designed for continuous habitation.

CONGREGATE CARE CENTER - A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

CONSEQUENCE MANAGEMENT - Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses and individuals.

CONTAGIOUS - Capable of being transmitted from one person to another.

COORDINATE - To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

COUNTER-TERRORISM - Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

CRISIS MANAGEMENT - MEASURES to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat, act, or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination, and assurance of public health and safety.

CUTANEOUS - Pertaining to the skin.

DECONTAMINATION - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

DEBARKATION SITE – Site designated to receive government transportation dependent evacuees. A debarkation site may be designated as air, rail, bus or maritime, as required. Evacuee's arrival at the debarkation site may be noted in the tracking system being used for the evacuation.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

DEFENSE COORDINATING OFFICER (DCO) - Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

DEFENSE SUPPORT OF CIVIL AUTHORITIES – DSCA is the process by which United States military assets and personnel can be used to assist in missions normally carried out by civil authorities.

DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION

CENTER - Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

DEPARTMENT OF NATURAL RESOURCES EMERGENCY OPERATIONS ADMINISTRATOR - The individual with the primary responsibility for the operations of the Department of Natural Resources Emergency Coordination Center and the mobilization of department assets.

DEPLETED URANIUM AD-38 - Uranium with a concentration of Uranium-235 smaller than that found in nature (0.711 percent). It is largely a byproduct ("tails") of the Uranium enrichment process. This material is essentially not harmful to human health. It is often found in aircraft as counterweights and in boats as ballast material. It is also used in anti-tank or armor-piercing ammunition to enhance penetration.

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

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

DISASTER MEDICAL CONTROL CENTER - The DMCC (also known as Hospital Control) is the Hospital responsible for providing Transport with a coordinated distribution of patients to area hospitals based on patient needs and the hospitals capabilities. For the purpose of this plan, Harborview Medical Center will be the primary DMCC for King County with Overlake Hospital as the backup.

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

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

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

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

DIRECT EFFECTS - The effect classified as "direct" includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

DIRECT FEDERAL ASSISTANCE - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

DOSIMETER - A radiation detection device that can measure accumulated radiation dose. The device could be a film badge, thermo luminescent dosimeter (TLD), or an electrostatic pocket dosimeter. Different dosimeter designs are required to measure gamma radiation, neutron radiation, etc.

ECONOMIC RECOVERY - Involves economic impact assessment to the City and the business community, support to small businesses from federal and other sources, and economic revitalization planning;

EMBARKATION SITE – Evacuation support location providing reception, mass care (nourishment and hydration), sanitation (including accessible restrooms), first aid, processing, and vehicle staging and boarding areas. In addition, there must be a pet processing area, outdoor pet recreation and sanitation areas, and separate areas within the facility for household pets and their owners.

EMERGENCY - An expected or unexpected event involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.

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

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

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

EMERGENCY MEDICAL SERVICES - This term refers to medical treatment and care that may be rendered at the scene or any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility, including ambulance transportation between medical facilities. (RCW 70.168.015)

EMERGENCY PLANNING ZONES (EPZs) - The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the event of a radiological or chemical emergency. In Washington State the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are associated with nuclear and chemical storage facilities.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

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

ENDOGENOUS - Produced or originating from within the cell or organism. Concerning spore formation within the bacterial cell.

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

ENRICHED URANIUM - Uranium in which the abundance of the Uranium-235 isotope has been increased above the natural amount (0.711 percent), Uranium-235.

EVACUATION COORDINATION TEAM – The mission of the Evacuation Coordination Team is to provide for the protection of life or property by removing endangered persons and property

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

from potential or actual disaster areas of less danger through the successful execution of evacuation procedures. (NIMS)

EVACUATION LIAISON TEAM – Provides support in State and local emergency response efforts by compiling, analyzing, and disseminating traffic-related information that can be used to facilitate the rapid, efficient, and safe evacuation of threatened populations. Primarily operates in the State or local EOC as an extension of ESF #1 – Transportation. (NIMS)

EVACUATION - Evacuation can be defined as the removal of persons from the area at risk prior to, during, or after an emergency's impact.

EVACUEE – A member of a region or area that has been advised to leave a threatened or affected area.

EVIDENCE SEARCH - An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

EXOTIC ANIMAL - any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope, anteaters, kangaroos, water buffalo, and species of foreign domestic cattle such as Ankole, Gayal, and Yak.

EXPLOSIVE ORDNANCE DISPOSAL (EOD) - The detection, identification, field evaluation, rendering-safe, and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

EXTRACTION - The process of moving patients out of the hot zone to the treatment and transport areas.

EXTRICATION - The process of removing a patient from an entrapment.

FALLOUT PROTECTION FACTOR (FPF) - Fallout Protection Factor is a numerical factor (ratio) of gamma radiation exposure at an unprotected location to exposure at a protected location. It is a calculated value suitable as an indicator of relative protection.

FEDERAL COORDINATING OFFICER (FCO) - The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

FARM ANIMAL - any domestic species of cattle, sheep, swine, goats, llamas, or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management, production efficiency, or for improving the quality of food or fiber. This term also includes

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

animals such as rabbits, mink, and chinchilla when they are used solely for purposes of meat or fur, and animals such as horses and llamas when used solely as work and pack animals.

FEDERAL - Of or pertaining to the Federal Government of the United States of America.

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

FEDERAL EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT - A formal legal document between Federal Emergency Management Agency and the affected state that describes the understandings, commitments, and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the Federal Emergency Management Agency Regional Director and the Governor. The agreement establishes the disaster incident period, the state and local jurisdiction commitment, and the financial grant requirements as administered by Federal Emergency Management Agency through the state.

FEDERAL EMERGENCY RESPONSE TEAM - An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

FEDERAL INFORMATION PROCESSING STANDARD (FIPS) - Pre-assigned numbers by the Federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

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

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

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

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

FIELD TREATMENT SITE: Area designated or created by emergency officials for the congregation, triage, medical treatment, holding, and/or evacuation of casualties following a multiple casualty incident.

FIELD TRIAGE: The process of rapidly categorizing a large number of patients according to their severity of injury in order to prioritize their extrication and/or extraction to the treatment area. Various forms of triage used to determine the severity of a patients injuries and condition. Examples are:

- **ABC Field Triage:** An algorithm which allows for the rapid categorization of patients dependant on the assessment of Awake, Breathing, and Circulation.
- **RPM Triage:** A form of triage that has the first responders evaluate a patient's status based on **R**espirations, **P**ulse, and **M**entation.
- **Sacco Triage:** Triage system which incorporates the Injury Severity Score to define patients according to surgery survivability, not just their basic vital signs.
- **Sick/ Not Sick:** The Sick/Not Sick approach to triage utilizes the EMT's knowledge and experience to rapidly evaluate a patient's physiological status. The sick patient is categorized as Red. The not sick patient is considered Green if they are able to get up and walk on their own, and Yellow if they have injuries preventing moving themselves. (Seattle/ King County 2010 EMT Patient Care Guidelines) It is understood that the Sick/Not Sick model encompasses the ABC, START, RPM, and other triage systems used to determine the patient's severity and transport priority.
- **START Triage:** An acronym for **S**imple Triage and **R**apid Treatment, and is defined as being a method that first responders use to effectively and efficiently evaluate all of the victims during a mass casualty incident

FIRE COMMUNICATIONS (FIRECOM) - Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

FIRE SERVICES DEFENSE REGIONS - One of nine regions within the state responsible to the development and maintenance of Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) consistent with local plans and with WSFSRMP, CEMP, and ICS. Administers the WSFSRMP as it applies within the region, maintains local liaisons, and maintains inventories of equipment.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

FIRESET - The system of components in a nuclear weapon that converts (if necessary), stores, and releases electrical or chemical energy to detonate weapon when commanded by the fusing system.

FISH - finfish, mollusks, crustaceans, and all other forms of marine animal and plant life other than marine mammals and birds. Under "Definitions" of the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, (as amended in October 1996).

FISSILE MATERIAL - An isotope that readily fissions after absorbing a neutron of any energy, either fast or slow. Fissile materials are Uranium-235, Uranium-233, Plutonium-239 and Plutonium-241. Uranium-235 is the only naturally occurring fissile isotope.

FISSION - The splitting of the nucleus of a heavy atom into two lighter nuclei. It is accompanied by the release of neutrons, X-rays, gamma rays, and kinetic energy of the fission products.

FISSION WEAPON - A nuclear warhead whose material is Uranium or Plutonium that is brought to a critical mass under pressure from a chemical explosive detonation to create an explosion that produces blast, thermal radiation, and nuclear radiation through fission. The complete fission of one pound of fissionable materials has a yield equivalent to 8,000 tons of TNT.

FOOD ACCESS CONTROL POINT (FACP) - An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

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

FORMALIN - A watery solution of 37 percent formaldehyde.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - Activities designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

FUNCTIONAL NEEDS SUPPORT SERVICES – Defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes:

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

- Reasonable modification to policies, practices, and procedures
- Durable medical equipment (DME)
- Consumable medical supplies (CMS)
- Personal assistance services (PAS)
- Other goods and services as needed
- Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment.

FUSION - The opposite of fission, in which two light nuclei atoms deuterium and/or tritium combine to form a heavier nucleus with the release of a substantial amount of energy. Extremely high temperatures, resulting in highly energetic, fast moving nuclei, are required to initiate fusion reactions,

FUSION WEAPON - Two stage nuclear warhead containing fusion materials, such as Deuterium and Tritium, that are brought to critical density and temperature conditions by use of a primary fission reaction in order to initiate and sustain a rapid fusion process. This process in turn creates an explosion that produces blast, thermal radiation, and nuclear radiation. This type of device is commonly known as hydrogen bomb and thermonuclear weapon.

GAMMA RADIATION - High-energy electromagnetic radiation emitted by nuclei during nuclear reactions or radioactive decay. These rays have high energy and a short wave length. Shielding against gamma radiation requires thick layers of dense materials, such as lead. Gamma rays or radiation are potentially lethal to humans, depending on the intensity of the flux.

GOVERNMENT TRANSPORTATION DEPENDENT EVACUEE – A member of a region or area who has been advised to leave a threatened or affected area and who, by choice or other reasons, is not able to provide their own transportation for evacuation and must rely upon government provided transportation to exit the danger zone.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

GREEN PATIENT AREA - An area dedicated for congregation, treatment, and care of patients with minor injuries. Designated as a separate area from Treatment due to the large number of potential patients and the special considerations they may need such as shelter, food and restroom facilities. Depending on the type of incident they may also be considered witness/suspects and require police presence.

G-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1930's. Examples are tabun (GA), sarin (GB), soman (GD), and GF.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

GUN-TYPE WEAPON - A gun-barrel-shaped device in which two or more pieces of fissionable material, each less than a critical mass, are brought together very rapidly so as to form a supercritical mass that can explode as the result of a rapidly expanding fission chain reaction.

HAZARD - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

HANFORD SITE - A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

HAZARD MITIGATION GRANT PROGRAM - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

HEMORRHAGIC - Pertaining to or marked by an abnormal, severe internal or external discharge of blood.

HEMORRHAGIC FEVER - Any of a diverse group of diseases characterized by a sudden onset of fever, aching, bleeding in the internal organs, petechiae, and shock. They include Ebola, Lassa, and Marburg viruses.

HIGH (LOW) ANGLE RESCUE - Using rope and other associated rescue devices in above- and below grade situations.

HIGH-LEVEL WASTE (HLW) - Nuclear power plant waste that is very radioactive. This waste is usually (1) irradiated (spent) reactor fuel; (2) liquid waste resulting from the operation of the first cycle solvent extraction system and the concentration wastes from subsequent extraction cycles, in a facility for reprocessing irradiated reactor fuel; and (3) solids into which such liquid wastes have been converted. Most HLW in the United States is spent fuel discharged from commercial nuclear power reactors, but there is some reprocessed HLW from defense activities and a small quantity of reprocessed commercial HLW.

HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR) - Radio frequency for communications between emergency medical responders.

HOST DURATION – Short term – up to two weeks; intermediate – two to 12 weeks; indefinite – 12 weeks to a year or more.

HOST STATE – A state that, by agreement with an impact-State or FEMA, is providing evacuation and sheltering support to individuals from another State that has received a Presidential emergency or major disaster declaration due to an incident.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

HOUSEHOLD PET – A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is typically kept in the home for companionship rather than commercial purposes, can travel in commercial carriers, and be sheltered in temporary facilities.

HUMAN NEEDS RECOVERY - Encompasses disaster-related community outreach, long-term housing, health (physical and mental), human services, assistance to non-profit agencies, and problem-solving to address unusual circumstances generated by the disaster for which no existing programs provide assistance.

IMMEDIATE RESPONSE ZONE (IRZ) – The planning zone immediately surrounds each Army CSEPP installation. Generally, it extends to about 6 miles from the installation's chemical storage area. At some installations it extends to about 9 miles.

IMPLOSION WEAPON - A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure has its volume suddenly reduced by compression - a step accomplished by using chemical explosives - so that it becomes supercritical, producing a nuclear explosion.

INCAPACITATING AGENTS - Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, such treatment does speed recovery.

INCIDENCE – Frequency of disease occurrence.

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

INCIDENT COMMAND SYSTEM (ICS)

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

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

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

INDIVIDUAL ASSISTANCE OFFICER (IAO) - The individual who, under the direction of the Federal Coordinating Officer monitors the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

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

INDUSTRIAL AGENTS - Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured, primarily, for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chlorine, chloropicrin, and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

INFRASTRUCTURE RECOVERY - Includes repair and reconstruction of the physical plant – facilities, infrastructure, utilities, communications and other life-line services;

INFECTIOUS - Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

INGESTION - The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

INGESTION EXPOSURE PATHWAY - When human beings are exposed to radioactive or hazardous materials from a facility through consumption of water and foodstuffs, including dairy products. Emergency planning and protective actions are designed in part to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility.

INGESTION PLANNING ZONE (IPZ) – Per Integrated Plan it is the Ingestion Exposure Pathway Emergency Planning Zone. Ingestion exposure pathway is the potential pathway of radioactive materials to the public through consumption of radiological contaminated water, food crops, or dairy products. This planning zone extends 50 miles in radius from the nuclear power plant.

INHALATION - The act of drawing breath, vapor, or gas into the lungs.

INTERFACE AREA - The area where residences are built in proximity to the flammable fuels naturally found in wildland areas, such as forests, prairies, hillsides and valleys.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

INTERFACE FIRE - Fire that threatens or burns the interface area. Fire affecting both wildland areas and homes.

INTERMIXES FIRE - Fire that threatens or has caused damage in areas containing both forestlands and structures.

IMPACT STATE – A state that has received a Presidential emergency or major disaster declaration.

IONIZING RADIATION - Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

IRRADIATION - Exposure to neutrons in a nuclear reactor or more generally, exposure to any source of radiation.

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

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

JOINT PRIMARY AGENCY - Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10, Hazardous Materials.

JURISDICTION: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

LAND SEARCH AND RESCUE - See SEARCH AND RESCUE.

LAW ENFORCEMENT RADIO NETWORK (LERN) - Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

LESION - An injury or wound. A single infected patch in a skin disease.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

LIQUID AGENT - A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

LOCAL DIRECTOR - The director or designee of a county or municipal emergency management agency jurisdiction.

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

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

LONG TERM RECOVERY - There can be no definitive time period for short or long-term recovery as the process is dictated by the type and scope of event. Typically a moderate incident may require 6 - 12 months to bring circumstances back to normal functionality. Long-term recovery involves

1. permanent repair and reconstruction of infrastructure, facilities, or property,
2. area specific or city-wide redevelopment planning,
3. economic and business recovery, and
4. Social/community restoration.

LYMPHATIC - Of or pertaining to the alkaline fluid found in the lymphatic vessels

MASS CASUALTY INCIDENT - Sometimes called a Multiple Casualty Incident, an MCI is an event resulting from man-made or natural causes which results in illness and/or injuries which exceed the Emergency Medical Services (EMS) capabilities of a locality, jurisdiction and/or region.

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

MARINE MAMMAL - any mammal which (A) is morphologically adapted to the marine environment (including sea otters and members of the orders Sirenia, Pinnipedia and Cetacea), or (B) primarily inhabits the marine environment (such as the polar bear); and, for the purposes of this chapter, includes any part of any such marine mammal, including its raw, dressed, or dyed fur or skin. Under the Marine Mammal Protection Act of 1972 (as amended in 1994).

MCI RESPONSE - Varied level of resources dispatched to an incident dependent upon the nature of the incident, the number of patients, and their severity of injury.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

MCI UNIT - A mobile unit, which contains large quantities of medical supplies that can be dispatched to a scene of an MCI. MCI units typically treat 50 or more patients.

MEDICAL CONTROL - Will be provided by county pre-hospital patient care protocols. "Pre-hospital patient care protocols" means the written procedures adopted by the county Medical Program Director (MPD) which direct the out-of-hospital emergency care of the emergency patient. These procedures shall be based upon the assessment of the patient's medical needs and what treatment will be provided for emergency conditions.

MULTIPLE CASUALTY INCIDENT - An incident resulting from man-made or natural causes with associated illness or injury to a large number of people. The effect is that patient care cannot be provided immediately to all and resources must be managed.

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) - Dedicated two-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MEDICAL NEEDS SHELTERING - These are shelters or components of shelters for individuals who require sustained assistance (or supervision) for medical needs, but do not have an acute condition requiring hospitalization. This is a subset of access and functional needs populations.

MEDICAL STAGING - An area established to maintain medical supplies, personnel and equipment. The Medical Staging Area will not be necessary at all incidents. When it is indicated, Medical will assign a Medical Staging Manager

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

MILITARY ASSISTANCE TO SAFETY AND TRAFFIC - MAST or Military Assistance to Safety and Traffic is a cooperative program of the Department of Defense, the Department of Transportation and the Department of Health, Education and Welfare. MAST provides military helicopter ambulance to transport civilian medical emergencies. MAST is a supplement to your local emergency medical service system and is used only when there is a life-threatening situation in which time is a major factor to save a life. Fort Campbell will not compete with any civilian organization. If a mission can be completed by a civilian organization, the mission must be turned down by that organization before MAST is called.

MILITARY SUPPORT OF CIVIL AUTHORITIES - Those activities and measures taken by the DOD Components to foster mutual assistance and support between the Department of Defense and any civil government agency in planning or preparedness for, or in the application of resources for response to, the consequences of civil emergencies or attacks, including national security emergencies.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occur under the direction and control of an authorized official.

MISSION ASSIGNMENT - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

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

MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

MORTALITY - The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

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

NATIONAL DISASTER MEDICAL SYSTEM (NDMS) - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies, and the private sector.

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

NATIONAL INCIDENT MANAGEMENT SYSTEM – A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

(including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

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

NATIONAL RESPONSE FRAMEWORK - Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

NATIONAL RESPONSE PLAN (NRP) - Renamed National Response Framework (NRF).

NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC) - Advisory committee that reviews and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHZ) frequencies within the state.

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

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

NATURAL URANIUM - Uranium as found in nature, containing about 0.711 percent of Uranium-235, 99.283 percent of Uranium-238, and a trace (0.0006 percent) of Uranium-234. It is mined as an ore in various regions of the world and is relatively inexpensive.

NEBULIZER - A device for producing a fine spray or aerosol.

NEUROLOGIC - Adjective relating to the branch of medicine that deals with the nervous system and its diseases.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

NEUROMUSCULAR - Concerning both nerves and muscles

NEUROTOXIN - A substance that attacks nerve cells.

NERVE AGENT - Organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD), and VX.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - The provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NON-PERSISTENT AGENT - An agent that, upon release, loses its ability to cause casualties after 10-to-15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

NUCLEAR EMERGENCY SEARCH TEAM (NEST) - A U.S. Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

NUCLEAR REGULATORY COMMISSION (NRC) - The federal agency that regulates and licenses commercial nuclear facilities.

ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR) - A frequency used by "on-scene" emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

ORGANOPHOSPHOROUS COMPOUND - A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (Malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

PATIENT CARE PROCEDURES - The written operating guidelines adopted by the regional emergency medical services and trauma care council, in consultation with the local emergency medical services and trauma care councils, emergency communication centers, and the emergency medical services medical program director, in accordance with statewide minimum standards. The patient care procedures shall identify the level of medical care personnel to be

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

dispatched to an emergency scene, procedures for triage of patients, the level of trauma care facility to first receive the patient, and the name and location of other trauma care facilities to receive the patient should an interfacility transfer be necessary. Procedures on interfacility transfer of patients shall be consistent with the transfer procedures in chapter [70.170](#) RCW.

PUGET SOUND REGION - For the purposes of this plan, the Puget Sound region is defined as the Seattle Urban Area (UA)/Combined Statistical Area (CSA), which includes the eight Puget Sound counties (Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish, Thurston) and selects major cities located therein.

PATHOGEN - Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

PATHOGENIC AGENTS - Biological agents capable of causing serious disease.

PERSISTENT AGENT - An agent that upon release retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

PET ANIMAL - any animal that has commonly been kept as a pet in family households in the United States such as dogs, cats, guinea pigs, rabbits, and hamsters. This term excludes exotic animals and wild animals.

PLAGUE - A disease caused by *Yersinia pestis*, which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the later being the most common result of a bioterrorist event. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue; muscle aches and coughs progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

PLUME - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

POINT-OF-DISTRIBUTION SYSTEM (PODS) - Points of Distribution are centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities usually include shelf stable food and water

POINT-SOURCE DELIVERY SYSTEM - A delivery system in which the biological agent is dispersed from a stationary position. This delivery method results in coverage over a smaller area than with the line-source system. (See also "Line-Source Deliver System.")

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

POP-UP SHELTER – A spontaneous shelter with no pre-established resources or trained volunteers.

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

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

PRE-HOSPITAL - Means emergency medical care and transportation rendered to patients prior to hospital admission or during interfacility transfer by licensed ambulance or aid service under chapter 18.73 RCW, by personnel certified to provide emergency medical care under chapters 18.71 and 18.73 RCW or by facilities providing Level V trauma care services as provided for in this chapter. (RCW 70.168.015)

PRE-HOSPITAL PATIENT CARE PROTOCOLS - The written procedures adopted by the emergency medical services medical program director which direct the out-of-hospital emergency care of the emergency patient, which includes the trauma patient. These procedures shall be based upon the assessment of the patient's medical needs and what treatment will be provided for emergency conditions. These protocols shall meet or exceed statewide minimum standards developed by the department in rule as authorized in chapter 70.168 RCW.

PRE-HOSPITAL TRAUMA CARE SERVICES - means agencies that are verified to provide pre-hospital trauma care. (WAC 246-976-010)

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

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

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

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

PRIVATE BRANCH EXCHANGE (PBX) - A telephone switch system owned and operated by the user.

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

PROJECT WORKSHEET TEAMS - Teams of federal, state, and local jurisdiction experts, typically architects or engineers who conduct detailed on-site inspections, of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Project Worksheets. Used in conjunction with Presidential Disaster Declaration.

PROPHYLAXIS - Observance of rules necessary to prevent disease. Protective treatment for or prevention of disease.

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

PROTECTIVE ACTION DECISION (PAD) - An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

PROTECTIVE ACTION RECOMMENDATION (PAR) - A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

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

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

PULMONARY - Concerning or involving the lungs.

Q FEVER - A disease caused by the rickettsia *Coxiella burnetii* that is characterized by fever, malaise, and muscular pains. The average incubation period is 2 to 3 weeks but may be less depending on the dose. Q-fever is rarely transmitted from person to person. Antibiotics are necessary for treatment.

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

RADIOGRAPHIC - Adjective relating to the process of producing an image on a radiosensitive surface like photographic film with radiation other than visible light, especially by x-rays passed through an object.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

RADIOLOGICAL CALIBRATION - A procedure utilizing radioactive sources for establishing the accuracy of radiological instruments.

RADIOLOGICAL CONTAMINATION - Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

RADIOLOGICAL COUNTERMEASURES - Protective actions to reduce the effects of any nuclear incident, including fallout, upon the population. Example: decontamination.

RADIOLOGICAL PROFILE (RADPRO) - A microcomputer-based file containing records from each of the local jurisdictions that have a radiological defense system. Each record has 38 data fields containing specific information about the jurisdiction. The file is maintained by the state Radiation Safety Officer.

RADIOLOGICAL MONITOR (RM) - An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

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

RECOVERY

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

RECOVERY and RESTORATION TASK FORCE (RRTF) - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix A - Definition

RECOVERY RESOURCE GROUP (RRG) – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state, and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

REGIONAL DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY (RD) - The individual in the federal government who responds to the Governor's request for a Presidential declaration by organizing and coordinating the preliminary damage assessment, makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

REGIONAL – For this plan, 'regional' refers to the eight county region whose footprint this plan covers - Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish, and Thurston counties, and the tribal jurisdictions and cities and towns within those counties.

REGIONAL CATASTROPHIC AGREEMENT - An inter-jurisdictional agreement that is made between governments or organizations, either public or private, to provide aid and assistance during emergency situations where resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

REGIONAL RESPONSE REGIONS - The Washington State homeland security planning and coordination structure is divided into nine (9) regions. These regions mirror the State's public health regions. The regions are made up of one or more counties that include cities, towns, and tribal nations within regional geographical boundaries. This regional configuration was implemented to distribute Federal grant funds, develop emergency responder equipment priority lists, plan and execute training and exercise programs, create regionally based mutual aid plans, and develop volunteer infrastructure to support citizens' involvement in homeland security initiatives. Operations and physical resources are maintained at the local jurisdiction (county, city, and tribal) level, and coordination and planning are facilitated at the regional level.

REMOTE PICK-UP UNIT (RPU) - A radio transmitter and receiver used in conjunction with Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

RECEPTION PROCESSING SITE – Site established to track and process government transportation dependent evacuees; provide mass care services; assign evacuees to congregate care facilities; provide for health screening; provide for the general support of other needs. Reception Processing Sites may or may not be co-located with a Point of Debarcation.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

REPROCESSED URANIUM - Uranium that has been recovered from spent fuel rods. It typically contains small amounts of Uranium-234 and Uranium-236 in addition to Uranium-235 and Uranium-238.

RESCUE COORDINATION CENTER (RCC)

- a. (Federal) - A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).
- b. (State) - An extension of the state Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state, and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

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

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

ROENTGEN MAN EQUIVALENT (REM) - The unit of exposure expressed as dose equivalent. The amount of ionizing radiation needed to produce the same biological effect as one roentgen of high-penetration x-rays.

ROUTE OF EXPOSURE (Entry) - The path by which a person comes into contact with an agent or organism; for example, through breathing, digestion, or skin contact.

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

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

SELF-EVACUEE – A member of a region or area who has been directed to leave a threatened or affected area and is able to provide their own transportation for evacuation without requesting government transportation assistance.

SELF-PROTECTION MONITORING - A capability that provides for the personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recovery operations.

SERVICE ANIMAL - any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can do this work. (American with Disabilities Act, 1990)

SHELTER MONITORING - A capability which provides for the means to detect, measure, and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system to protect people from radiation.

SHORT-TERM RECOVERY - Involves

1. immediate restoration of services and government functions as well as
2. Assistance to residents in resuming essential life activities.

Activities may include: sheltering, debris clearance, damage/impact assessment, temporary service provision, and traffic control, temporary space for displaced government/business/community functions, public information, inspections and permitting for repairs, volunteer and donations management, and initiation of state/federal assistance programs. Immediate mental health, public health or other community issues may also be addressed.

SITUATIONAL ASSESSMENT REPORT - Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

SITUATIONAL AWARENESS - The ability to identify, process, and comprehend the critical elements of information about an incident.

SMALLPOX - An acute, highly contagious, sometimes fatal, disease caused by Variola Major Virus. Symptoms include a high fever and successive stages of severe widespread skin eruptions (papules) that eventually blister, suppurate, and form pockmarks. Smallpox can be spread by direct contact or through the airborne route.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

SOCIAL ANIMAL - often animals that did not complete service animal/service dog training due to health, disposition, trainability, or other factors, and are made available as pets for people who have disabilities. These animals might or might not meet the definition of service animals. There is no legal definition.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

STAFFORD ACT - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist incidents.

STAGING - Location where incident personnel and equipment are assigned on an immediately available status.

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

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

STATE FIRE DEFENSE COMMITTEE - A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

STRUCTURAL COLLAPSE - Structures whose ability to remain self-supporting have been compromised.

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

SURGE/INCREASED READINESS - A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, Civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during, and after the initiation of a civil defense surge and may be part of it. Surge may be thought of as a federally supported enhanced form of increased readiness.

SURVIVABLE CRISIS MANAGEMENT (SCM) - The operational capability to survive a catastrophic disaster and be able to direct, control, and coordinate emergency operations within the state and in coordination and cooperation with other states and the federal government.

SYNDROME - A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological, or biochemical peculiarity. Provides a frame of reference for investigating an illness.

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

TEAR (riot control agents) - Produce irritating or disabling effects that rapidly disappear within minutes after exposure ceases

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

THERAPY ANIMAL - not legally defined by federal law, but some states have laws defining therapy animals. They provide people with constant contact with animals but are not limited to working with people who have disabilities. They are usually the personal pets of their handlers and work with their handlers to provide services to others. Federal laws have no provisions for people to be accompanied by therapy animals in places of public accommodation that have "no pets" policies. Therapy animals are not usually service animals.

THERMONUCLEAR WEAPON - A nuclear weapon (also referred to as a hydrogen bomb) in which the main contribution to the explosive energy results from fusion of light nuclei such as

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

Deuterium and Tritium. The high temperatures required for such fusion reactions are obtained by means of an initial fission explosion.

THREAT - An indication of possible violence, harm, or danger.

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

TOXICITY - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

TOXINS - A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae, and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation. Some examples of toxins include:

BOTULINUM TOXIN - Produced by the bacterium *Clostridium botulinum* and is one of the most lethal compounds known. There are three forms of botulism – food borne (the classic form), wound, and intestinal (infant and adult) botulism. The site of toxin production is different for each of the forms but all share the flaccid descending paralysis. In its natural form, botulism toxin is most often found in improperly canned or undercooked foods. Ventilatory assistance is required for recovery and if available administration of the botulism antitoxin can aid treatment.

RICIN - A toxin made from the processing of Castor beans for oil. Symptoms of ricin poisoning would result about 3 hours after exposure through inhaling, ingesting or injecting and would cause cough, tightness of the chest, difficulty breathing, nausea and muscle aches. This could progress to death within 36-48 hours from respiratory or circulatory collapse. No vaccine or anti-toxins are available, only supportive treatment.

SAXITOXIN - A potent neurotoxin produced by certain dinoflagellates that accumulate in shellfish feeding on these organisms and consequently causes paralytic shellfish poisoning in human beings who eat the contaminated shellfish. Development of this illness is extremely rapid with initial symptoms such as numbness or tingling in the lips, tongue and fingertips followed by a general lack of muscle coordination. At high doses death from respiratory paralysis may occur within less than 15 minutes.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

TRAINING EVENT - A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

TREATMENT AREA: The designated area for the collection and treatment of patients.

- Red: an area where patients require immediate assistance
- Yellow: an area where patient injuries are serious (delayed) but not life-threatening
- Green: an area where patients with minor injuries are kept

TRANSFER POINT – A location used to change vehicle operators and/or transfer evacuees and luggage from one vehicle or mode of transportation to another. A transfer point incorporates all necessary logistical support.

TRAUMA - A major single or multisystem injury requiring immediate medical or surgical intervention or treatment to prevent death or permanent disability. (RCW 70.168.015)

TRENCH RESCUE - Narrow excavation below the surface of the earth where the depth is greater than the width at the bottom.

TRIAGE - The screening and classification of sick, wounded, or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment, and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

TRIBAL GOVERNMENT (TRIBES) - Authorized representatives of Federally Recognized Tribes that are sovereign governments within the United States. Within Washington State, Tribes interface with the State during disasters in a very similar manner as other types of local government with respect to seeking supplemental response and recovery support.

TRIGGER LIST - A list of sensitive items to which export controls are to be applied. The Zangger Committee (INFCIRC 209) and the Nuclear Supplier Group (INFCIRC 254) each have trigger lists.

TULAREMIA - A disease caused by the bacterium *Francisella tularensis* that is characterized by an abrupt onset of fever, chills, headaches, muscle aches and non-productive cough. The average incubation period is 3 to 5 days but can range from 1 to 21 days. Tularemia is usually transmitted occupationally to humans through infected animals, animal products or tick bites. Tularemia is not transmitted from person to person. Antibiotics are necessary for treatment.

UMATILLA CHEMICAL DEPOT (UMCD) - A United States Army ordnance storage facility located in northeastern Oregon formerly known as Umatilla Depot Activity (UMDA). The Depot has been operated since 1942 as a storage site for conventional Army ammunition, bombs, artillery

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

shells, and landmines. It is now a storage site for unitary and binary chemical weapons and agents.

UNIQUE IDENTIFIER NUMBER: Number preprinted on a band or bracelet to assist in tracking patient throughout the incident from initial entry to final disposition

UNPROTECTED LANDS - Lands that are not protected by any fire suppression agency. (There is private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.)

URANIUM DIOXIDE - The chemical form of Uranium that is most commonly used in power reactors. Also known as "Brown Oxide," even though it is nearly black when pressed into pellets.

URANIUM OXIDE - The generic name for a group of uranium compounds that includes Uranium Dioxide (UO_2 , Brown Cycle), Uranium Trioxide (UO_3 , Orange Cycle), Uranus-Uranium Oxide (U_3O_8 , Black Cycle), and Uranium Peroxide ($UO_4 \cdot 2H_2O$).

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

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

URBAN SEARCH AND RESCUE TASK FORCE - An organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

V-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1950s. They are generally persistent. Examples are VE, VG, VM, VS, and VX.

VACCINE - A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

VAPOR AGENT - A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air the cloud will rise and disperse more quickly.

VENEZUELAN EQUINE ENCEPHALITIS (VEE) - VEE is a mosquito-borne arbovirus. In nature, VEE is infects animals and is transmitted to humans through mosquitoes that have fed on the infected animals. The disease is characterized by sudden onset of headache, chills and fever, nausea and vomiting, muscle and bone aches, and encephalitis occurring in a very small portion of cases.

VENOM - A poison produced in the glands of some animals such as snakes, scorpions, and bees.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

VESICLE - A blister-like, small elevation on the skin containing fluid or a small sac or bladder containing fluid. Vesicles may vary in diameter from a few millimeters to a centimeter. They may be round, transparent, opaque, or dark elevations of the skin.

VIRUS - An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell. Some examples include:

VITRIFICATION - The solidification process to bind hazardous waste indefinitely. Hazardous waste is melted with a mixture of sand and reground fusing materials (a frit) to form a glass for ease of handling and storage.

VOLATILITY - A measure of how readily a substance will vaporize.

VOMITING AGENTS - Produce nausea and vomiting effects can also cause coughing sneezing, pain in the nose and throat, nasal discharge, and tears.

WASHINGTON PUBLIC POWER SUPPLY SYSTEM (Name changed to Energy Northwest in 1999) - A public corporation planning the construction and operation of three nuclear facilities in the state of Washington. Two facilities (WNP-1 and WNP-2 – Name changed to Columbia Generating Station) are located on land leased from the United States Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. Columbia Generating Station is the sole operating plant.

WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) - State level emergency public information may be established, provided to media and public, and Managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

WATER RESCUE - Locating and removing persons from moving or standing bodies of water (to include ice, salt and fresh) both surface and subsurface.

WEAPONS GRADE MATERIAL - Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent Uranium-235 or Plutonium with greater than about 90 percent Plutonium-239.

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

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

WILD ANIMAL - any animal that is now or historically has been found in the wild, or in the wild state, within the boundaries of the United States, its territories, or possessions. This term includes, but is not limited to, animals such as deer, skunk, opossum, raccoons, mink, armadillos, coyotes, squirrels, fox, and wolves.

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

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

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

WIND (DF) MESSAGES - Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

YELLOWCAKE - A concentrated form of Uranium ore known as Uranium Diuranate.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix B - Acronyms

AAR	After-Action Review
ACF	Alternate Care Facility
ACS	Auxiliary Communications Services
ADMIN	Administrative Services Department
ALS	Advanced Life Support
AMR	American Medical Response
APHIS	Animal and Plant Health Inspection Service
ARC	American Red Cross (Also called Red Cross)
BLS	Basic Life Support
CAN	Coordinated Assistance Network
CB	Citizens Band Radio
CBO	Community-Based Organization
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CRT	Community Response Team
CFO	Chief Financial Officer
CI/KR	Critical Infrastructure/Key Resources
CISD	Critical Incident Stress De-briefing
CMC	Crisis Management Coordinator
CMO	City Manager's Office
CNMI	Commonwealth of the Northern Mariana Islands
CONPLAN	U.S. Government Interagency Domestic Terrorism Concept of Operations Plan
CSG	Counterterrorism Security Group
CW	Continuous Wave (Also known as Morse Code)
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DEST	Domestic Emergency Support Team
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMC	Disaster Medical Control
DMP	Donation Management Plan
DML	Donations Management Leader
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix B - Acronyms

DOS	Department of State
DOT	Department of Transportation
DPA	Defense Production Act
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSCA	Defense Support of Civil Authorities
DTRIM	Domestic Threat Reduction and Incident Management
EAS	Emergency Assistance Personnel or Emergency Alert System
ECC	Emergency Coordination Centers
EOC	Emergency Operations Center
EMAC	Emergency Management Assistance Compact
EMTALA	Emergency Medical Treatment and Labor Act
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPLO	Emergency Preparedness Liaison Officer
EPR	Emergency Preparedness and Response
EMC	Emergency Management Coordinator
ERL	Environmental Research Laboratories
ERT	Environmental Response Team (EPA)
ERT-A	Emergency Response Team—Advance Element
ERT-N	National Emergency Response Team
ESF	Emergency Support Function
ESFLG	Emergency Support Function Leaders Group
EST	Emergency Support Team
FAS	Freely Associated States
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FDOC	Fire Department Operation Center
FEMA	Federal Emergency Management Agency
FIRST	Federal Incident Response Support Team
FLSA	Fair Labor Standards Act
FMC	Federal Mobilization Center
FNS	Food and Nutrition Service
FOC	FEMA Operations Center
FOG	Field Operations Guide
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
FTS	Field Treatment Site
GAR	Governor’s Authorized Representative
GIS	Geographical Information System
GSA	General Services Administration
HHS	Department of Health and Human Services
HIPPA	Health Insurance Portability and Accountability Act

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix B - Acronyms

HMC	Harborview Medical Center
HMP	Hazard Mitigation Plan
HQ	Headquarters
HR	Human Resources Department
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IAIP	Information Analysis and Infrastructure Protection
IA	Interlocal Agreements
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
INRP	Initial National Response Plan
IOF	Interim Operating Facility
ISAO	Information-Sharing and Analysis Organization
ISDN	Integrated Services Digital Networking
IT	Information Technology
IWN	Integrated Wireless Network
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
LTC-MAP	Long Term Care Mutual Aid Plan
KCECC	King County Emergency Coordination Center
KCDOT	King County Department of Transportation
KCOEM	King County Office of Emergency Management
KCSO	King County Sheriff's Office
MAA	Mutual Aid Agreements
MAC Entity	Multiagency Coordinating Entity
MACC	Multiagency Command Center
MARS	Mutual Aid Radio System
MAST	Military Assistance to Safety and Traffic
MERS	Mobile Emergency Response Support
MOA	Memorandum of Agreement
MMRS	Metropolitan Medical Response System
MOU	Memorandum of Understanding
MSCA	Military Support of Civil Authorities
NAHERC	National Animal Health Emergency Response Corps
NASA	National Aeronautics and Space Administration

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix B - Acronyms

NAWAS	National Warning System
NCH	Natural and Cultural Resources and Historic Properties
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NCR	National Capital Region
NCS	National Communications System
NCTC	National Counterterrorism Center
NDMN	National Donations Management Network
NDMS	National Disaster Medical System
NEP	National Exercise Program
NGO	Nongovernmental Organization
NICC	National Infrastructure Coordinating Center
NICC	National Interagency Coordination Center
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIRT	Nuclear Incident Response Team
NJTTF	National Joint Terrorism Task Force
NMRT	National Medical Response Team
NOC	Integra Network Operation Center
NOAA	National Oceanic and Atmospheric Administration
NORCOM	North East King County Regional Public Safety Communications Agency
NRC	Nuclear Regulatory Commission
NRCC	National Response Coordination Center
NRCS	Natural Resources Conservation Service
NRF	National Response Framework
NRT	National Response Team
NSC	National Security Council
NSP	National Search and Rescue Plan
NSSE	National Special Security Event
NVOAD	National Voluntary Organizations Active in Disaster
NWCG	National Wildland Coordinating Group
OIA	Office of the Assistant Secretary for Information Analysis
OSC	On-Scene Coordinator 76 National Response Plan December 2004
OSHA	Occupational Safety and Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness
PADS	Planning and Development Service, also known as PDS
PCC	Policy Coordination Committee
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDS	Planning and Development Services also known as PADS
PFO	Principal Federal Official
PIO	Public Information Officer
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix B - Acronyms

PRI	Primary Rate Interface
PW	Public Works
RA	Reimbursable Agreement
RACES	Radio Amateur Civil Emergency Services
RAMP	Remedial Action Management Program
RCP	Regional Contingency Plan
RCPGP	Puget Sound Regional Catastrophic Preparedness Grant Program
RCW	Revised Code of Washington
RDP	Regional Disaster Plan
RRCS	Parks, Recreation and Cultural Services
RVRC	Regional Volunteer Reception Center
RCRA	Resource Conservation and Recovery Act
REPLO	Regional Emergency Preparedness Liaison Officer
RFI	Request for Information
RISC	Regional Interagency Steering Committee
RRCC	Regional Response Coordination Center
RRT	Regional Response Team
ROC	Regional Operations Center
SAC	Special Agent-in-Charge
SAR	Search and Rescue
SCC	Secretary's Command Center (HHS)
SCO	State Coordinating Officer
SDOT	Seattle Department of Transportation
SERS	Snohomish Emergency Radio System
SFLEO	Senior Federal Law Enforcement Official
SFO	Senior Federal Official
SIOC	Strategic Information and Operations Center
SMC	Shoreline Municipal Code
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SPU	Seattle Public Utilities
START	Scientific and Technical Advisory and Response Team
TAG	Adjutant General (WA National Guard)
TSA	Transportation Security Administration
TSC	Terrorist Screening Center
TRIS	Tri-County Radio Interoperability System
TTU	Text Telephone
US&R	Urban Search and Rescue
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USSS	U.S. Secret Service
UHF	Ultra High Frequency
VEW	Volunteer Emergency Workers

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix B - Acronyms

VHF	Very High Frequency
VMAT	Veterinarian Medical Assistance Team
WAC	Washington Administrative Code
WMP	Volunteer Management Program
VMS	Volunteer Management Supervisor
VMU	Volunteer Management Unit
VOIP	Voice Over Internet Protocol
VRC	Volunteer Reception Center
WAMAS	Washington Mutual Aid System
WAVOAD	Washington Association of Volunteer Organizations Active in Disasters
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction
WNG	Washington National Guard
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol
Z1 EC	Zone 1 Emergency Coordinator

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix C – Authorities and References

This Plan was developed and is maintained pursuant to, but not limited to, the following state and federal statutes and regulations, and existing plan documents. This appendix is a compilation of references used in the completion of this version of the Shoreline Comprehensive Emergency Management Plan. References include: Federal, State, and local codes and regulations as well as texts, plans and widely used standards.

National Response Framework

Department of Defense Directive 3025.1

Washington State Comprehensive Emergency Management Plan, 2011

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

Title 47 USC 151, 303,524,606 as related to FCC Rules and Regulations, Emergency Alert System
11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System

Homeland Security Presidential Directives (HSPD) #1-8

National Incident Management System, 2004

Incident Command System, 2004

Revised Code of Washington 38.52, Emergency Management

Revised Code of Washington 70.102, Hazardous Substances Incidents

Revised Code of Washington 70.136, Hazardous Materials Incidents

Revised Code of Washington 4.2.4.314, Hazardous Materials - Responsible Party

Washington State Administrative Code 118.30 Emergency Management

Washington State Administrative Code 118.40 Community Right to Know Act

Washington State Administrative Code 118-04 Emergency Workers

Washington State Hazard Identification Vulnerability Analysis (HIVA 2000)

Washington State Fire Mobilization Plan

Northwest Area Contingency Plan, Washington State Department of Ecology, 1996

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan
Appendix C – Authorities and References

Hazardous Materials Emergency Resource Plan, Draft, King County LEPC, 2002

Vital Records and Disaster Recovery Guidelines (King County 3/96)

Endangered Species Act (ESA) King County Policy Guidance document (2001)

American Red Cross of King-Kitsap County Weapons Mass Destruction

Seattle-King County Mass Casualty Incident Plan (MCI)

King County Comprehensive Emergency Operations Plan

King County Regional Coordination Framework

Disaster Assistance for Local Government, June 1996

Disaster Assistance: A Guide to Recovery Programs (FEMA 1995)

Earthquake Recovery: Survival Manual for Local Government (California/1993)

Public Assistance Policy Digest (FEMA 1998)

Public Assistance Debris Management Guide (FEMA 1999)

Article 80 Uniform Fire Code, 2000

City of Shoreline Municipal Code 2.50 Emergency Management

King County CEMP Regional Shelter Operations Incident Annex (2010)

Puget Sound Region Evacuation and Sheltering Plan

Shelter Operations Participant's Workbook, American Red Cross

WA State Good Samaritan law

City of Shoreline Disaster Recovery Plan, 2010

City of Shoreline Hazard Mitigation Plan, 2009

City of Shoreline Continuity of Government Plan, 2009

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan
Appendix C – Authorities and References

City of Shoreline Debris Management Plan, 2010

King County Mass Fatality Incident Plan

King County Medical Examiner's Office Multiple Fatality Incident Guidelines

King County for Pre-Hospital Catastrophic Emergency Triage and Treatment Plan

King County Long Term Care Facilities Mutual Aid Evacuation Plan

Emergency Medical Treatment and Labor Act

Cross-Border Ambulance Reciprocity (#05-01), Washington State Department of Health, Office of Emergency Medical Services and Trauma System, Effective November 30, 2003.

W A Public Health Mutual Aid Plan Standard Operating Procedures (SOPs) of the Inter-jurisdictional Public Health Mutual Aid Agreement (MAA) (January 2009)

Act 58-4-1905 American National American Red Cross Statement of Understanding, Dec. 30, 1985

Mennonite Disaster Services Agreement with Federal Disaster Assistance Administration (FDAA).

Washington State Intrastate Mutual Aid Compact

Superfund Amendments and Re-authorization Act (SARA Title III)

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan
Appendix D – Training, Drills, and Exercises

PRIMARY AGENCY: Community Services Division

SUPPORT AGENCIES: All City Departments, Shoreline Police, and Shoreline Fire

The City relies on the Emergency Management Coordinator to train, facilitate, monitor, and advise on all emergency management training for City staff to ensure compliance for National Incident Management System requirements and to develop competencies for their assignments in the EOC, for field operations during events, or to assist with issues like shelter operations, debris management, and recovery. The EMC relies on training resources from King County OEM, Washington State DEM, community partners, and the Federal government.

The City of Shoreline adopts an internal guide titled the City of Shoreline Emergency Management Training Guide. This guide provides the required training to staff working in Shoreline and will adhere to federal requirements for NIMS training.

The City aims to participate at least once a year in an exercise with community and/or regional partners. This can be in the form of a tabletop, functional or full scale exercise.

Shoreline Emergency Management will make a reasonable effort to include people with disabilities and/or organizations with expertise in disability issues, to participating in Training, Drills, and Exercises.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan
Appendix E – Distribution List

Hardcover

City Clerks
CMO
CSD
EMC
EOC
PW Admin
PW Ops
Finance
HR
Police
PADS
Parks
Fire
Shoreline School District
Shoreline Community College
ACES Team

CD Distribution

State of Washington
Fire Department
Police Department
Shoreline Water
Ronald Wastewater
CRISTA
ZONE 1

Network/Cloud

City, Police & Fire

Internet

City of Shoreline Web site

Shoreline Compressive Emergency Management Plan (CEMP)
Appendix F – Record of Changes

Distribution of revised versions will be the responsibility of the Emergency Management Coordinator.

Outdated versions of this plan should be destroyed when a new version is published so that only the most recent version is in circulation.

RECORD OF CHANGES

In future revisions, this page will provide a record of major changes made since the date of publishing the first draft, to keep the plan consistent with current policies.

Change	Date of Change	Section	Pages	Change Posted By
Reformatting the Basic Plan in its' entirety for ease-of-use purposes	4/4/2022	Basic Plan	1-38	Ryan Zavala
Adjusted Roles and Responsibilities due to positions no longer being available or adjusting with the change in EOC Roles	4/4/2022	Basic Plan IV. A-U	12-22	Ryan Zavala
Adjusted minimum training requirements for employees due to changes in NIMS and ICS recommendations	4/4/2022	Basic Plan V. A. 4.	21	Ryan Zavala
Adjusted ESF documents added and deleted	9/30/2022	Basic Plan	3 and 4	Ryan Zavala
Reformatted each ESF to match format for ease-of-use purposes.	9/30/2022	ESF 1-16	All	Ryan Zavala
Change of roles and responsibilities in each ESF to reflect new EOC Organization Chart.	9/30/2022	ESF 1-16	All	Ryan Zavala
Referenced King County Transportation plan rather than added to CEMP	9/30/2022	ESF 1	Appendix B	Ryan Zavala
Removed External plans since Shoreline does not	9/30/2022	ESF 6	Appendix B and	Ryan Zavala

Shoreline Compressive Emergency Management Plan (CEMP)
Appendix F – Record of Changes

own the plans. Still Referenced.			C	
Removed External plans since Shoreline does not own the plans. Still Referenced.	9/30/2022	ESF 8	Appendix A-G	Ryan Zavala
Deconflicting Basic Plan and ESF coordination	9/30/2022	Basic plan and ESF 1-16	All	Ryan Zavala
Removal of repetitive and opinionated statements in all ESFs.	9/30/2022	ESF 1-16	All	Ryan Zavala
Added EOC Org Chart	1/12/2023	Basic Plan V. H.	33	Ryan Zavala
Added Communications Section	1/12/2023	Basic Plan V. B.	24 - 25	Ryan Zavala
Added Administration Section	1/12/2023	Basic Plan V. C.	25 - 26	Ryan Zavala
Added Finance Section	1/13/2023	Basic Plan V. D.	26 - 28	Ryan Zavala
Added Logistics Section	1/14/2023	Basic Plan V. E.	28 - 29	Ryan Zavala
Added EOC Activation Levels	1/17/2023	Basic Plan V. H.	36	Ryan Zavala
Added After Action Report Section	1/18/2023	Basic Plan VII. B.	41	Ryan Zavala
Added Needs of Children	1/18/2023	Basic Plan V. A. 18.	24	Ryan Zavala
Added Needs of Pets	1/18/2023	Basic Plan V. A. 19.	24	Ryan Zavala

Transportation

Emergency Support Function (ESF) 1

COORDINATOR:	Transportation Services Manager
PRIMARY:	Public Works (PW) Department
SUPPORTING:	Shoreline Emergency Management Shoreline Fire Department Shoreline Police Department King County Metro Transit Sound Transit Other Supporting Agencies/Departments as Needed

Purpose

This document will provide high level guidance for the mitigation, protection, preparedness, and restoration of the transportation system within the City of Shoreline in the event of an emergency or disaster. Primary public transportation services within the City are provided by outside partners such as King County Metro. The City's transportation system is one of the critical lifelines of our community.

Primary Response Core Capability

Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
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Support Response Core Capabilities

Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 1 Transportation

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model. (link available below).

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Title 12.10.010

Establishes city code for roads and bridges.

Situation

The transportation network is a critical system within the City. Local transportation activities can be hampered due to damaged infrastructure, a surge in use, and/or a loss in capacity. Most public emergencies will create a demand for local transportation resources to support the response, recovery, and restoration of the transportation system.

After the acceptance of this version of the City's CEMP, there will be Sound Transit Link Light Rail Service in Shoreline. While this service is not operational at the time of publishing of this document, broad assumptions and guidance have been provided in this section to account for possible disruptions to that service once it becomes operational in Shoreline.

It can be assumed that:

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 1 Transportation

- A public emergency occurring within the Region will have a negative impact on the transportation network.
- During a public emergency the transportation infrastructure will be impacted which could limit access to and from the incident area.
- A public emergency within or adjacent to the City has the potential to cause loss of life, property, and/or disruption of normal life support.
- The City may be heavily dependent on outside agency assistance to repair significant damage to transportation systems to coordinate transportation during the immediate and post-disaster period.
- Infrastructure damage and communications disruptions may inhibit efficient coordination of transportation support during the immediate and post-disaster period.
- Regional emergency transportation coordination and planning is critical to ensure regional transportation stability.
- The City is heavily dependent on King County and Washington State transportation infrastructure to support transportation needs, especially transporting patients to hospitals. This ESF depends on the ability for those infrastructures to be operational.
- Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to communications facilities.
- Bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, and so forth, may hamper access, making conventional travel extremely difficult or impossible.

Concept of Operations

All operations conducted within the scope of ESF 1, Transportation, will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).

The PW Department is responsible for the assessment, coordinated repairs and operations of City owned infrastructure. In the event all City and mutual aid resources have been expended, the PW Department will notify the City's Emergency Operations Center (EOC) that additional assistance is needed. The EOC Manager will request outside assistance through KC ECC. In the event KC ECC is not available, the EOC Manager can request assistance from Snohomish County or submit requests for assistance directly to the Washington State Emergency Operations Center.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 1 Transportation

During a disaster, the PW Department will identify the most efficient and effective method of operating the transportation system within the City to appropriately respond to the emergency and will coordinate operations through the EOC with, King County Department of Transportation (KCDOT), Seattle Department of Transportation (SDOT), Snohomish County Transportation, the Washington Department of Transportation (WSDOT), Washington State Patrol (WSP), and with the Public Works Departments of adjacent cities to provide an effective integrated transportation system within the region.

In locations where local ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment whenever possible.

The PW Department, Operations Division will notify all appropriate agencies, departments and affected individuals through the EOC at the earliest time possible by providing early warning of system changes and roadway conditions.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Critical Transportation
Critical Task Description
Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
Clear debris from any route type, (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.

Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 1 Transportation

Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.

Logistics and Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.

Infrastructure Systems
Critical Task Description
Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Provide for the clearance, removal, and disposal of debris.
Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.

Whole Community Involvement

ESF 1 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into transportation activities.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 1 Transportation

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Organization

ESF 1 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 1 actions are, in general, orchestrated by Public Works in the city EOC. ESF 1 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 1 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of ESF 1 and/or the supporting agencies to support ESF 1 operations.

Structure

ESF 1's position in the City Emergency Operations Center falls under the Operations Section. The duties to support ESF 1 locally may be divided between various City departments as deemed necessary by the Operations Section Chief.

Responsibilities

City of Shoreline Public Works (PW)
Activity/Action
Maintain general data and information on transportation systems, including infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
Contact other local jurisdictions and utilities to gather situational awareness.
Conduct planning with other agencies and other emergency support functions to refine transportation operations.
Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
Maintain a list of city assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 1 Transportation

Assign and schedule sufficient personnel to implement transportation tasks for an extended period of time.
Ensure agency personnel are trained in their responsibilities and City emergency management training requirements stated in the Emergency Management Training Guide.
Develop and implement emergency response and transportation strategies.
Participate in All-Hazards exercises involving the Transportation ESF.
Advise and provide recommendations on conditions warranting declarations and executive orders.
Report to the EOC any traffic control signs/signals needed at locations for general navigation through and around the disaster area.
Coordinate with Shoreline Fire Department and Shoreline Police Department for transportation services, including evacuation and transportation of the medically fragile, by non-emergent Transport providers. This includes ensuring that providers have access, as needed, through checkpoint and restricted areas.
Coordinate with Shoreline Fire Department for emergency medical air transportation.
Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings.

Shoreline Emergency Management (SEM)
Activity/Action
Coordinate and manage all activities within the City Emergency Operations Center.
Notify Z1 Emergency Coordinator, KC ECC and/or Washington State Emergency Operations Center regarding the status of transportation routes and services within the City, once PW has conducted the initial assessments.
Provide information on emergency services including evacuation information and routes, staging areas and public shelters.
Submit and coordinate requests for resources to the Z1 ECC, KC ECC and/or State Emergency

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 1 Transportation

Operations Center.

Activate, when necessary, to provide for coordination of resources with all agencies involved.

Shoreline Fire Department

Activity/Action

Notify the EOC of any damage to transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.

Provide support for hazardous material incidents.

Whenever possible, assist in the initial rapid damage assessment of transportation routes.

Coordinate with Shoreline Public Works for emergency medical air/land transportation.

Assist with the dissemination of transportation information to the public, as appropriate.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 1 Transportation

Shoreline Police Department
Activity/Action
Notify the EOC of system deficiencies as soon as possible and make recommendations to reduce the impact of these damages on emergency responders and residents.
Provide assistance in implementing road closures and detours for roadways.
Provide security for critical transportation routes.
Work with the PW Department to identify and resolve high hazard vehicle accident locations and other safety concerns.
Assist with the dissemination of transportation information to the public, as appropriate.

Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified department, to support transportation mitigation, protection, preparedness, response, and recovery activities.
Provide supporting representative to the City Emergency Operations Center upon request.
Provide representative to the Shoreline Emergency Management Council, as requested and available.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 1 Transportation

Required and Recommended Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.
- Recommended Training includes, but not limited to; IS 552, IS 554, IS 556, IS 558, IS 915, IS 916, IS 1011, and IS 1022

References

Underlined text contains links to documents and is current as of the time of this document's publication.

[City of Shoreline Municipal Code](#)
[King County Regional Coordination Framework \(Feb. 2014\)](#)
[City of Shoreline Hazard Mitigation Annex \(June 2020\)](#)
[City of Shoreline Disaster Recovery Plan \(May 2010\)](#)
[The National Response Framework \(Oct. 2019\)](#)
[Washington Mutual Aid System \(May 2016\)](#)
[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)
[King County Transportation Recovery Annex \(June 2014\)](#)

Appendix A: Transportation Resource Staging Areas

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #1
Transportation

Appendix A – Transportation Resources Staging Areas & Points of Distributions (PODS)

Note: This information is also located in ESF #16 – Evacuation, as location may serve multiple purposes

Hamlin Park

16006 15th Ave NE

(73 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 320' X 275'), 2 Grass Baseball Fields (approx. 275' X 275' each), 1 Picnic Shelter with water/electricity, 2 Restroom buildings with electricity/water, 1 playground, and 3 parking lots.

Adjacent to: Kellogg Middle School, Shorecrest High School and Shoreline School District Warehouse

Shoreline Park (at Shoreline Center)

1st Ave. NE @ N. 190th Street (9 Acres)

CENTRAL AREA OF CITY

Facilities: 2 Synthetic Field Turf Fields (approx. 320' X 225'/side-by-side), 1 Grass Multi-Purpose Field (approx. 320' X 225'), 1 restroom building, 4 tennis courts, 1 playground, small parking lots and angle parking for 50 cars.

Adjacent to: Shoreline School District Administration and Maintenance Facilities, Shoreline Stadium

Paramount School Park

NE 155th Street & 8th Ave. NE

(7 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx 275' X 275'), 1 skate park, 1 restroom building, 1 picnic shelter, 1 playground, 1/3 mile walking path, 2 small parking lots for approx 40 cars

Adjacent to: Not Applicable

Richmond Highlands Recreation Center and Ball fields

16544 Fremont Ave. N.

(4.3 Acres) WEST SIDE OF CITY

Facilities: 1 Community Center (capacity 214) with small kitchen, meeting room, game room, small gym, 3 restrooms and small parking lot 30 cars, 1 Grass Multi-Purpose Field (250' X 300'), 1 outdoor restroom near ball fields and on-street parking.

Adjacent to: 1 block south of Shorewood High School

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #1
Transportation
Appendix A – Transportation Resources Staging Areas & Points of Distributions (PODS)

Hillwood Park

3rd Ave. NW & NW 190 St.

(10 Acres) WEST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field, 1 restroom building, 1 playground, small parking lot, and natural area

Adjacent to: Einstein Middle School

Shoreview Park

Innis Arden Way & 9th Ave. NW

(47.5 Acres) WEST SIDE OF CITY

Facilities 2 Grass Baseball Fields (Upper Field 2pprox.. 200' X 200' / Lower Field 2pprox.. 250' X 250'), 1 All-Weather (Dirt) Soccer Field (2pprox.. 320' X 225'), 2 restroom buildings, 6 Tennis Courts, 155 parking stalls.

Adjacent to: Shoreline Community College and Highland Terrace Elementary School

Richmond Beach Community Park

Richmond Beach Road @ 21st Ave. NW

(3.8 Acres) WEST SIDE OF CITY

Facilities 1 Grassy meadow, 1 sanican, 1 playground, 2 tennis courts, and on-street parking

Adjacent to: Richmond Beach Library

Twin Ponds Park

1st Ave. NE and N. 155th Street

(21.8 Acres) CENTRAL SOUTH SIDE OF CITY

Facilities: 1 Synthetic Field Turf, 1 restroom building, 1 playground, limited open grassy area, large natural space, 2 small parking lots

Adjacent to: Not applicable

Communications

Emergency Support Function (ESF) 2

COORDINATOR:	IT Manager
PRIMARY:	Shoreline Emergency Management
SUPPORTING:	Shoreline Police Department Shoreline Fire Department Shoreline Auxiliary Communications Service North East King County Regional Public Safety Communications Agency (NORCOM) Puget Sound Emergency Radio Network (PSERN) Other Supporting Agencies/ Departments as Needed

Purpose

Emergency Support Function (ESF) 2 – Communications supports the restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications during incidents.

Primary Response Core Capabilities	
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.
Support Response Core Capabilities	
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 2 Communications

This ESF addresses the communication assets and procedures of the City of Shoreline (City) including:

- 911 systems
- Radio, voice and data links
- Landline and cellular systems
- National Warning System (NAWAS)
- Emergency Alert System (EAS)
- Code Red (Shoreline Emergency Alert System)
- Amateur radio

This ESF also addresses assisting industry in restoring the public communications infrastructure.

Authorities and Policies

National Incident Management System (NIMS)

All city disaster response activities will be organized according to NIMS guidance. This applies to city departments as well as outside organizations including volunteer groups. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A federal guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Federal Communications Commission 47 CFR 97.407 (RACES)

The Radio Amateur Civil Emergency Service (RACES) is an emergency amateur radio service authorized by the Federal Communications Commission (FCC) rules and regulations governing amateur radio in the United States.

City of Shoreline Municipal Code Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

Local communications, information systems, and warning activities can be corrupted or destroyed due to damaged infrastructure, a surge in use, and/or a loss in capacity. Most public emergencies will create a demand for local communications and information resources to support the response, recovery, and restoration of the transportation system. Concurrently,

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 2 Communications

commercial communications facilities may sustain widespread damage. Restoration of the various communication systems as soon as possible after an emergency is one of the City's main missions as it is considered part of our critical infrastructure and is a community lifeline to providing vital public service.

It can be assumed that:

- The EOC will activate resources at a level appropriate to the level of risk presented by a perceived or actual public emergency.
- A natural disaster or public emergency occurring within the region will have a negative impact on the communications network possibly causing possible total disruption or delays in warnings and information support during the immediate and post-disaster period.
- A public emergency within or adjacent to the City has the potential to cause loss of life, property, and/or disruption of normal life support.
- The City may be heavily dependent on outside agency and vendor assistance in order to repair significant damage to communication and information systems.
- Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to communications facilities.

Concept of Operations

Routine day-to-day modes of communication will continue to be utilized to the fullest extent possible. This utilization will depend on the survivability of the equipment and service during the disaster.

Since partial or total disruption of normal communications may occur, the clear definition of primary and alternate modes of communications is vital to any emergency operations activity. The existing telephone service provided through private vendors, along with the City's radio systems, will provide the basis for attempting to maintain effective communications. Amateur radio systems will serve as an emergency backup system for relaying messages, as appropriate.

The City utilizes an emergency alert and warning system called Code Red which is provided and maintained by King County. Additional notification of citizens regarding emergency information and instructions may be eligible to go through the Emergency Alert System (EAS), operated by the King County Sheriff's Dispatch Communication Center, if it meets the requirements set for an EAS. The King County ECC (KCECC) also can support City communications needs with their MyState USA system or any other reverse 911 system available. Other options include door-to-

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 2 Communications

door notification by uniformed police and fire personnel, mobile loudspeakers, social media or any other means available to the command agency at the time.

The EAS provides emergency information to the public via local radio and television stations. The EAS may be activated by contacting KCSO or KCECC. EAS information may be disseminated over television, radio stations, and reader boards throughout the area.

The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Division (WAEMD), with the Washington State Patrol as an alternate warning point.

King County Sheriff's Office (KCSO) dispatch will provide any received information to the City's police staff, Shoreline Emergency Management and the 24-hour Customer Response Team.

Tests of those warning systems within City control will be conducted periodically to familiarize government and the public with the system. Tests of other warning and alert systems will be at the authorized organizations discrimination.

Additional volunteer radio networks may be activated as necessary to supplement the City's radio systems, such as local amateur radio operators. At the request of the Emergency Management Coordinator, the Shoreline Auxiliary Communications Services (ACS) may be activated under the Amateur Radio Civil Service as prescribed by the Federal Communications Commission (FCC). In the event of a major emergency, a RACES operator/team is pre-designated to the City of Shoreline EOC. In addition, there are team members who support a Communications van who may be deployed to gather and report information and another team that can set up at remote site support like at a shelter, mass feeding site, back up EOC, or established points of distribution (PODs). No Amateur Radio group or member may self-activate in support of any City operations without prior approval or direction from the Shoreline Office

of Emergency Management. Such direction may be indicated in associated plans, MOU's or procedures published separate from this document. All ACS volunteers must have a background check and register with Shoreline Emergency Management.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 2 Communications

Critical Response Tasks

Operational Communications
Critical Task Description
Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery.
Re-establish critical information networks, including cybersecurity information sharing networks, in order to inform situational awareness, enable incident response, and support the resiliency of key systems.

Public Warning and Information
Critical Task Description
Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.
Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.
Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.

Logistics & Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 2 Communications

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

ESF 2 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structures and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into communications response activities.

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Organization

ESF 2 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 1 actions are, in general, orchestrated by the IT Manager in the city EOC. ESF 2 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 2 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of the full team and/or the supporting agencies to support ESF 2 operations.

Structure

ESF 2's position in the City Emergency Operations Center falls under the Logistics Section. The duties to support ESF 2 locally may be divided between various City departments as deemed necessary by the Logistics Section Chief. The IT Manager, under the Logistics Section, will be established to coordinate ESF 2 actions.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 2 Communications

Responsibilities

Emergency Operations Center Manager/Shoreline Emergency Management (EOCM/SEM)
Activity/Action
Lead efforts to develop, maintain, exercise and evaluate communications plans with all departments and outside partners involved in ESF 2.
Coordinate and manage all activities within the City Emergency Operations Center.
Develop and maintain warning procedures for the City.
Ensure readiness of EOC and all equipment, including communications related equipment.
Establish training guidelines for ESF 2 personnel and ensure that all associated EOC personnel receive appropriate training.
Facilitate communication with outside agencies to ensure effective and efficient response and recovery activities.
Provide guidance for public messaging and coordinate public information as defined in ESF #15 Public Affairs.
Submit and coordinate requests for resources to the Z1 ECC, KC ECC and/or State Emergency Operations Center.
Ensure proper records are maintained throughout EOC activation.
Assess need and obtain telecommunications industry support as required.

Shoreline Fire Department
Activity/Action
Ensure access to the Emergency Operations Center (EOC) located at Shoreline Fire Training and Support Facility (Station 61).

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 2 Communications

Allow access to ESF 2 related equipment for emergency operations, maintenance and testing, as the department can reasonably accommodate and in accordance with SFD security and access guidance.
Provide a representative to the Emergency Management Council, when available as required by Shoreline City Code.
Participate in efforts to develop, maintain, exercise and evaluate communications plans, procedures and guidance with Shoreline Emergency Management.
Maintain a presence in the EOC when activated and participate in EOC briefings and the Incident Action Plan (IAP) development.
Advise and provide recommendations on conditions warranting declarations and executive orders.
Establish communications capabilities with all City departments and outside agencies as necessary.

Shoreline Police Department
Activity/Action
Provide a representative to the Emergency Management Council, when available as required by Shoreline Municipal Code.
Allow access to ESF 2 related equipment for emergency operations, maintenance and testing, as the department can reasonably accommodate and in accordance with SFD security and access guidance.
Participate in efforts to develop, maintain, exercise and evaluate communications plans, procedures and guidance with Shoreline Emergency Management.
Establish communications capabilities with all City departments and outside agencies as necessary.
Maintain a presence in the EOC when activated and participate in EOC briefings and the Incident Action Plan (IAP) development.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 2 Communications

Advise and provide recommendations on conditions warranting declarations and executive orders.

Shoreline Auxiliary Communications Service (ACS)
Activity/Action
When activated, provide staffing and support under the ESF 2 Coordinator at the EOC.
Coordinate the activation and use of emergency nets using appropriate frequencies.
With the Shoreline Emergency Management Coordinator, develop, maintain, and implement Standard Operating Procedures to support Amateur Radio utilization.
Serve as content experts on acquisition, maintenance, and use of appropriate equipment and resources to support Ham Radio utilization, including, but not limited to, HF SSB/CW, SL Repeater, Six M FM, UHF FM, VHF FM, and VHF Packet.
Maintain appropriate records during activations and ensure that all records are turned over to the Documentation Unit upon de-activation.
Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified department, to ESF 2 support, restoration, and recovery activities.
Provide supporting representative to the City Emergency Operations Center upon request.
Coordinate the dissemination of alert and warning information through the City owned systems.
Assure proper working order of all departmental equipment and frequencies through tests or normal day-to-day operations.
Participate in EOC briefings and planning sessions as relevant.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 2 Communications

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended Training includes, but not limited to; IS 242, IS 662, IS 951, and relevant training needed for an FCC-issued amateur operator license.

References

Underlined text contains links to documents and is current as of the time of this document's publication.

[City of Shoreline Municipal Code \(1996\)](#)

[National Response Framework \(NRF\) \(Oct. 2019\)](#)

[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

[FCC Code 47 CFR 97.407 \(Dec. 2010\)](#)

Appendix A: Shoreline Auxiliary Communications Service

Appendix B: Radio Guidelines

Public Works

Emergency Support Function (ESF) 3

COORDINATOR: Public Works Director

PRIMARY: Shoreline Public Works Department

SUPPORTING: Shoreline Planning and Community Development Department
Other Supporting Agencies/Departments as Needed

Purpose

Emergency Support Function (ESF) #3 – Public Works & Engineering provides technical advice and/or coordination for evaluation, engineering services, contracting for construction management and inspection, contracting for emergency repair of water, wastewater, and other City-managed facilities, potable water, emergency power and property protection support to assist City departments and partner agencies in meeting goals related to life safety actions, damage mitigation, and recovery activities following a major disaster or emergency.

Primary Response Core Capabilities	
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

Support Response Core Capabilities	
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 3 Public Works and Engineering

Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
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Authorities and Policies

National Incident Management System (NIMS)

All City disaster response activities will be organized according to NIMS guidance. This applies to City departments as well as outside organizations including volunteer groups. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

City of Shoreline Municipal Code

Establishes City code and guidance for departmental functions as well as guidance for City functions.

Situation

The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations. After certain disaster events, water systems may be inoperable or sufficiently damaged, so priority should be given to firefighting, health care and life saving needs.

Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered, or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. Need for public works and engineering services may exceed resources within the City.

Support and assistance from outside of the City may be obtained through mutual aid agreement with surrounding jurisdictions, King County, or the Washington State Emergency Management Division.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 3 Public Works and Engineering

Concept of Operations

All operations conducted within the scope of this ESF will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).

An assessment of the condition of public infrastructure will be conducted and the information analyzed to determine the criticality of immediate repair, restoration, or demolition of any structure or facility. The status of the public infrastructure will be disseminated widely among emergency response and recovery agencies and local governments, in particular the condition of water supply, wastewater, and solid waste treatment facilities.

City building inspectors may be requested to assist public works with damage assessment and may be asked to take a lead role regarding inspections and damage assessment of buildings. Resource needs and requests will be obtained from City departments and agencies, other ESFs, and partner jurisdictions until all resources have been exhausted. During EOC activations, all requests for resources will be routed through the EOC. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

All public information and news release information regarding public works and/or building inspectors will be coordinated by the City Public Information Officer as provided in ESF 2.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Critical Infrastructure Systems
Critical Task Description
Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Provide for the clearance, removal, and disposal of debris.
Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 3 Public Works and Engineering

Critical Transportation
Critical Task Description
Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
Clear debris from any route type, (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.

Critical Environmental Response/Health and Safety
Critical Task Description
Identify, assess, and mitigate worker health and safety hazards and disseminate health and safety guidance and resources to response and recovery workers.
Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste.
Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.

Critical Logistics & Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.

Situational Awareness
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 3 Public Works and Engineering

Operational Communications
Critical Task Description
Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery.
Re-establish critical information networks, including cybersecurity information sharing networks, in order to inform situational awareness, enable incident response, and support the resiliency of key systems.

Mass Care Services
Critical Task Description
Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.

Whole Community Involvement

A successful Whole Community public works and engineering program assesses local assets and capabilities, bolsters identified weaknesses, and supports locally driven solutions. This includes, but is not limited to, inclusive disaster planning, supporting local response organizations and processes, developing partnerships with supportive groups and agencies, and ensuring a place at the table for government, residents, NGOs, businesses, churches, advocacy organizations, and other stakeholders.

The Whole Community includes populations with individuals with disabilities and Access and Functional Needs (AFN). Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with Limited English Proficiency (LEP), pursuant to Title VI, the Civil Rights Act. The Washington State Emergency Management Division and this ESF expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization.

ESF #3 recognizes that inclusion and accessibility is about more than language translation. Inclusion and accessibility mean a concerted effort to engage populations with limited English proficiency (LEP), disabilities, or other conditions that limit access to recovery services, and to

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 3 Public Works and Engineering

promote effective resource accessibility – that is, that no impacted individuals face a unique burden in securing resources for which they qualify, and that are available to others.

Organization

The ESF 3 position will likely be staffed by the Director of Public Works or designee. The ESF 3 position, when activated, operates in the City EOC and is within the Operations Section reporting to the Operations Section Chief. This position is the link to the public works operations in the field.

The ESF 3 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies should have representatives available in person at the City EOC or by telephone or email on a 24-hour basis while ESF 3 is operational.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director, Public Works and Planning and Community Development will determine if the situation merits the activation of the full team and/or the supporting agencies to support ESF 3 operations.

Public Works
Activity/Action
Maintain operation of the public right of way, storm drain and street systems.
Coordinate with local water purveyors as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and other appropriate agencies.
Coordinate with private utility companies and other private and public organizations responsible for drinking water, electricity, natural gas, telephone, and solid waste collection services to ensure all response and recovery operations within the City are done in an efficient and effective manner.
Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots.
Perform and/or contract for major recovery work as appropriate for City-owned buildings and Public Works infrastructure.
Provide expertise and recommendations for stability of various terrain and sensitive areas.
Coordinate all operations and resources in the field from the incident command post during response and recovery efforts.
Ensure proper records are maintained throughout EOC activation.
Provide support to Shoreline Emergency Management in all phases of Emergency Management, as requested.
Provide debris removal, emergency protective measures, emergency temporary repairs

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 3 Public Works and Engineering

and/construction to maintain passable vehicular circulation on priority routes, control flooding on public drainage ways or resulting from the failure of public drainage ways, mitigate damage to public utilities and mitigate damage to any facility, public or private, resulting from the failure of public utilities.

Planning and Community Development
Activity/Action
Provide building inspections of public and private buildings.
Provide planners and technical staff to support fire, public works, and CRT with assessment, mapping, and technical support.
Coordinate with the EOC and Public Information Officer on warnings, closures, and other public information.
Provide guidance for the demolition of damaged and/or abandoned structures posing a threat to human safety.
Assess and make recommendations concerning environmental damage to bogs, wetlands, streams, slopes, bluffs, shorelines, and lakes.
Review the repair, reconstruction, and replacement of structures for compliance with building, land use, and environmental regulations.
Where necessary and appropriate, issue emergency permits to protect threatened public and private structures and infrastructure.
Document damages and costs.
Maintains a listing of construction contractors and engineering consulting firms with active contracts who would be available to assist with infrastructure repairs.

Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified department, to ESF 3 response, restoration and recovery activities.
Provide representative to the City Emergency Operations Center upon request.
Coordinate the dissemination of alert and warning information through the City owned system.
Assure proper working order of all departmental equipment.
Participate in EOC briefings and planning sessions as relevant.

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 3 Public Works and Engineering

Recommended Training includes, but not limited to; IS 552, IS 554, IS 556, IS 558, IS 815, IS 915, IS 916, IS 1011, and IS 1022

References

Underlined text contains links to documents and is current as of the time of this document's publication.

[City of Shoreline Municipal Code \(1996\)](#)
[National Response Framework \(Oct. 2019\)](#)
[National Incident Management System \(Oct. 2017\)](#)

Appendix A: Public Works Checklist
Appendix B: Utility Emergency Contact Information
Appendix C: Rapid Damage Assessment Forms & Routes
Appendix D: Damage Assessment

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 3
Public Works and Engineering
Appendix A – Utility Emergency Contact Information

Electric / Power

Seattle City Light (206) 684-3000
<http://www.seattle.gov/light/>

Sewer

City of Shoreline (206) 801-2700
<http://www.shorelinewa.gov/>

Water

Seattle Public Utilities (206) 684-3000
<http://www.seattle.gov/util/MyServices/Water/index.htm>

-OR-

North City Water District (206) 362-8100
<http://www.northcitywater.org/>

(Water District Coverage / Service Depends on Location)

Telephone

Century Link (800) 244-1111
<http://www.centurylink.com>

-OR-

ZiPLY (866) 699-4759
<https://ziplyfiber.com/phone>

Garbage

Recology (206) 763-4444
<https://www.recology.com/recology-cleanscapes/shoreline/>

Solid Waste Disposal

Transfer Station
(Garbage and Recycling)
2300 North 165th Street (206) 296-4466

<http://your.kingcounty.gov/solidwaste/facilities/shoreline-transfer.asp?ID=346>

Firefighting

Emergency Support Function (ESF) 4

COORDINATOR:	Shoreline Emergency Management
PRIMARY:	Shoreline Fire Department
SUPPORTING:	Shoreline Police Department Other Local, County, State and Federal Supporting Agencies/ Departments as Needed

Purpose

This document is designed to provide general guidance to qualified personnel for activities related to firefighting, rescue, and emergency medical services and to effectively coordinate fire response resources within the City of Shoreline.

This ESF document will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents. EMS for Mass Casualty Incidents (MCI) and disasters are addressed in ESF #8 Public Health and Medical Services. Hazardous Materials incidents will be addressed in ESF #10, Hazardous Materials Response.

Primary Response Core Capabilities	
Fire Management and Suppression	Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.
Public Health, Healthcare and Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

Support Response Core Capabilities	
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 4 Firefighting

Authorities and Policies

National Incident Management System (NIMS)

Guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Emergency Management Assistance Compact (EMAC)

The Emergency Management Assistance Compact is a national disaster-relief compact that has been ratified by the U.S. Congress. It is an all hazards, all disciplines mutual aid compact that serves as the cornerstone of the nation's mutual aid system. EMAC offers assistance during governor-declared states of emergency or disaster through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states.

Washington State

Revised Code of Washington Title 52 - Fire Protection Districts

Establishes guidance for Fire Protection Districts.

Revised Code of Washington 43.43.960 - State Fire Service Mobilization

Implemented to provide personnel, equipment, and other logistical resources when a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions.

Revised Code of Washington 38.56 - Washington Mutual Aid System (WAMAS)

Provides for mutual assistance among member jurisdictions, to include every county, City and town of the state (does not include special purpose districts or state agencies). Does not replace current mutual aid agreements; WAMAS is a mutual aid tool to use when other agreements do not exist. When members use WAMAS they must adhere to the procedures and forms within the current operations and deployment guide.

Situation

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 4 Firefighting

Under the best of circumstances, the management of firefighting operations is complex and can involve multiple personnel, agencies, and jurisdictions through mutual aid. When fires result from a catastrophic event, such as an earthquake or other disaster, it will place extraordinary demands on available resources and logistics support systems. Firefighting and Emergency Medical Service (EMS) resources may need to be prioritized to assist in controlling fires posing a threat to life, property, and the environment.

Concept of Operations

The Shoreline Fire Department facilitates the coordination of all fire and EMS services in the City of Shoreline. The Shoreline Fire Department plays a vital role in all phases of emergency management and actively partners with the City of Shoreline to enhance mitigation, preparedness, response, and recovery efforts. The role that the Shoreline Fire Department plays in each phase may vary depending on the situation and the availability of fire department resources. As part of the Shoreline Emergency Management Council, the Shoreline Fire Department plays a vital role in the review and maintenance of all relevant City emergency management plans, statutes, and guidance.

During times of disaster or emergency, the Incident Command System (ICS) will be used for all field and EOC operations. The Shoreline Fire Department will maintain a presence in the City EOC operations section when the EOC has been activated. The Shoreline Fire Department maintains its own operational plans and procedures for fire and emergency medical response.

The provision of Basic and Advanced Life Support services shall be provided in accordance with Shoreline Fire Department procedures. Mutual aid between and among emergency medical service providers will be utilized to make maximum efficient use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local EMS system and may be augmented by services and assets provided under mutual aid, if available.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Fire Management and Suppression
Critical Task Description
Provide traditional first response or initial attack firefighting services.
Conduct expanded or extended attack firefighting and support operations through coordinated response of fire management and specialized fire suppression resources.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 4 Firefighting

Ensure the coordinated deployment of appropriate local, regional, national, and international fire management and fire suppression resources to reinforce firefighting efforts and maintain an appropriate level of protection for subsequent fires.

Public Health, Healthcare and Emergency Medical Services
Critical Task Description
Deliver medical countermeasures to exposed populations.
Complete triage and initial stabilization of casualties and begin definitive care for those likely to survive their injuries and illness.
Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes.

Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.
Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.

Infrastructure Systems
Critical Task Description
Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Provide for the clearance, removal, and disposal of debris.
Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 4 Firefighting

Whole Community Involvement

ESF 4 involvement includes whole community engagement response within the City. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structures and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into energy response activities.

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Organization

ESF 4 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 4 actions are, in general, orchestrated by the Shoreline Fire Department. When appropriate, the Shoreline Fire Department may establish their own Emergency Operations Center to support ESF activities in consultation and collaboration with the appropriate representative in the City EOC. ESF 4 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 4 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director and pertinent response departments and agencies, will determine if the situation merits the activation of the full team and/or the supporting agencies to support ESF 4 operations.

Structure

ESF 4's position in the City Emergency Operations Center falls under the Operations Section. Since fire and EMS services are provided primarily by one agency to the City, ESF 4 duties may be divided as needed by the Shoreline Fire Department EOC representative in accordance with ICS guidelines as defined by the EOC Manager. The Operations Section Chief may designate additional support branches, divisions or units as requested by the Fire/EMS Branch Director as the situation warrants.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 4 Firefighting

Responsibilities

Shoreline Fire Department
Activity/Action
Provide first line response for fires and life safety activities.
Provide public education and outreach support to involve the whole community in fire safety and disaster preparedness.
Set priorities on available resources.
Develop a plan to provide support for families of firefighting personnel who must remain on duty.
Set priorities for the control of fires and extinguish fires.
Support essential public services when required.
Ensure cost accounting and reporting requirements are met and submitted to the appropriate authorities daily to meet reimbursement and record keeping requirements.
Advise and provide recommendations on conditions warranting declarations and executive orders.
Provide front line information to the City EOC in order to support situational awareness.
Perform windshield assessments as needed and relay information to the City EOC or Incident Response Center (IRC).
Provide a representative to attend Shoreline Emergency Management Council meetings.
Provide support in all four phases of the Emergency Management program, when available, to support readiness, mitigation, response, and recovery efforts.

Emergency Operations Center Manager/Shoreline Emergency Management (EOCM/SEM)
Activity/Action
Coordinate and manage all activities within the City Emergency Operations Center.
Facilitate communication with Seattle City Light and Puget Sound Energy Emergency Operations Centers to ensure effective and efficient response and recovery activities.
Provide guidance for public messaging and coordinate public information as defined in ESF #15 Public Affairs.
Submit and coordinate requests for resources to the King County Zone 1 Coordinator, King County Emergency Coordination Center (KC ECC) and/or State Emergency Operations Center.

Shoreline Police Department
Activity/Action
Provide support in all four phases of the Emergency Management program, when available, to support readiness, mitigation, response and recovery efforts.
Help in implementing road closures and detours for roadways.

Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified agency/department, to fire suppression and life safety activities during a response as well as support for restoration and recovery activities.
Provide support in all four phases of the Emergency Management program, when available, to support readiness, mitigation, response and recovery efforts.
Provide supporting representative to the City Emergency Operations Center upon request.

Required and Recommended Training

Those engaging in ESF #4 activities are typically employees of the Shoreline Fire Department and their mutual aid partners. Employees will maintain relevant training pursuant to fire and EMS profession as required by agencies participating in ESF #4.

References

Underlined text contains link to online document, as available. The link is current as of time of this document's publication.

- [The National Response Framework, ESF #4 - Firefighting](#) (Oct. 2019)
- [National Incident Management System \(NIMS\)](#) (Oct. 2017)
- [Revised Code of Washington 52 – Fire Districts](#)
- [Revised Code of Washington 43.43.960 - State Fire Service Mobilization](#) (July 2019)
- [Washington Mutual Aid System](#) (May 2016)
- [Emergency Management Assistance Compact \(EMAC\)](#) (Oct. 1996)

Emergency Management

Emergency Support Function (ESF) 5

- COORDINATING:** Shoreline Emergency Management Coordinator
- PRIMARIES:** Shoreline Emergency Management
- SUPPORTING:** All City Departments
King County Zone 1 Coordinator
Other Local, County, State and Federal Supporting Agencies/
Departments as Needed

Purpose

Emergency Support Function (ESF) 5 - Emergency Management is responsible for supporting overall activities of the City of Shoreline relating to disaster and emergency incident management. The City's emergency management organization provides the core management and administrative functions in support of the Emergency Operations Center (EOC) and the City's Comprehensive Emergency Management Plan (CEMP).

This ESF serves to coordinate and provide support to all departments and partner agencies in all five phases of emergency management: mitigation, protection, preparedness, response, and recovery. While ESF-5 can reach across all Core Capabilities in specific situations, basic emergency management program capabilities are listed in this section. Emergency Management priorities are life safety, incident stabilization and protection of property and the environment, in that order.

Primary Response Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken, and the assistance being made available.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 5 Emergency Management

Support Response Core Capabilities	
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

Authorities and Policies

National

National Incident Management System (NIMS)

Guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in NIMS to align key roles and responsibilities.

Presidential Policy Directive-8 (PPD-8)

Directive aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 5 Emergency Management

Presidential Policy Directive-21 (PPD-21)

Sets national policy on critical infrastructure security and resilience. The goal of the directive is to foster greater cooperation between public and private entities, reduce vulnerabilities, identify and disrupt threats, minimize consequences, and hasten response and recovery efforts related to critical infrastructure.

Washington State

Revised Code of Washington 38.52 – Emergency Management

Provides guidance for establishment of local emergency management agencies as well as guidance on state emergency management operations.

City of Shoreline

Shoreline Municipal Code (SMC) Title 2, Chapter 2.50 Emergency Management

Establishes city code and guidance for emergency management functions including City Council and City Manager powers and duties.

Situation

A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. ESF 5 will support initial assessment of developing situations and will provide timely and appropriate information to support partner agencies in determining whether county, state, and/or federal assistance will be required.

Concept of Operations

City of Shoreline Emergency Management (SEM) leads and supports activities in all five phases of emergency management: mitigation, protection, preparedness, response, and recovery. These activities are conducted in several ways, including, but not limited to, coordination and management of the City EOC, training of City employees in emergency management principles, and the development of plans for the City, focused on the five phases.

In order to accomplish its goals in all five phases of emergency management, the SEM coordinates training for city staff, partner agency staff and city residents in all areas of emergency management.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 5 Emergency Management

Critical Response Tasks

Planning

Critical Task Description

Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the time frame contemplated in the plan using available resources.

Public Information and Warning

Critical Task Description

Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.

Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

Operational Coordination

Critical Task Description

Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.

Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.

Infrastructure Systems

Critical Task Description

Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.

Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.

Provide for the clearance, removal, and disposal of debris.

Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 5 Emergency Management

Situational Assessment

Critical Task Description

Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.

Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Logistics & Supply Chain Management

Critical Task Description

Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.

Enhance public and private resource and services support for an affected area.

Operational Communications

Critical Task Description

Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.

Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery.

Re-establish critical information networks, including cybersecurity information sharing networks, in order to inform situational awareness, enable incident response, and support the resiliency of key systems.

Mass Care Services

Critical Task Description

Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.

Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.

Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 5 Emergency Management

Whole Community Involvement

ESF 5 involvement includes whole community engagement within the city. This includes coordinating with organizations and individuals relevant to the Emergency Management program. Within government response structures, this involves coordinating horizontally with relevant city agencies through the City EOC structures and vertically to county, state and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into general response activities.

Organization

ESF 5 operations are organized in accordance with NIMS and supports ICS as described in NIMS. ESF 5 actions are orchestrated by the SEM. ESF 5 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 5 structure to meet the need of the response.

ESF 5's position in the daily City Structure is not reflective of its position during EOC activations. ESF 5 falls within the Command Section of the EOC when activated, serving as the Emergency Operations Center Manager.

Mobilization

Upon EOC activation, the City Emergency Manager, in consultation with the EM Director and pertinent response departments and agencies, will determine if the situation merits the activation of the full team and/or the supporting agencies to support EOC operations.

Responsibilities

Shoreline Emergency Management
Activity/Action
Prepare and maintain emergency operating procedures, resource inventories, and resource mobilization information necessary for activation of the Emergency Operations Center.
Maintain a list of assets that can be deployed during an emergency.
Type resources according to the NIMS Resource Typing guidance.
Ensure lead agency personnel are trained in their responsibilities and duties.
Conduct vulnerability analysis at critical facilities and make mitigation recommendations.
Ensure lead and support agency personnel are trained in their responsibilities and duties.
Develop and implement emergency response strategies.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 5 Emergency Management

Advise and provide recommendations on conditions warranting declarations and executive orders.
Create, conduct and evaluate All-Hazards exercises for the city.
Acquire, analyze, and disseminate information and intelligence on disasters and their impacts to establish operational and logistical objectives and priorities.
Establish and maintain a system to support on-scene direction/control and coordination with the EOC, King County ECC, Washington State Emergency Operations Center, or other coordination entities as appropriate.
Coordinate and manage all activities within the City Emergency Operations Center.
Coordinate with support agencies and community partners to develop, prioritize and implement strategies for the initial response to EOC requests.
Develop volunteer programs in support of ESF program goals including Community Emergency Response Team (CERT) and Auxiliary Communications Service (ACS).
Submit and coordinate requests for resources to the King County Zone 1 Coordinator (Z1 ECC), King County Emergency Coordination Center (KC ECC) and/or State Emergency Operations Center.
Monitor and direct communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency.
Obtain other resources through the King County Regional Disaster Framework, for Public and Private Agencies, WAMAS and/or the Regional Mutual Aid Agreements.

King County Zone 1 Coordinator
Activity/Action
Coordinate the zone-wide allocation of resources during regional emergencies through the local EOCs and the KC ECC to ensure equitable distribution.

Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified agency/department, to ESF 5 in all phases of emergency management including: mitigation, protection, preparedness, response and recovery.
Provide supporting representative to the City Emergency Operations Center upon request.

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended training for the Emergency Management Coordinator spans across all phases of emergency management and cannot be limited due to the wide array of disaster and events to prepare for.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 5 Emergency Management

References

Underlined text contains link to document, as available. Links are current as of time of this document's publication.

[City of Shoreline Municipal Code \(1996\)](#)

[The National Response Framework \(NRF\) \(Oct. 2019\)](#)

[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

[Revised Code of Washington 38.52](#)

[Presidential Policy Directive - 8 \(Mar 2011\)](#)

[Presidential Policy Directive - 21 \(Feb. 2013\)](#)

[City of Shoreline Hazard Mitigation Annex \(June 2020\)](#)

[City of Shoreline Disaster Recovery Plan \(May 2010\)](#)

Appendix A: Proclamations of Local Emergency

Appendix B: Lines of Succession

Appendix C: Critical Facilities

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 5
Emergency Management
Appendix A – Template Proclamations of Local Emergency

WHEREAS, the Emergency Management Coordinator/Incident Commander has reported to the City Manager of the City of Shoreline that beginning at (time) _____ on (date) _____ a/an (type of event) _____ causing (type of damage) _____ in the City of Shoreline; and

WHEREAS, (Incident Description) _____ creates a threat to life, property, and/or the environment; and

WHEREAS, all available resources are/will be committed to disaster work and the city requires supplemental assistance; and

WHEREAS, Shoreline Municipal Code 2.50.060 authorizes the City Manager to make rules and regulations reasonably needed to protect life, property, and the environment and to issue any proclamation of local emergency authorizing the City of Shoreline to take necessary measures to combat a disaster, protect persons, property and natural resources, provide emergency assistance to victims of the disaster and exercise powers authorized in RCW 38.52.070; and

WHEREAS, the severity of this disaster is beyond the capability of local resources to adequately respond constituting an emergency as defined by the City of Shoreline Comprehensive Emergency Management Plan and necessitates the utilization of emergency powers granted under RCW 38.52.070;

NOW, THEREFORE, IT IS PROCLAIMED BY THE CITY MANAGER OF THE CITY OF SHORELINE THAT:

A local emergency exists within the City of Shoreline due to (type of event) _____ and emergency powers as defined under RCW 38.52.070 and SMC 2.50 are enacted.

ADOPTED:

City Manager
City of Shoreline:

Dated this ____ day of _____, _____

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 5
Emergency Management
Appendix A – Template Proclamations of Local Emergency

WHEREAS, the Emergency Management Coordinator/Incident Commander and/or their designee have reported to the undersigned that the following emergency situation: _____ has resulted in, or threatens to result in, an imminent threat to the health and safety of the citizens of Shoreline and the traveling public, an imminent danger to public and private property, and an imminent threat of serious environmental degradation. Failure to take immediate action may result in a real, immediate threat to the proper performance of essential functions; and/or will likely result in material loss or damage to property, bodily injury, or loss of life; and

WHEREAS, all available resources are/will be committed to responding to this civil emergency, and the severity of this emergency is beyond the capability of local resources and requires the City to request supplemental assistance; and

WHEREAS, Shoreline Municipal Code 2.50.060 authorizes the City Manager to make rules and regulations reasonably needed to protect life, property, and the environment and to issue any proclamation of local emergency authorizing the City of Shoreline to take necessary measures to combat a disaster, protect persons, property and natural resources, provide emergency assistance to victims of the disaster and exercise powers authorized in RCW 38.52.070; and

WHEREAS, the severity of this disaster is beyond the capability of local resources to adequately respond constituting an emergency as defined by the City of Shoreline Comprehensive Emergency Management Plan and necessitates the utilization of emergency powers granted under RCW 38.52.070;

WHEREAS, in the judgment of the undersigned, extraordinary measures are required to protect the public peace, safety and welfare;

NOW, THEREFORE, I, _____, the _____ [City Manager] of Shoreline, Washington, do hereby proclaim a civil emergency exists within the City of Shoreline due to a _____.

In accordance with Shoreline Municipal Code 2.50.060, the undersigned hereby further proclaims the following orders are in effect immediately within the areas described below **[Cross out or modify as appropriate for situation]**:

1. A general curfew is hereby imposed within the following described area: _____ requiring all citizens to remain within their residences between the hours of _____;
2. All business establishments within the following described area: _____ are hereby ordered to close immediately and remain closed until further order;
3. All bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or dispensed within the following described area: _____ shall close immediately and remain closed until further order; **[optional proviso]**: provided that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 5
Emergency Management
Appendix A – Template Proclamations of Local Emergency

beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may remain open;

4. The sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle is hereby prohibited until further order in the following described area: _____;

5. All public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings within the following described area: _____ shall close to the public immediately and remain closed until further order;

6. The following additional orders are hereby necessary for the protection of life and/or property and shall be in effect until further order in the areas described:

The above orders shall remain in effect until a subsequent order revoking same, and, if any such order remains in effect as of _____ **[date of next Council meeting]**, shall be presented to the City Council at its meeting on such date for ratification and confirmation.

Dated this _____ day of _____, _____.

[signature]

[Print Name],
City Manager

Approved as to form:

_____, City Attorney

By: _____

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 5
Emergency Management
Appendix B – Department Operations Line of Succession

Elected Officials

Mayor

- (determined by majority vote of city council)

Deputy Mayor

- (determined by majority vote of city council)

City Council Member

City Manager's Office

City Manager

Assistant City Manager

Intergovernmental Program Manager

Senior Management Analyst

Administrative Services

Director

Finance Manager

Parks, Fleet, and Facilities Manager

Information Services Manager

City Clerk's Office

City Clerk

Deputy City Clerk

Human Resources

Human Resources Director

Senior HR Analyst

City Attorney

City Attorney

Deputy City Attorney

Police Department

Police Chief

Operations Captain

Admin. Captain

Detective Sgt.

Shoreline Fire

Fire Chief

Assistant Fire Chief

Battalion Chief

Ranking Officer

Recreation, Cultural and Community Services

Director

Recreation Superintendent

Community Services Manager

Planning and Community Development

Director

Building Official

Planning Manager

Permit Services Manager

Public Works

Director

Operations and Utilities Manager

Transportation Services Manager

Capital Projects Administrator

Traffic Engineer

PW Maintenance Supervisor

City of Shoreline Critical Public Facilities List - Availability and Alternative Power List 2022

CEMP ESF 5 Appendix C

Facility Type: (medical, emergency response, water/waste water, etc)	(life saving, life sustaining, coordination, other)	Facility Name	Has Alternative Power	Address	County	City	Zip	POC Name (facility POC is best)	Work Phone/Cell	Email
CITY FACILITY	Coordination among Gov Agencies	Shoreline City Hall	Yes	17500 Midvale Ave N	King	Shoreline	98133	Nick Borer	(206) 801-2321	nborer@shorelinewa.gov
CITY FACILITY	Life, Safety, Health	Richmond Highlands Recreational Center	No	16544 Fremont Ave N	King	Shoreline	98133	Nick Borer	(206) 801-2321	nborer@shorelinewa.gov
CITY FACILITY	Life, Safety, Health	Shoreline Maintenance Facility	Yes	16006 15th Ave NE	King	Shoreline	98155	Nick Borer	(206) 801-2321	nborer@shorelinewa.gov
COURTHOUSE	Restoration of Essential Services	King County Court District -Shoreline Court House	No	18050 Meridian Ave N	King	Shoreline	98133	King County Courts	206 477-1774 206 423-6606 206 296-0641	
CITY FACILITY	Life, Safety, Health/Mass Care Facility	Spartan Gym - Primary Shelter Site	Yes	202 NE 185th St	King	Shoreline	98155	Nick Borer	(206) 801-2321	nborer@shorelinewa.gov
FIRE and EOC	Life, Safety, Health - City Primary EOC	Station 61 - Shoreline Fire Department	Yes	17525 Aurora Ave N	King	Shoreline	98133	Tim Dahl	206 533-6500 206 795-3350	
FIRE	Coordination among Gov Agencies	Station 63 - Shoreline Fire Department	Yes	1410 NE 185th St	King	Shoreline	98155	Tim Dahl	206 533-6500 206 795-3350	
FIRE	Coordination among Gov Agencies	Station 64 - Shoreline Fire Department	Yes	719 N 185th St	King	Shoreline	98133	Tim Dahl	206 533-6500 206 795-3350	
FIRE	Coordination among Gov Agencies	Station 65 - Shoreline Fire Department	Yes	145 NE 155th St	King	Shoreline	98155	Tim Dahl	206 533-6500 206 795-3350	
FIRE	Coordination among Gov Agencies	Station 62 - Shoreline Fire Department (Children's Safty Center)	Yes	1851 NW 195th St	King	Shoreline	98177	Tim Dahl	206 533-6500 206 795-3350	
POLICE	Coordination among Gov Agencies (City Back up EOC)	Shoreline Police Department	Yes	17500 Midvale Ave N	King	Shoreline	98133	Nick Borer	(206) 801-2321	nborer@shorelinewa.gov

Mass Care, Emergency Assistance, Housing and Human Services

Emergency Support Function (ESF) 6

- COORDINATOR:** Community Services Manager
- PRIMARY:** Shoreline Recreation, Cultural and Community Services Department
- SUPPORTING:**
 - Shoreline Parks, Fleet and Facilities
 - Shoreline Emergency Management
 - American Red Cross
 - Other Supporting Agencies/Departments as Needed

Purpose

Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services coordinates the delivery of mass care, emergency assistance, housing, and human services. This ESF involves the coordination of services that may include short and long-term housing, community feeding operations, shelter public information support, opening cooling/warming centers, coordination of the care of pets and coordinating bulk distribution of relief items.

This ESF addresses a high-level overview to help ensure the provision of basic human services within the City of Shoreline, working in coordination with community-based and nongovernmental organizations to set up regional facilities or assistance within the city. The range of services needed will depend on the event or incident.

Primary Response Core Capabilities	
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

Support Response Core Capabilities	
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.

Scope

This ESF reflects the actual combined capabilities of agencies and organizations that cooperate at the local level to bring all available resources to provide life-sustaining support to individuals and households who survive emergencies and disasters. City and county agencies and other organizations

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 6 Mass Care, Emergency Assistance, Housing, and Human Services

work together to provide mass care, emergency assistance, temporary housing, and human services to support the delivery of life-sustaining assistance to emergency and disaster survivors.

Authorities and Policies

National Incident Management System (NIMS)

Guides all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

Emergencies and disasters may displace people and their pets and service animals from their homes necessitating the rapid delivery of essential human and animal services, especially sheltering and feeding. The ability of the City of Shoreline to meet the mass care needs of its residents may vary from one neighborhood to the next due to damage impacts, geographical restrictions and other unexpected issues that may arise.

Emergencies and disasters, themselves, may disproportionately impact populations differently dependent on their geographical access, social-economic status, and physical abilities. The City of Shoreline will make every effort to respond to those who face greater challenges and may be dependent on government services for help equally to those who may face lesser challenges in an emergency or disaster scenario.

Assumptions

- All shelter operations during emergencies and disasters will be coordinated through the City EOC.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 6 Mass Care, Emergency Assistance, Housing, and Human Services

- All medical needs of populations that need sheltering will be coordinated through the Shoreline Fire Department, King County Emergency Coordination Center, and Public Health – Seattle/King County.
- Providing mass care and housing during a large-scale event will overwhelm social service agencies in the Puget Sound area. The City may have limited sheltering capability and limited resources to manage those shelters.
- It may be necessary to provide shelter for people with pets and service animals. All reasonable and practical steps will be taken to provide assistance to those with animals. Residents are encouraged to have a personal disaster plan that includes actions to be taken for their pets.
- Sheltering-in-place, restriction of movement, and non-congregate sheltering may be required to prevent the spread of contagious diseases during a pandemic incident. These actions may necessitate the establishment of sustenance support operations at the local and regional level that may require county and state level support.
- There will be a population of persons with access and functional needs that will require special services and considerations in a sheltering or evacuation situation.
- Local law enforcement agencies will need to be able to fill the needs for crowd control and security at mass care facilities for at least the first 72 hours of an incident.
- Individual assistance to disaster victims will be provided primarily by local disaster organizations and various county, state and federal government agencies. The range of services needed by disaster victims will depend on the specific disaster and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.

Concept of Operations

The Incident Command System (ICS) will be used to coordinate all response operations. The Incident Commander will report information and requests to the Emergency Operations Center (EOC) during large events or through the City Emergency Management Coordinator if EOC activation is not required.

The American Red Cross is an invaluable resource for shelter operations and mass care knowledge for local populations. However, the City maintains a stance that there may need to be temporary shelter operations run by City personnel prior to or instead of the assistance of the American Red Cross.

The City will identify city-owned public facilities or other public and private facilities that may be used as emergency shelter facilities when there will be a delay in opening ARC shelters; there are not enough ARC shelters to accommodate the need of the population; the ARC is unable to open shelters within the City, for any reason; or it is the most expedient method for providing temporary shelter during a disaster.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 6 Mass Care, Emergency Assistance, Housing, and Human Services

Throughout the response and recovery phase of a disaster, the Shoreline Recreation, Cultural and Community Services Department will continue to coordinate with the ARC, Salvation Army, faith-based organizations, and other human services organizations to provide mass care, housing, and human services within the City.

The Shoreline Recreation, Cultural and Community Services Department along with the Parks, Fleet and Facilities Department will coordinate the management of City-owned or City operated facilities serving as interim shelter facilities until such time as a recognized public service organization can assume shelter operations or the shelter is no longer needed. Activation of facilities for sheltering will be coordinated through the EOC.

City personnel may be requested to serve as emergency workers in shelters. The City has a cadre of volunteers, including Community Emergency Response Team (CERT) members who are encouraged, and in some cases required to attend Shelter Management training. The Volunteer Coordinator will be responsible for assigning volunteers to necessary positions in support of this ESF.

Public information regarding shelter availability and locations shall be released through the designated Public Information Officer (PIO).

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Mass Care Services
Critical Task Description
Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.

Public Information and Warning
Critical Task Description
Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.
Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 6 Mass Care, Emergency Assistance, Housing, and Human Services

Whole Community Involvement

ESF 6 involvement includes whole community engagement. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant city agencies through the City EOC structures and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into mass care response activities.

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of the full team and/or the supporting agencies to support ESF 6 operations.

Structure

ESF 6 falls under the Operations Section in the City Emergency Operations Center. The duties to support ESF 6 locally may be divided between various City departments as deemed necessary by the Operations Section Chief.

Responsibilities

Shoreline Recreation, Cultural and Community Services Department
Activity/Action
Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.
Coordinate with the American Red Cross and other human services organizations in the development of plans.
Coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters and provide staffing as available.
Provide coordination of agencies and activities to ensure adequate shelter needs are met.
Coordinate resources of other providers such as other human service agencies, churches, schools and private businesses who can or want to assist in relief efforts.
Coordinate the implementation of social services programs, as appropriate, during emergency operations.
Ensure department personnel are trained in their responsibilities and duties within the scope of ESF 6.
Participate in the planning, execution and evaluation of all hazards exercises that include ESF 6.
Establish, manage, and supply mass feeding sites and Community Points of Distribution (POD's).

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 6 Mass Care, Emergency Assistance, Housing, and Human Services

Make reasonable efforts to develop and maintain plans for providing assistance to residents that may have limited, or no English proficiency.
Parks, Fleet and Facilities Division
Activity/Action
Conduct vulnerability analysis at critical facilities and make recommendation to improve the physical security.
Ensure that city facilities that may serve as shelter or distribution points are maintained and in operable condition for such purposes.
Maintain a list of City owned and privately owned facilities that may be used for sheltering and points of distribution.
Work with Emergency Management and the Recreation, Cultural and Community Services Department in developing mass care plans and procedures.
Provide a representative for the City of Shoreline Emergency Management Council, when appropriate.
Emergency Operations Center Manager/Shoreline Emergency Management (EOCM/SEM)
Activity/Action
Coordinate and manage all activities within the City Emergency Operations Center.
Facilitate communication with Shoreline Police and Shoreline Fire to ensure support for mass care facilities.
Provide guidance for public messaging and coordinate public information as defined in ESF #15 Public Affairs.
Submit and coordinate requests for resources to the Z1 ECC, KC ECC and/or State Emergency Operations Center.
Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified department, for all phases of emergency management as it pertains to ESF 6.
Provide supporting representative to the City Emergency Operations Center upon request.

Required and Recommended Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.
- Recommended Training includes, but not limited to; IS 405, IS 10, IS 11, IS 368

Resource Support

Emergency Support Function (ESF) 7

COORDINATOR: Human Resources & Organizational Development Director

PRIMARY: Human Resources Department

SUPPORTING: Shoreline Emergency Management
King County Zone 1 Coordinator

Purpose

This document will provide high level guidance for resource support to assist the City of Shoreline, Emergency Operations Center (EOC), City Departments, and other organizations requiring administrative resource support prior to, during and/or after a disaster or emergency situation.

Primary Response Core Capability

Logistics and Supply Chain Management

Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 7 Resource Support

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model. (link available below).

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunication, contracting services, transportation services (in accordance with ESF #1 – Transportation), security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESF's, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed. Volunteer and Donation Management will also be covered under this ESF.

A public emergency or other significant event may be of such severity and magnitude that it requires City response and recovery assistance to save lives and protect property. Critical resource shortages may include power, fuel, potable water, or water supply. There may be shortages in the local area of a wide variety of supplies necessary for emergency population survival, such as cots, sheets, blankets, pillows, tents for temporary shelter, and plastic and paper items for mass feeding. ESF 7 will be working closely with our external partners and ESF 6 to provide for the various needs of Shoreline residents and visitors.

It can be assumed that:

- The probable shortage of a critical resource may be known to government officials in advance of the actual shortage, allowing measures to be undertaken in order to lessen the impact. In some cases, shortages will occur completely without warning.
- Local businesses and organizations are willing, whenever possible, to assist the community and the government during a period of resource shortage, particularly following a large-scale disaster.
- Agency and departmental critical resources lists are fundamental to the effective response of the government to public emergency activations. Procurement transactions, pricing, and vendor relationships need to be established prior to events requiring activation of the Emergency Operations Center (EOC). Protracted procurement processes

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 7 Resource Support

may result from insufficient or nonexistent critical resource lists.

- Federal government assistance will be requested to supply unmet needs of response agencies in the event of a presidentially declared disaster.
- Donations management response activities may be necessary before a public emergency declaration, and hence, require rapid coordination to mitigate potential donations problems in the response phase of disaster operations.
- In the event of a public emergency causing large-scale loss of life and destruction of property, donors will offer assistance of virtually any kind, including cash, goods, equipment and loan of equipment, and the services of individuals.
- Offers of assistance will be made directly to all levels of government (Federal and local) as well as to voluntary organizations.
- In less-than-large-scale or “high-visibility” public emergencies, donations management will be handled by voluntary organizations with or without Federal or local jurisdiction involvement.
- The City may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards during a disaster.

Concept of Operations

All operations conducted within the scope of ESF 7, Resource Support, will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).

City departments and support agencies will perform tasks and expend resources under their own authorities in coordination with the EOC, including implementation of mutual aid agreements, as applicable, in addition to tasks received under the authority of this plan. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System (ICS) structure.

The primary determination of resource needs is made by operational elements at the field level and coordinated through the EOC. Requests for resources flow upward and are tracked at the EOC. City resources will provide the primary source of personnel, equipment, materials, and supplies. Support that cannot be provided from City resources will be secured through direct procurement, donations, or mutual aid. Resource requirements beyond the capacity of the City will be coordinated through the Zone 1 Emergency Coordinator and the King County Emergency Coordination Center (KC ECC). Requests will be handled on a case by

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 7 Resource Support

case basis and allocation will depend on availability of both the resource and a means of delivery. Additional personnel resources may be available through agreements with schools, colleges, private businesses and labor organizations.

A Staging area will be identified by EOC and field personnel to provide a location for the assembly and assignment of resources. There may be more than one staging area based on the needs of the incident.

Prior to a disaster, the Emergency Management Coordinator, will be responsible for registering VEW's utilizing the guidelines provided in WAC 118-04-080. Volunteers will be registered as VEW's and provided identification cards which will include a classification (in accordance with WAC 118.100) appropriate to their qualifications (Appendix A - Emergency Worker Guidelines). Volunteers will become an important resource in the event of a disaster. All Registered Volunteer Emergency Workers (VEW) must report to a designated staging area for assignments. Any person recruited to volunteer, who is not already registered with the City as a VEW, must report to the staging area for temporary registration, temporary identification card, and assignment. (Appendixes A-D).

Under the Operations Section during a disaster, the Volunteer Coordinator or designee will manage the volunteers, arrange for supervision of key volunteer personnel, and coordinate the efforts of volunteer groups and local government. (See Appendix E of this ESF for the Volunteer Management Plan).

The HR Director or designee will assist the Volunteer Coordinator and/or Logistics' Section in determining the Knowledge, Skills, Abilities, and Certifications that volunteers must have in order to assist with response and recovery.

It may become necessary for the city to distribute large quantities of needed items to their citizens after a disaster. Examples of this may be ice, water, and food. This will be coordinated with the KCECC and the Logistics Section of the Washington State Emergency Operations Center. A Point of Distribution (POD) will need to be identified, staffed, and set up. The City's EMC and available staff will assist with coordination of the establishing and staffing of the POD. If a Point of Distribution (POD) is needed, consult with CEMP - ESF 11 Appendix A for possible locations to set up a POD.

It may also become necessary to deal with the donations of goods or funds. Appendix F will outline the Cities policy on Donation Management. Donation Management will be coordinated between the Logistics Section and Finance/Administrative Section in the EOC.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 7 Resource Support

Critical Response Tasks

Logistics and Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.

Whole Community Involvement

ESF 7 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into transportation activities.

Responsibilities

Human Resources

In coordination with the Logistics Section, locate and procure resources for the EOC and field operations to support emergency response and recovery or to promote public safety; (See Appendix G Finance Handbook).

In coordination with the Logistics Section, locate and coordinate the use of available space for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.

Procure required stock from vendors or suppliers when City resources are unavailable or have been expended

Coordinate the procurement of communications equipment and services

Assist in determining the initial “needs list” for donated goods and to identify operating facilities to be used for donations management if this function is deemed necessary. Needs assessment is an ongoing process. (See Appendix F Donation Management Plan).

Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response and recovery operations.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 7 Resource Support

Coordinate human resource activities during a disaster including, but not limited to; hiring temporary workers and registering temporary emergency workers, in collaboration with Volunteer Coordinator.

Develop a pool of personnel resources to be utilized by the EOC and field personnel.

During a disaster, ensure that the Form EMD-078 Emergency Worker Daily Activity Report (Appendix D) is completed.

Provide a representative to the EOC, as needed, to monitor human resources and volunteer status.

Develop a process for the completion and tracking of claims for injuries or invoices (for gas, equipment, etc.) of volunteers, for submission to King County ECC, WA State EOC, and/or FEMA

Maintain emergency contact numbers for city employees and their designated contact utilizing the Employee Online Emergency Contact information submitted by the employee.

Shoreline Emergency Management

Prior to a disaster, coordinate the Volunteer Emergency Worker program within the City, including the registration process and background investigation, in accordance with WAC 118-04.

Maintain relationships with Volunteer Organizations like the American Red Cross, Washington Association of Volunteer Organizations Active in Disasters (WAVOAD), and Salvation Army,

Develop relationships with Faith-based organizations to access their facilities, vehicles, and volunteer base during an emergency.

Maintain a database of all registered Volunteer Emergency Workers and their training.

Identify staging areas for donations, given the location, scope, and magnitude of the event.

Maintain a supply of Volunteer Emergency Worker registration materials, such as registration cards, identification forms and VEW guidelines.

Coordinate the allocation, utilization and/or conservation of resources.

Evaluate situations in which volunteers, that are already trained and registered (i.e. CERT members, RACES/ARES members), can be utilized.

If spontaneous volunteers are needed, utilize Appendix E for implementation of Volunteer Management Plan.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 7 Resource Support

Contact the Washington Chapter of Volunteers Active in Disasters to assist with the recruitment of volunteer resources, if additional resources are needed.

Coordinate with the external local Emergency Management Agencies if a Point of Distribution (POD) is opened for mass distribution of supplies.

King County Zone 1 Coordinator
Activity/Action
Coordinate the zone-wide allocation of resources during regional emergencies through the local EOCs and the KC ECC to ensure equitable distribution.

Required and Recommended Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.
- Recommended Training includes, but not limited to; IS 26, IS 244, IS 317, IS 703

References

Underlined text contains links to documents and is current as of the time of this document's publication.

- [City of Shoreline Municipal Code](#)
- [King County Regional Coordination Framework \(Feb. 2014\)](#)
- [City of Shoreline Hazard Mitigation Annex \(June 2020\)](#)
- [City of Shoreline Disaster Recovery Plan \(May 2010\)](#)
- [The National Response Framework \(Oct. 2019\)](#)
- [Washington Mutual Aid System \(May 2016\)](#)
- [National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

- Appendix A: Volunteer Emergency Worker Registration Guidelines
- Appendix B: Volunteer Emergency Worker Registration Card
- Appendix C: Volunteer Emergency Worker Identification Card
- Appendix D: Form EMD-078 Emergency Worker Daily Activity Report
- Appendix E: Volunteer Management Plan (VMP)
- Appendix F: Donations Management Plan (DMP)
- Appendix G: Finance Handbook

Public Health

Emergency Support Function (ESF) 8

COORDINATOR: Shoreline Fire Department Liaison

PRIMARY: Shoreline Fire Department

SUPPORTING: Shoreline Police Department
Shoreline Emergency Management

Purpose

This document will provide for the coordination of organizations and mobilization of medical, health and mortuary services for emergency management activities within the City of Shoreline (City) which may include veterinary and/or animal health issues when appropriate.

Primary Response Core Capability

Public Health, Healthcare, and Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
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Support Response Core Capabilities

Fatality Management Services	Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Environmental Response/Health and Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model. (link available below).

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

A significant public emergency may impede or prohibit the delivery of routine health and medical services. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be severely damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.

Medical and health care facilities that remain in operation and have the necessary utilities and staff will probably become overwhelmed. In the event of a sudden increase in the need for health and medical services, medical supplies and equipment may quickly run out, including pharmaceuticals, blood products, medicines, equipment, and other related consumable supplies.

Critical and long-term patients in existing hospital or health care facilities may need immediate relocation from these facilities if they are damaged or inoperable. Uninjured persons who require routine medications, such as insulin, anti-hypertensive drugs, digitalis, and dialysis may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations, general shortages, or lack of access due to damaged transportation infrastructure.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

If the event's negative impacts last for several days or weeks, there could be health and medical complications and issues involving relocation, shelters, vector control, potable water, wastewater, and solid waste.

A major medical and environmental emergency resulting from chemical, biological, or nuclear Weapons of Mass Destruction (WMD) could produce a large concentration of specialized injuries, illnesses, fatalities, and other problems that could overwhelm health care facilities within the City.

Assumptions

The resources routinely available within the affected emergency area may be inadequate to clear casualties from the scene or treat them in nearby/immediate health care facilities. Mobilization of city resources, and possible neighboring community resources based on established partnering agreements, may be urgently needed for triage, treating casualties in the emergency area, and then transporting them to the closest appropriate hospital or other health care facility.

Medical resupply may be needed throughout the emergency area. Fire/ EMS will have the responsibility of identifying, ordering, receiving, and distributing such supplies.

In an event that causes large numbers of casualties, Fire/ EMS agencies may be required to set up and staff Field Treatment Sites where patients can be stabilized while they await transportation to appropriate medical care facilities.

In a major public health emergency, operational necessity may require the transportation of patients to other medical health facilities by alternative means.

The damage and destruction of a major public emergency may result in numerous deaths and may require coordination and outside assistance for body location and recovery, extrication, examination, identification, storage, and release, as well as coordination with law enforcement for evidentiary purposes.

The damage and destruction of a major public emergency may result in the injury and death of pets and other animals in and around the disaster zone. Veterinary service and animal control capabilities may be stretched, and disease and vector control problems associated with animal fatalities may impact public health in and around the emergency location.

The stress, loss, and pain caused as a result of the public emergency may result in the mental health system becoming overwhelmed, producing urgent need for mental health crisis-counseling for emergency victims, response personnel, and their families.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury. Disruptions may dislocate tourists and visitors who will become disoriented and be unfamiliar with the area and, thus, may have difficulty in identifying and locating health and medical support services in the event of a disaster. Tourists and visitors may have difficulty in obtaining access to needed medicines or treatments and may not be able to access hotels or other locations where they may be keeping their medicine. It may be difficult for medical and health service providers to obtain records and medical histories of tourists and visitors, which may be critical to providing effective treatments and cures to such individuals that may have been impacted by the event.

Primary medical treatment facilities may be damaged or inoperable, thus assessment and emergency restoration to necessary operational levels or the establishment of alternate medical care facilities is a basic requirement to stabilize the medical support system.

Concept of Operations

All activities within the scope of ESF 8 will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

All City mutual aid emergency medical responders, assigned to provide emergency medical assistance within the City, should operate under the direction and control of the Shoreline Fire Department or as designated by the Incident Commander.

In the event that mental health counseling is necessary for emergency workers, the City will utilize the Employee Assistance Program and/or the services of the King County Critical Incident Stress Debriefing Team. Mental health counseling for citizens and disaster victims may be obtained through the American Red Cross and other local area mental health organizations following the disaster.

In the event of a zoonotic disease (infectious agents that can be transmitted between animals and humans) outbreak, the release of public health information may be coordinated with the Washington State Department of Agriculture, King County Department of Natural Resources and Parks and the City's Parks, Recreation & Cultural Services Department (see ESF #11 – Agriculture and Natural Resources) as well as the Washington State and Public Health Seattle & King County.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

City and Fire personnel will not release medical information on individual patients to the general public to ensure patient confidentiality protection, in accordance with the Health Insurance Portability and Accountability Act (H.I.P.A.A). Obtain non-specific information on casualties/patients and provide to the American Red Cross for inclusion in the Disaster Welfare Information System, to Communications Unit for informational releases and to the Situations Unit for development of Situation Report(s) for dissemination to the State EOC.

In the event of a public health epidemic, Public Health - Seattle King County will be the lead agency and coordinate all associated activities. The City and Shoreline Fire Dept. will initiate their Continuity of Government and Continuity of Operations Plan to help deliver key services.

The provision of basic and advanced life support services shall be provided as per existing standard operating procedures, patient care guidelines and treatment/transfer protocols as promulgated or coordinated by the Emergency Medical Services Division of Public Health – Seattle & King County.

Mortuary Services will be coordinated by the Shoreline Police Department until the Medical Examiner can assume control within the City.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Public Health, Healthcare, and Emergency Medical Services
Critical Task Description
Deliver medical countermeasures to exposed populations.
Complete triage and initial stabilization of casualties and begin definitive care for those likely to survive their injuries and illness.
Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes.

Fatality Management Services
Critical Task Description
Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

Environmental Response/Health and Safety
Critical Task Description
Identify, assess, and mitigate worker health and safety hazards and disseminate health and safety guidance and resources to response and recovery workers.
Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste.
Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.

Whole Community Involvement

ESF 8 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into transportation activities.

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Organization

ESF 8 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 8 actions are, in general, orchestrated by the Shoreline Fire Department in the city EOC. ESF 8 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 8 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of ESF 8 and/or the supporting agencies to support ESF 8 operations.

Structure

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

ESF 8's position in the City Emergency Operations Center falls under the Shoreline Fire Department in the Operations Section. The duties to support ESF 8 locally may be divided between various City departments as deemed necessary by the Operations Section Chief.

Responsibilities

Shoreline Fire Department

Provide, direct, and coordinate ESF #8 operations.

Develop an inventory of medical facilities, clinics, medical personnel, medical transportation, communications, and supply sources.

The Shoreline Fire Department shall establish Incident Command and:

Provide initial incident evaluation to ensure appropriate coordination of resources and mitigation of the incident.

Initiate implementation of a Triage and Treatment system is not delayed pending the arrival of the primary medic units.

Responsible for fire suppression, crash rescue, and mitigation of mass casualties.

Coordinate all aspects of medical care and transportation of patients at a specific scene including but not limited to triage, treatment, transportation, and set-up of an initial morgue area.

Contact the appropriate Disaster Medical Control Center (DMCC) (primary: Harborview Medical Center) in King County.

Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated as resources permit.

Coordinate with the EOC regarding requests for County, State and Federal health and medical resources.

Monitor potential causes of communicable diseases and environmental health hazards.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

Identify and coordinate activation of additional mental health professionals when needed.

Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.

Provide inoculation of individuals if warranted by threat of disease.

Implement and direct public health response actions including the isolation and quarantine of patients, when needed.

Maintain critical public health functions (continuity of operations).

Support the response and recovery of health care system partners.

Lead mass fatalities planning and response efforts.

Shoreline Police Department

Coordinate initial mortuary activities.

Provide assistance to the medical examiner and Fire department to identify the deceased.

Provide security to field morgue operations and facilities.

Provide perimeter control at incident scenes when requested.

Shoreline Emergency Management

Provide initial coordination and notification of mutual aid requests for outside agencies to provide operational support based on requests from field personnel.

Provide coordination with Public Health Seattle-King County with establishing Victim Identification and Family Assistance, if requested Request County, State and Federal resources, as necessary.

Required and Recommended Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.
- Recommended Training includes, but not limited to; IS 2905 and IS 360

References

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 8 Public Health and Medical Services

Underlined text contains links to documents and is current as of the time of this document's publication.

- [City of Shoreline Municipal Code](#)
- [King County Regional Coordination Framework](#) (Feb. 2014)
- [The National Response Framework](#) (Oct. 2019)
- [Washington Mutual Aid System](#) (May 2016)
- [National Incident Management System \(NIMS\)](#) (Oct. 2017)

Urban Search and Rescue

Emergency Support Function (ESF) 9

COORDINATOR:	Shoreline Police Liaison
PRIMARY:	Shoreline Police Department
SUPPORTING:	Shoreline Fire Department Shoreline Emergency Management

Purpose

The purpose of this document is to provide guidance and coordination for a variety of search & rescue operations within the City of Shoreline. Urban Search and Rescue (USAR) provides guidance for urban search and rescue operations during or following natural or manmade disasters. In addition, Search and Rescue guidance is given for lost people needing assistance from the King County Sheriff's Search and Rescue Unit.

Primary Response Core Capability	
Mass Search and Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

Support Response Core Capabilities	
Fatality Management Services	Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Public Health, Healthcare, and Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model. (link available below).

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. In situations that entail structural collapse, flooding, or earthquake, etc., large numbers of people may require rescue and medical care. The mortality rate among trapped victims rises dramatically after 72 hours. Therefore, USAR must be initiated without delay.

During a response, rescue personnel may encounter extensive damage to the infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and unrefrigerated food. Weather conditions such as

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

temperature extremes, snow, rain, and high winds may pose additional hazards for emergency victims and rescue personnel. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.

It can be assumed that:

- The resources routinely available within the affected emergency area may be inadequate to conduct comprehensive USAR.
- Many structural collapses may result from a natural disaster. They also may occur as the result of a significant manmade event.
- At the time of a public emergency, there may be structural collapses elsewhere in the Puget Sound Region. These structural collapses will draw upon the same resources (engines or other tactical and support resources) that would be needed to support USAR and other emergency operations. It must be assumed that some USAR resources will become scarce, resulting in the disaster related USAR operations competing for resources.
- Telephone and radio communication may be compromised, either totally or in part.
- Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.
- Efficient and effective mutual aid among the various local, state, and federal USAR teams requires the use of ICS together with compatible USAR equipment and communications.
- Local residents, workers, and/or converging volunteers may initiate their own search and-rescue efforts but will usually lack specialized equipment and training.
- In situations where there are significant USAR shortfalls in the area, and a Presidential Declaration of disaster or emergency has been made, WA State EMD may request federal assistance from FEMA and Federal USAR resources through an Incident Management Team.

Concept of Operations

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

All activities within ESF 9, Urban Search and Rescue (USAR), will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City and Fire Department will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator, and King County Emergency Coordination Center (KC ECC), whenever possible.

The Shoreline Police Department will be the main liaison with Search and Rescue through the King County Sheriff's Office, Search and Rescue Unit. For Technical rescue as defined in Urban Search and Rescue (USAR), the Shoreline Fire Department will be the main liaison with other Fire Departments that offer that capability. If technical rescue capabilities are needed that are outside the scope of the police and fire staff on scene, they will ask for the assistance of the appropriate equipment and trained staff through their respective mutual aid agreements.

The City's Emergency Operations Center (EOC) will coordinate direct support to all USAR and SAR activities. SAR personnel and volunteers will provide basic emergency medical care to trapped victims within their appropriate training. Fire Department will provide Basic Life Support and Advance Life Support, as appropriate, to trapped victims. People may become lost, injured or killed during disasters such as the collapse of buildings, leaving persons in life-threatening situations requiring prompt SAR or USAR and medical care.

All assigned staff shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

Search and rescue teams are responsible for training and continuing education of their personnel. Specialty rescue teams including waterborne, inland/wilderness, aeronautical, confined space, trench-collapse rescue, high angle, and heavy rescue are available through mutual aid. Rescue personnel from outside the area may be requested by the Emergency Operations Center. Registered Volunteer Disaster Workers/CERT, outside agencies, and the private sector may also be utilized during heavy rescue emergencies. Additional resources may be obtained through the KC ECC.

SAR volunteer units will be organized under the authority of the PD. Any volunteers not already affiliated with the King County Sheriff's Office Search and Rescue Unit must be

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

registered as Volunteer Emergency Workers (VEWs) with the City's Emergency Management program. SAR volunteers and emergency workers should be trained in Basic ICS. This requirement may be waived during situations that require temporary registration of VEWs.

Search and rescue operations for missing aircraft, including aeronautical search and rescue operations, are the responsibility of the Washington Department of Transportation (DOT), Division of Aeronautics. The Police Department will be responsible for coordinating ground support for these operations upon request. In the event of an incident of national significance, Federal USAR resources may be available at the request of the State Emergency Operations Center.

Response for a USAR:

Upon arriving at the incident scene, the Incident Commander may do the following:

Phase One - Assessment of the collapse. The area is scanned for possible victims (surface and/or buried). Evaluate the structure's stability. Shut off utilities.

Phase Two - Removal of all surface victims. Rescuers must be cautious as not to become victims themselves. Watch for secondary collapse.

Phase Three - Voids and accessible spaces searched and explored for viable victims. Only specially trained canines and trained personnel should be employed in this process.

Phase Four - Selected debris removal, using special tools and techniques, may be necessary after locating a victim. Gather information on the location of other possible victims.

Phase Five - General debris removal is conducted after all known victims have been removed.

USAR Operations - The USAR team may employ the following strategy and tactics in an effort to rescue trapped victims, as equipment and resources allow:

- Physical void search (visual and vocal), use of fiber optics, use of infrared and thermal imaging, use of electronic listening devices, use of search canines (dogs).
- Coordinate operations in the Shoreline EOC and/or at other locations as required.
- Develop, prioritize, and implement strategies for the initial response to EOC requests.
- Establish communications with appropriate field personnel to ensure readiness for timely response.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

- Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Obtain other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement and/or the Regional Mutual Aid Agreements.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Mass Search and Rescue Operations
Critical Task Description
Conduct search and rescue operations to locate and rescue persons in distress
Initiate community-based search and rescue support operations across a wide geographically dispersed area.
Ensure the synchronized deployment of local, regional, national, and international teams to reinforce ongoing search and rescue efforts and transition to recovery.

Fatality Management Services
Critical Task Description
Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area.

Public Health, Healthcare, and Emergency Medical Services
Critical Task Description
Deliver medical countermeasures to exposed populations.
Complete triage and initial stabilization of casualties and begin definitive care for those likely to survive their injuries and illness.
Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

ESF 9 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into transportation activities.

Organization

ESF 9 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 9 actions are, in general, orchestrated by the Shoreline Police Department and Shoreline Fire Department in the City EOC. ESF 9 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 9 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of ESF 9 and/or the supporting agencies to support ESF 9 operations. King County Sheriff's Office or other law enforcement agencies may initially mobilize USAR activities before the City is able to respond and/or assist in the search.

Structure

ESF 9's position in the City Emergency Operations Center falls under the Operations Section. The duties to support ESF 9 locally may be divided between various City departments as deemed necessary by the Operations Section Chief. However, the main ESF 9 activities will be

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

distributed between the Shoreline Police and Fire Departments.

Responsibilities

Shoreline Police Department

Provide, direct, and coordinate ESF #9 operations, as appropriate, and in general responsible for wide area search and water rescue/recovery operations.

Coordinates the City's SAR and USAR activities with the King County Sheriff's Office SAR Unit and ensure that pre-incident activities such as training, equipment purchases, and evaluation of operational readiness occur.

Provide support to specialty rescue operations when appropriate.

Ensure that SAR has policies and procedures for SAR activities within the City.

Provides status reports to the City's EOC on SAR operations throughout the City.

Coordinates logistical supports for SAR assets during field operations.

Manages SAR team deployment to, employment in, and deployment from an affected area of the City.

Shoreline Fire Department

Provide on scene rescue and structural search in support of SAR and USAR activities.

Assists in coordinating the City's USAR activities, including, pre-incident activities such as training, equipment purchases, and evaluation of operational readiness.

Provide support to specialty rescue operations when appropriate.

Develops policies and procedures for USAR activities within the City or coordinates with other Fire Departments who have these capabilities.

Provides status reports to the City's EOC on USAR operations throughout the City.

Coordinates logistical supports for USAR assets during field operations.

Manages USAR team deployment to, employment in, and deployment from an affected area of the City.

Provide emergency medical care and transportation of victims beyond initial collection sites.

Shoreline Emergency Management

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #9 Search and Rescue (SAR)

Coordinate support for USAR/SAR activities within the City.

Provide support for USAR/SAR activities by coordinating additional resources and activating the City's EOC when appropriate.

Submit and coordinate requests for assistance to the Z1 ECC, KC ECC, and/or the State Emergency Operations Center.

Request County, State and Federal resources, as necessary.

Provide equipment and other major resources needed to provide access to and remove debris from entrapment sites, and clear roadways or other areas in support of emergency response actions.

Coordinate with Public Works to address search and rescue problems due to leaking natural gas, downed power lines, water main breaks, or other utility infrastructure issues.

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended Training includes, but not limited to; King County and Shoreline Fire mandated trainings for USAR and SAR

References

Underlined text contains links to documents and is current as of the time of this document's publication.

[City of Shoreline Municipal Code](#)

[King County Regional Coordination Framework](#) (Feb. 2014)

[The National Response Framework](#) (Oct. 2019)

[Washington Mutual Aid System](#) (May 2016)

[National Incident Management System \(NIMS\)](#) (Oct. 2017)

Appendix A: Search and Rescue Emergency Workers Guidelines

Hazard Materials

Emergency Support Function (ESF) 10

COORDINATOR:	Shoreline Fire Liaison
PRIMARY:	Shoreline Fire Department
SUPPORTING:	Shoreline Police Department Public Works Department

Purpose

This document provides for the guidance to respond to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (hazmat) during an event or disaster within the City of Shoreline (City). To the ESF, hazmat is a general term intended to mean hazardous substances, pollutants, and contaminants.

Primary Response Core Capability	
Environmental Response/Health and Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

Support Response Core Capabilities	
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.
Public Health, Healthcare, and Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #10
Hazardous Materials Responses

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model. (link available below)

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

This document provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within the City. It includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, and the environment caused by an actual or potential oil and hazardous materials incident. Major activities include control, containment, identification, assessment, mitigation, and monitor of hazardous material released into the environment.

This ESF is intended to defer to and coordinate with existing plans that are referenced in the ESF. It is not intended to serve as a hazardous material response plan. The Shoreline Fire Department operates under the King County Local Emergency Planning Committee (KCLEPC) Hazardous Materials Plan.

Among the daily activities in the City's business and industrial community, it is recognized that various amounts of hazardous materials (hazmat) are used in a myriad of processes. In addition to the normal and regulated amounts used and stored, larger bulk quantities are transported in and through the City over the highways and major arterials, the railroad system, in pipelines, and on ships. Examples of Hazardous Materials incidents may include:

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #10
Hazardous Materials Responses

Transportation incidents
Clandestine drug labs
Fixed site incidents
Spill or release
Multiple incapacitated patients
Visible environmental

It can be assumed that:

- Natural, mechanical, or human caused disasters could result in hazmat releases or disastrous spills.
- Fixed facilities that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill-control apparatus and containment measures are not effective.
- Terrorist incidents involving WMD, including chemical, biological, and radiological material, represent additional risks associated with hazardous materials.
- The resources routinely available within the affected emergency area may be inadequate to conduct comprehensive hazmat response.
- Telephone and radio communication may be compromised, either totally or in part.
- Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.
- The Shoreline Fire Department will be responsible for the stabilization of all hazardous materials incidents that threaten the public safety, except those incidents that are normally resolved by the law enforcement or other federal/state response group.
- In situations of major proportions that exceed the physical limitations of the Fire Department, help from outside the City shall be provided through other fire departments by way of mutual aid agreements, Fire Zone 1 coordination, and from other state and federal agencies arranged through the City of Shoreline EOC.
- In addition, should there be a radiological emergency, technical assistance and specialized resources from the State Department of Health, State Military Department, US Department of Energy, and the Federal Nuclear Regulatory Commission can be made available through the Shoreline EOC or Shoreline Fire Department.

Shoreline Compressive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #10
Hazardous Materials Responses

- Areas adjacent to transportation systems that may have hazardous material transported on them are most at risk from the occurrence of an incident.
- Hazmat that is transported may be involved in railroad accidents, highway collisions, waterways, or airline mishaps.
- Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.
- Emergency exemptions may be needed for disposal of contaminated material.
- Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.
- State and federal assistance may be available but will take time to mobilize.

Concept of Operations

All activities within ESF 10 will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

As a signatory of the King County Regional Coordination Framework and through local mutual aid agreements, the City and Fire Department will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator, and King County Emergency Coordination Center (KC ECC), whenever possible.

The Shoreline Fire Department (FD) will be the lead agency for the coordination of hazmat activities within the City. The Shoreline Fire Department has agreed to provide Hazardous Materials initial response for the City at the operations level, understanding that the City has overall jurisdiction of any hazardous materials incident within its jurisdictional boundaries.

The Shoreline Fire Department will send resources to assess any potential hazmat incident, initiate incident command, manage the incident and, depending on the need, request assistance from the surrounding fire department Hazmat Teams, or other appropriate team, for technician level response.

At least one incident command post will be established for the coordination of all field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.

In the event of a disaster, fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites which produce, generate, use, store, or dispose of hazmat) could be damaged so that existing spill control apparatus and containment measures are not effective.

Shoreline Compressive Emergency Management Plan (CEMP)
 Emergency Support Function (ESF) #10
 Hazardous Materials Reponses

The King County Emergency Coordination Center (KC ECC), Washington State Emergency Operations Center and the Washington State Department of Ecology will be contacted in the event of any reportable spill or release. A mission number will be assigned for significant events.

The U.S. Coast Guard (USCG) will be notified of any hazmat spill or release in navigable waters. The USCG may assume the role of IC upon arrival.

All staff shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

Throughout the response and recovery periods, the Shoreline Fire Department will evaluate and analyze information regarding material identification; securing, removing, and disposing of the hazardous materials; requests for response; develop and update assessments of the hazardous materials situation and status in the impact area; and implement contingency planning to meet anticipated demands or needs.

Any site designated by the Incident Commander (IC) may serve as any of the six ICS facilities: incident command post, staging area, base, camp, helibase or helispot, or in any other function capacity appropriate for the situation.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Environmental Response/Health and Safety
Critical Task Description
Identify, assess, and mitigate worker health and safety hazards and disseminate health and safety guidance and resources to response and recovery workers.
Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste.
Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.

Shoreline Comprehensive Emergency Management Plan (CEMP)
 Emergency Support Function (ESF) #10
 Hazardous Materials Responses

Public Information and Warning
Critical Task Description
Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.
Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

Public Health, Healthcare, and Emergency Medical Services
Critical Task Description
Deliver medical countermeasures to exposed populations.
Complete triage and initial stabilization of casualties and begin definitive care for those likely to survive their injuries and illness.
Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes.

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

ESF 10 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into transportation activities.

Organization

Shoreline Compressive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #10
Hazardous Materials Reponses

ESF 10 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 10 actions are, in general, orchestrated by the Shoreline Fire Department in the City EOC. ESF 10 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 10 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of ESF 10 and/or the supporting agencies to support ESF 10 operations.

Structure

ESF 10's position in the City Emergency Operations Center falls under the Operations Section. The duties to support ESF 10 locally may be divided between various City departments as deemed necessary by the City EOC.

Responsibilities

Shoreline Fire Department

Provide, direct, and coordinate hazardous materials response operations.

Maintain Operations Level readiness for hazmat response.

Develop and maintain relationships with specialized response teams.

During an incident, establish command and on-scene control, assess the situation, decontaminate, and provide emergency medical treatment for exposed victims, contain and control for release of escaping hazardous substances only if such containment and control could reasonably be expected to have a favorable impact the outcome of the emergency.

Personnel are available with the necessary equipment and training to perform such operations safely.

During an incident, safety and/or evacuation zones will be established to provide for the safety of emergency responders and the community.

Assist Public Works and CRT with efforts that are determined to be non-emergent in nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #10
Hazardous Materials Responses

Develops policies and procedures for Hazardous Materials response activities within the City.

Provides status reports to the City's EOC on Hazardous Materials Response operations throughout the City.

Provide emergency medical care and transportation of victims beyond initial collection sites.

Assist with emergency evacuations and re-entry of threatened areas.

Transfer Command of stabilized incidents to appropriate agency.

Police Department

Provide perimeter, crowd, and traffic control at hazmat scenes.

Coordinate with the Fire Department for evacuation, as necessary.

Provide incident command in the event of an intentional release or spill and coordinate crime scene operations.

Assume Command of stabilized clandestine drug lab incidents.

Transfer Command of stabilized incidents to appropriate agency.

Public Works Department

Assume command of HazMat incidents once the incident is stabilized and the fire department is ready to transfer Command.

Provide logistical, contractual, and/or financial support during the incident as needed.

Initiate contact with responsible party and assume liaison role with the agency.

Assist with releases and spills that enter sewers, drains, and waterways and provide materials and equipment when necessary.

Coordinate efforts that are determined to be non-emergent in nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots.

Coordinate with CRT, private facilities, and contractors to ensure an effective and efficient recovery and clean up.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #10
Hazardous Materials Responses

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended Training includes, but not limited to; IS 1190, IS 5, IS 1010

References

Underlined text contains links to documents and is current as of the time of this document's publication.

[City of Shoreline Municipal Code](#)

[King County Regional Coordination Framework](#) (Feb. 2014)

[The National Response Framework](#) (Oct. 2019)

[Washington Mutual Aid System](#) (May 2016)

[National Incident Management System \(NIMS\)](#) (Oct. 2017)

Appendix A: Vulnerability to Hazardous Materials and Waste

Appendix B: Hazardous Materials Incident Response Levels and Action Classifications

Shoreline Comprehensive Emergency Management Plan (CEMP)
 Emergency Support Function (ESF) # 10
 Hazardous Materials Response
 Appendix A – Vulnerability to Hazardous Material and Waste

1. The City of Shoreline (City) has, or may have, or be adjacent to, various hazardous materials; the general types of hazardous materials are:
 - a. Chemical Materials: Those materials that do not exhibit etiological or radiological properties.
 - b. Etiological Materials: Those organisms that have a pathogenic effect on life or the environment and can exist in normal ambient environments.
 - c. Radioactive Materials: Those materials that emit alpha, beta, or gamma radiation.
2. The physical state of hazardous materials may be classified as gases, solids, or liquids. They can be stored or contained at high or low pressure and may be affected by the environment in which the incident occurs.
3. The City has several major highway transportation corridors. High volumes of vehicle traffic move daily on these highways. Most of the hazardous materials and waste in King County is moved to, from, and through King County on this same highway net.
4. Some types of hazardous materials moving over the highways are:

Acids	Lacquers
Adhesives	Monomers
Aerosols	Office Copier Chemicals
Anodizing Chemicals	Paints
Battery Fluids	Pesticides
Catalysts	Photographic Chemicals
Cleaning Agents (all types)	Photoresists
Degreasing Agents	Pickling Agents
Detergents	Printing Inks
Duplicating Machine Fluids	Process Chemicals
Electrolytes	Radioactive Materials
Electroplating Chemicals	Resin Ingredients
Etching Baths	Rubber Chemicals
Etiological Material	Shellacs
Explosives	Soaps
Foaming Resins	Solvents
Foundry Mold Material	Surfactants
Fuels (all types)	Varnishes
Industrial Oils	Wastewater Treatment Chemicals
Janitorial Supplies	Water Treatment Chemicals

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 10
Hazardous Materials Response
Appendix A – Vulnerability to Hazardous Material and Waste

5. Waterborne hazardous material spills could easily occur due to the storm sewer system that has direct discharge into the natural watercourses.
6. While aircraft carry hazardous materials, including fuel, and flight paths fly over the City, it is a low probability that a major airliner or cargo aircraft would crash in the City.
7. Natural gas is supplied to the City through large underground gas transmission lines that run through the County. The primary hazard of piped natural gas is the rupture of lines and release of gas in areas affected by major earthquake. In this case, explosion and widespread fuel fed fire would likely occur.
8. A demonstrated hazard is the storage of flammable fuels in above and below ground storage tanks. Leaks and ruptures pose a direct threat to not only the people and structures nearby, but to the environment, especially water.
9. Continued growth in population and business will increase the need for certain hazardous materials and will result in more hazardous waste.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 10
Hazardous Materials Response
Appendix B – Hazmat Incident Response Levels and Action Classifications

MINOR

1. Spills which can be contained and absorbed by equipment and supplies immediately available to the emergency personnel.
2. Fires which can be extinguished with the resources immediately available to the first response agency.
3. Leaks which can be controlled using equipment and supplies immediately available to the emergency personnel.
4. Incidents which do not require evacuation.

MODERATE

1. An incident involving a greater hazard or larger area which poses a potential threat to life, property and/or the environment.
2. An incident involving a toxic substance which may require evacuation of citizens.
3. A hazardous materials incident which requires assistance from outside agencies (such as the Red Cross) to work with evacuees, medical facilities, and personnel for treatment of casualties and agencies concerned with the environmental impact.

MAJOR

1. A major hazardous materials incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.
2. A hazardous materials incident within the City of Shoreline that involves evacuation of areas outside of the City.
3. A hazardous materials incident whose location is outside the City of Shoreline but requires evacuation of areas within the City.
4. Waterborne hazardous material spills could easily occur due to the storm sewer system that has direct discharge into the natural watercourses.
5. While aircraft carry hazardous materials, including fuel, and flight paths fly over the City, it is a low probability that a major airliner or cargo aircraft would crash in the City.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 10
Hazardous Materials Response
Appendix B – Hazmat Incident Response Levels and Action Classifications

7. Natural gas is supplied to the City through large underground gas transmission lines that run through the County. The primary hazard of piped natural gas is the rupture of lines and release of gas in areas affected by major earthquake. In this case, explosion and widespread fuel fed fire would likely occur.
8. A demonstrated hazard is the storage of flammable fuels in above and below ground storage tanks. Leaks and ruptures pose a direct threat to not only the people and structures nearby, but to the environment, especially water.
9. Continued growth in population and business will increase the need for certain hazardous materials and will result in more hazardous waste.

Agriculture and Natural Resources

Emergency Support Function (ESF) 11

COORDINATOR:	Parks Superintendent
PRIMARY:	Shoreline Parks, Fleet and Facilities
SUPPORTING:	Shoreline Emergency Management Shoreline Public Works Department Other Supporting Departments/Agencies as needed

Purpose

Emergency Support Function #11 – Agriculture and Natural Resources, identifies, coordinates and secures the effort to provide nutritional resources necessary to support an emergency response or recovery effort or other disaster assistance initiative; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease; assurance of food safety and food security (under USDA jurisdictions and authorities); protect natural and cultural resources and historic properties resources; provide for the safety and wellbeing of household pets and farm animals during an emergency response or evacuation situation; and provide disposal management assistance during large-scale animal mortality events.

Primary Response Core Capabilities	
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

Support Response Core Capabilities	
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Authorities and Policies

National Incident Management System (NIMS)

All City disaster response activities will be organized according to NIMS guidance. This applies to City departments as well as outside organizations including volunteer groups. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Revised Code of Washington (RCW) 16

Establishes regulations related to animals and livestock, including county dog licensing and dog control zones, stock-restricted areas, and dangerous wild animals and addresses prevention of cruelty to animals.

City of Shoreline Municipal Code

Establishes City code and guidance for departmental functions as well as guidance for City functions.

Situation

A significant disaster event may deny human and animal populations access to food and water, may create conditions that prevent individuals with food supplies from preparing them, or may displace a population from their homes and create a widespread need for food and drink.

The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance. Food supplies intended for human populations will be suitable for either household distribution or congregate meal service. Food supplies will be provided from existing managed inventories whenever possible.

Under certain conditions, live or dead livestock and/or other agriculture related animals may need to be evacuated or disposed of from an affected area. Provisions might need to be made to support livestock owners returning to evacuated areas to care for their animals.

Procurement will be conducted in accordance with federal, state, and county laws and regulations, including provisions for emergency procurement and no-bid contracting during a declared "State of Emergency".

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

Close cooperation will be maintained with the ESF #6 (Mass Care) position to ensure an efficient system is employed that satisfies the needs of the greatest number of people. Commercial and retail food storage facilities may be inoperable as a result of widespread power failure; thus, some privately held, large-volume food supplies may not be available as sources to obtain goods.

Concept of Operations

All operations conducted within the scope of this ESF will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).

As a signatory of the King County Regional Disaster Framework, through the use of the Washington State Mutual Aid System, (WAMAS), and through local mutual aid agreements, the City and Fire Department will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator, and King County Emergency Coordination Center (KC ECC), whenever possible. The City will utilize those same systems when requesting assistance.

The City may utilize volunteer disaster workers to assist the Parks Department with ESF# 11 operations. Any volunteer disaster worker should be pre-registered with the City's Office of Emergency Management. If a volunteer is not pre-registered, they can be registered onsite as a temporary disaster worker for the duration of specific disaster operations under ESF# 11.

It is the policy of the City to educate its citizens, businesses, and City staff regarding their responsibility to provide for their own food and water for a minimum of three to five days following a natural or human caused disaster.

The City government does not have the infrastructure or resources to provide food and water to the population. The City relies on a partnership with human services organizations such as the American Red Cross (ARC) and Salvation Army; State and County public service agencies; faith-based organizations; and the private sector to provide food and water to citizens following a disaster. Actions taken under ESF #11 relating to nutritional support will be coordinated and conducted cooperatively with the above organizations whenever possible.

All public information and news release information regarding public works and/or building inspectors will be coordinated by the City Public Information Officer as provided in ESF 2.

Priority is given to provide critical supplies of food to areas of acute need and then to areas of moderate need. The Administrative Services Department will assist the Parks, Fleet and Facilities Department in procuring food and water from the public and private sectors, as needed. The Parks, Fleet and Facilities Department may utilize congregate feeding arrangements as the primary outlet for disaster food supplies whenever possible.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

The EOC will coordinate with County, State and Federal agencies through the KC ECC to provide food and water to residents on a long-term basis. The Emergency Management Coordinator will assist in facilitation of this by liaisons with those social services agencies who will be providers during such an event. The PIO will assist in developing and dissemination of all information that is needed to educate the public.

All action taken in ESF# 11 regarding animal and plant disease and pest response will be coordinated with Public Health - Seattle King County whenever possible. When addressing animal diseases, all animal depopulation activities will be conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.

Under emergency/disaster conditions, the Parks, Fleet and Facilities Department will be responsible for the security and protection of food, water, and donated goods. The Shoreline Police Department (PD) will assist with the security and protection of food, water, and donated goods whenever possible. Whenever possible, the City will utilize information provided by Public Health - Seattle King County to ensure the safety of food, water, and donated goods. The City will not accept unprocessed donated goods during an emergency/disaster.

Actions taken under ESF# 11 to protect, conserve, rehabilitate, recover, and restore resources are guided by City policies and procedures. The Parks, Fleet, and Facilities Department may utilize volunteers to carry out the tasks necessary to protect, conserve, rehabilitate, recover, and restore resources.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Environmental Response/Health & Safety
Critical Task Description
Identify, assess, and mitigate worker health and safety hazards and disseminate health and safety guidance and resources to response and recovery workers.
Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.

Critical Transportation
Critical Task Description
Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
Clear debris from any route type, (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.

Logistics and Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.
Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

A successful Whole Community public works and engineering program assesses local assets and capabilities, bolsters identified weaknesses, and supports locally driven solutions. This includes, but is not limited to, inclusive disaster planning, supporting local response organizations and processes, developing partnerships with supportive groups and agencies, and ensuring a place at the table for government, residents, NGOs, businesses, churches, advocacy organizations, and other stakeholders.

The Whole Community includes populations with individuals with disabilities and Access and Functional Needs (AFN). Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with Limited English Proficiency (LEP), pursuant to Title VI, the Civil Rights Act. The Washington State Emergency

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

Management Division and this ESF expects all agencies and organizations to comply with federal law.

ESF 11 recognizes that inclusion and accessibility is about more than language translation. Inclusion and accessibility mean a concerted effort to engage populations with limited English proficiency (LEP), disabilities, or other conditions that limit access to recovery services, and to promote effective resource accessibility – that is, that no impacted individuals face a unique burden in securing resources for which they qualify, and that are available to others.

Organization

During a disaster, the Parks, Fleet and Facilities Department will be responsible for actions taken in conjunction with ESF# 11. The City's EOC will coordinate these actions along with other emergency management activities within the City, as appropriate.

The City's EOC may submit requests for nutritional support to the King County Zone 1 Coordinator (Z1 EC), the King County Emergency Coordination Center (KC ECC) or directly to the State Emergency Operations Center. As a signatory to the King County Regional Disaster Framework, the City will attempt to submit requests through the Z1 EC whenever possible.

The EOC may coordinate through the Z1 EC or KC ECC with Federal, State, and County services to provide food and water to Shoreline residents on a long-term basis. The EOC will coordinate the transportation and delivery of incoming donated goods and resources. The Parks, Fleet and Facilities Department will coordinate and manage the distribution of donated goods and resources within the community.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of the full team and/or the supporting agencies to support ESF 11 operations.

Structure

ESF 11's position in the City Emergency Operations Center falls under the Operations Section. The duties to support ESF 11 locally may be divided between various City departments as deemed necessary by the Operations Section Chief.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

Responsibilities

Parks, Fleet and Facilities
Activity/Action
Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
Maintain a list of City assets that can be deployed during an emergency.
Assign and schedule sufficient personnel to implement identified tasks for an extended period of time.
Ensure lead agency personnel are trained in their responsibilities and duties.
Develop and implement emergency response strategies relating to Agricultural and Natural Resources response.
Maintain liaison with support agencies.
Participate in All Hazards exercises involving agriculture and natural resources.
Provide, direct, and coordinate Agriculture and Natural Resources response operations.
Identify local resources with the ability to supply large amounts of non-perishable food, ice, and equipment necessary to transport and handle the commodities following a major disaster.
Determine the availability of food within the City that could be used for human consumption and assess damage to food supplies.
Provide support to the Office of Emergency Management in all phases of Emergency Management, as requested.
Working with the Public Health – Seattle King County determines the nutritional needs within the City based on the following categories: acutely deficient, moderately deficient, self-sufficient, and surplus supplies.
Coordinate with the EOC to ensure incoming nutritional supplies are delivered to the appropriate Community Point of Distribution and to ensure the security of the supplies.
Coordinate with regional, County, State and Federal agencies and volunteer organizations to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, as appropriate.
Predetermine multiple PODs throughout the City for the disbursement of nutritional supplies to the residents of the City.
Develop and maintain procedures for procuring food and water from local businesses, whenever possible, to provide for the nutritional needs of first responders and the community.
Coordinate with the Administrative Services Department regarding the purchase of food and water.
Coordinate with city departments and relief agencies regarding transportation and distribution of food and water to citizens.
Coordinate with all City departments regarding preparation, transportation and distribution of food and water to city employees.
Coordinate with food distributors for the provision and distribution of food to disaster victims or food service organizations.
Coordinate the donation or purchase of food and water through pre-identified sources.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

Coordinate the transportation of food and water through the pre-identified sources.
Develop plans and select sites for the distribution of food and water to City of Shoreline residents.
Coordinates with the EOC of potential sites for holding donated goods, food and water supplies. Provides logistical support in distribution of food, water and donated goods.
During a disaster, coordinate with the Public Health – Seattle King County and Animal Control agencies to reference any changes in animals and plant life within the City to ensure any abnormalities are notices and reported to the EOC.
Coordinate surveillance activities along with ESF #8 – Public Health and Medical Services in the event of zoonotic diseases.
Coordinate with Planning and Development Services to ensure policies pertaining to preservation of historic properties are followed.

City of Shoreline Public Works (PW)
Activity/Action
Maintain general data and information on agricultural and natural resource systems, including infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
Contact other local jurisdictions and utilities to gather situational awareness.
Conduct planning with other agencies and other emergency support functions.
Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the public works department.
Maintain a list of city assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources.
Assign and schedule sufficient personnel to implement critical tasks for an extended period of time.
Ensure agency personnel are trained in their responsibilities and City emergency management training requirements stated in the Emergency Management Training Guide.
Develop and implement emergency response and strategies.
Advise and provide recommendations on conditions warranting declarations and executive orders.
Report to the EOC any issues pertaining to agricultural and natural resources in and around the City of Shoreline.
Coordinate with Shoreline Emergency Management for services needed in the natural resource areas around the City.
Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 11 Agriculture and Natural Resources

Shoreline Emergency Management (SEM)
Activity/Action
Coordinate and manage all activities within the City Emergency Operations Center.
Notify Z1 Emergency Coordinator, KC ECC and/or Washington State Emergency Operations Center regarding the status of agriculture and natural resources within the City.
Submit and coordinate requests for resources to the Z1 ECC, KC ECC and/or State Emergency Operations Center.
Activate, when necessary, to provide for coordination of resources with all agencies involved.

Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified department, to ESF 11 response, restoration and recovery activities.
Provide representative to the City Emergency Operations Center upon request.

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended Training includes, but not limited to; IS 111, IS 10, IS 11

References

Underlined text contains link to document and is current as of time of this document's publication.

[City of Shoreline Municipal Code](#)

[Revised Code of Washington \(RCW\) Title 16 – Animals and Livestock](#)

[The National Response Framework \(Oct. 2019\)](#)

[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 11
Appendix A – Agriculture and Natural Resources

Hamlin Park

16006 15th Ave NE (80.3 Acres)

EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 320' X 275'), 2 Grass Baseball Fields (approx. 275' X 275' each), 1 Picnic Shelter with water/electricity, 2 Restroom buildings with electricity/water, 1 playground, and 3 parking lots.

Adjacent to: Kellogg Middle School, Shorecrest High School and Shoreline School District Warehouse.

Shoreline Park (at Shoreline Center)

1st Ave. NE @ N. 190th Street (9 Acres)

CENTRAL AREA OF CITY

Facilities: 2 Synthetic Field Turf Fields (approx. 320' X 225'/side-by-side), 1 Grass Multi-Purpose Field (approx. 320' X 225'), 1 restroom building, 4 tennis courts, 1 playground, small parking lots and angle parking for 50 cars.

Adjacent to: Shoreline School District Administration and Maintenance Facilities, Shoreline Stadium.

Richmond Highlands Recreation Center and Ball fields

16544 Fremont Ave. N. (4.3 Acres)

WEST SIDE OF CITY

Facilities: 1 Community Center (capacity 214) with small kitchen, meeting room, game room, small gym, 3 restrooms and small parking lot 30 cars, 1 Grass Multi-Purpose Field (250' X 300'), 1 outdoor restroom near ball fields and on-street parking.

Adjacent to: 1 block south of Shorewood High School

Hillwood Park

3rd Ave. NW & NW 190 St. (10 Acres)

WEST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field, 1 restroom building, 1 playground, small parking lot, and natural area

Adjacent to: Einstein Middle School

Shoreview Park

Innis Arden Way & 9th Ave. NW (46.65 Acres)

WEST SIDE OF CITY

Facilities: 2 Grass Baseball Fields (Upper Field approx. 200' X 200' / Lower Field approx. 250' X 250'), 1 All-Weather (Dirt) Soccer Field (approx. 320' X 225'), 2 restroom buildings, 6 Tennis Courts, 155 parking stalls.

Adjacent to: Shoreline Community College and Highland Terrace Elementary School

Energy

Emergency Support Function (ESF) 12

- COORDINATING:** Utility and Operations Manager
- PRIMARY:** Shoreline Public Works Department
- SUPPORTING:** Shoreline Emergency Management
Shoreline Fire Department
Shoreline Police Department
Other Supporting Agencies/ Departments as Needed

Purpose

This document provides for the effective use of available electric power, natural gas, and petroleum products required to meet essential needs and to facilitate restoration of energy systems affected by an emergency or disaster by providing guidance to the Energy stakeholders, activities, and services provided under the primary Core Capability of Infrastructure Systems.

Primary Response Core Capability	
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Support Response Core Capabilities	
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Authorities and Policies

National Incident Management System (NIMS)

Guides all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared

vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Revised Code of Washington (RCW)

43.21G.030

“It is the intent of the legislature that the governor shall, in developing plans for the production, allocation, and consumption of energy, give high priority to supplying vital public services including, but not limited to, essential governmental operations, public health and safety functions, emergency services, public mass transportation systems, fish production, food production and processing facilities, including the provision of water to irrigated agriculture, and energy supply facilities, during a condition of energy supply alert or energy emergency. In developing any such plans, provisions should be made for the equitable distribution of energy among the geographic areas of the state.

It is further the intent of the legislature that the governor shall, to the extent possible, encourage and rely upon voluntary programs and local and regional programs for the production, allocation, and consumption of energy and that involvement of energy users and producers be secured in implementing such programs.”

43.21G.040

“In a condition of energy supply alert, the governor may, as deemed necessary to preserve and protect the public health, safety, and general welfare, and to minimize, to the fullest extent possible, the injurious economic, social, and environmental consequences of such energy supply alert, issue orders to: (a) Suspend or modify existing rules of the Washington Administrative Code of any state agency relating to the consumption of energy by such agency or to the production of energy, and (b) direct any state or local governmental agency to implement programs relating to the consumption of energy by the agency which have been developed by the governor or the agency and reviewed by the committee.”

43.21G.050

“To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the governor pursuant to this chapter as now or hereafter amended. A local governmental agency shall

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 12 Energy

not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the governor.”

City of Shoreline Municipal Code

Title 2.50

Establishes City code and guidance for emergency management functions including City council and City manager powers and duties.

Title 13.20

Establishes City code for electric and communication facilities.

Situation

ESF-12 addresses significant disruptions in electrical, natural gas, and petroleum supplies caused for any reason. Energy disruptions in Washington are most likely to be caused by windstorms, earthquakes, and cybersecurity-attack or other natural or man-made disaster. The priority is to ensure a coordinated response to an energy supply disruption impacting the City of Shoreline in order to reduce hardship and maintain the general welfare for the population of Washington.

Activities within the scope of this plan are designed to support the target set for the Infrastructure Systems Core Capability, specifically relating to energy infrastructure. The activities and responsibilities contained within this plan relate to the jurisdictional responsibilities of the City of Shoreline.

The majority of utility systems are headquartered and operated from outside of the jurisdictional boundaries and provided by private companies. This requires the cooperation of all entities involved in responding to utility related emergencies. Response to utility related emergencies may be hampered by a variety of adverse conditions, including but not limited to:

- Severe weather such as snow, wind, rain or temperatures
- Infrastructure damage (roads, bridges, overpasses, traffic signals and communications)
- Widespread regional damage creating a lack of available resources

It is assumed that in the event of a disaster, there may be widespread and prolonged reduction or loss of essential utilities including water, electricity, natural gas and petroleum products. Such disruption of service will likely impact public health and safety services.

Electricity to the City is provided to the City by Seattle City Light. Natural gas is provided by Puget Sound Energy (PSE). Restoration of normal operations at these energy facilities is the responsibility of the facility owners and would be in cooperation with the City. The City does not own any energy facilities.

Concept of Operations

The Public Works Department, in the Operations Section of the City Emergency Operations Center (EOC) facilitates the reestablishment of damaged energy systems and components within the City in cooperation with energy provider partners. Functions include but are not limited to:

- Establish situational awareness for the status of energy systems within the City
- Energy infrastructure assessment, repair, and reestablishment
- Operational coordination
- Energy and utilities forecast

Energy, utility, and petroleum distribution systems will continue to provide services through their normal means, i.e., markets and contracts, during a disaster to the maximum extent possible. Energy, utility, and petroleum information will be furnished during emergencies to City officials at all levels to inform the public on the proper use of services. Public Works in coordination with the various energy, utility and petroleum companies will compile damage assessment reports and relay them to the Operations Section Chief.

Public Works will identify problems and make recommendations as necessary for City actions to reduce energy demand, increase energy supplies, allocate and distribute energy resources, and alleviate hardships caused by adverse energy conditions, and carry out interagency agreements and City manager directives.

This ESF is concerned with executing critical tasks that support the response mission area of the following core capabilities: Infrastructure Systems, Operational Coordination, Logistics & Supply Chain Management, and Situational Assessment. The agency responsibilities associated with executing these critical tasks are listed out in the responsibilities section of this document.

The type of information to be collected is first determined by the ESF's Essential Elements of Information (EEI) list below but may be adjusted to fit the needs of the incident. Essential Elements of Information (EEIs) are a list of information needs which should guide information collection. This list of EEIs is not exhaustive as the impact of a given disaster may require unique information collection. Essential Elements of Information consists of:

- Disaster Impact Numbers
- Number of customers without electricity
- Number of customers without natural gas
- Number of customers without access to petroleum
- Status of repair crews; number, type, location
- Factors which will limit disaster response or repair

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 12 Energy

- Utility Generation, Processing and Distribution (Electric, Petroleum, LPG, and Natural Gas)
- Status (operational, damaged, destroyed, unknown)
- Approximate restoration date
- Limitations or obstacles to restoration
- Consumption and Distribution
- Consumption rates
- Response personnel requests for support

Using available information, ESF 12 personnel should report location and concentration of customer outages, energy utility facility statuses, and restoration priorities; request resources to aide in restoration and recommend waivers or other mitigation strategies.

ESF 12 is not allowed to ask about or receive information from utilities about how much petroleum product (refined or crude) or natural gas product is available for use under anti-trust and critical infrastructure protection laws. ESF 12 may gain situational awareness about energy availability from the Utility Transportation Commission (UTC) or from the Energy Information Administration (EIA). This information will be gathered by the Washington State Emergency Management Division and disseminated as available through the King County Emergency Operations Center to local jurisdictions. All utility emergency contact information is confidential and should not be made public.

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Infrastructure Systems
Critical Task Description
Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Provide for the clearance, removal, and disposal of debris.
Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 12 Energy

Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.
Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery

Logistics and Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

ESF 12 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structures and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into energy response activities.

Organization

ESF 12 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 12 actions are, in general, orchestrated by Public Works in the EOC. ESF 12 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 12 structure to meet the need of the response.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 12 Energy

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director and Public Works Director will determine if the situation merits the activation of the full team and/or the supporting agencies to support ESF 12 operations.

Structure

ESF 12's position in the City Emergency Operations Center falls under the Operations Section. The duties to support ESF 12 locally may be divided between various City departments as deemed necessary by the Operations Section Chief.

Responsibilities

City of Shoreline Public Works (PW)
Activity/Action
Maintain general data and information on energy systems, including infrastructure location, criticality, capabilities, operations, vulnerabilities, and ownership.
Contact other local jurisdictions and utilities to gather situational awareness about the energy sector outages and critical infrastructure status.
Collect and analyze EEIs, as categorized by this document and adjusted to fit the need of the incident, to inform the EOC Manager, facilitate setting utility restoration priorities, relay resource requests, and contribute to the City Incident Action Plan (IAP).
Provide energy sector usage, demand, restoration status, and waiver and/or program recommendation information to internal and external stakeholders to aid in policy decision-making.
Prioritize recipients of limited fuel supplies in coordination with first responder agencies.
Coordinate response and restoration impacting energy sector critical infrastructure with City, county and state agencies.
Collect and analyze EEIs, as categorized by this document and adjusted to fit the need of the incident, to inform the EOC Manager, facilitate setting utility restoration priorities, relay resource requests, and contribute to the City Incident Action Plan (IAP).
Provide resources to clear obstructions and repair roadways in order to facilitate the restoration of energy related resources in the City.
Advise and provide recommendations on conditions warranting declarations and executive orders.
Provide support in all five phases of the Emergency Management program, when available, to support readiness, mitigation, response, and recovery efforts.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 12 Energy

Shoreline Emergency Management
Activity/Action
Coordinate and manage all activities within the City Emergency Operations Center.
Facilitate communication with Seattle City Light and Puget Sound Energy Emergency Operations Centers to ensure effective and efficient response and recovery activities.
Provide guidance for public messaging and coordinate public information as defined in ESF #15 Public Affairs.
Submit and coordinate requests for resources to the King County Zone 1 Coordinator, King County Emergency Coordination Center and/or State Emergency Operations Center.

Shoreline Fire Department
Activity/Action
Provide support in debris removal, emergency protective measures, and utility restoration when appropriate.
Provide first line response for fires and other energy-related emergencies requiring trained personnel and equipment.
Provide support in all five phases of the Emergency Management program, when available, to support readiness, mitigation, response and recovery efforts.

Shoreline Police Department
Activity/Action
Provide assistance in implementing road closures and detours for roadways.
Provide support in field operations as appropriate.
Provide support in all four phases of the Emergency Management program, when available, to support readiness, mitigation, response and recovery efforts.

Other Supporting Agencies/Departments
Activity/Action
Provide support, as appropriate for the specified department, to energy support, restoration, and recovery activities.
Provide supporting representative to the City Emergency Operations Center upon request.
Provide support in all four phases of the Emergency Management program, when available, to support readiness, mitigation, response and recovery efforts.

Required and Recommended Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.
- Recommended Training includes, but not limited to; IS 915, IS 913

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 12 Energy

References

Underlined text contains link to document and is current as of time of this document's publication.

[City of Shoreline Municipal Code](#)

[The National Response Framework \(Oct. 2019\)](#)

[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

[Revised Code of Washington 43.21.G](#)

Appendix A: Energy Service Emergency Contact Information

Public Safety

Emergency Support Function (ESF) 13

COORDINATOR:	Shoreline Police Liaison
PRIMARY:	Shoreline Police Department
SUPPORTING:	Shoreline Fire Department Shoreline Emergency Management

Purpose

This document has been developed to coordinate public safety and security capabilities including resources to support the full range of incident management activities associated with a potential or actual natural or man-made disaster.

Primary Response Core Capability	
On-scene Security, Protection, and Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Support Response Core Capabilities	
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.
Environmental Response/Health and Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.
Mass Search and Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model.

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Situation

A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. The City's Police Department (PD) will coordinate activities within ESF #13. It is anticipated that the City will retain primary authority and responsibility for law enforcement activities, utilizing the ICS for all response and recovery activities.

The City's PD is a contracted unit of the King County Sheriff's Office and therefore functions as both the City's PD and as part of the King County Sheriff's Office. The City's PD is the lead agency for the coordination of public safety, law enforcement, and security activities within the City.

It can be assumed that:

- Terrorist activity, including the threat of terrorist activity, may hamper the ability for personnel to respond quickly.
- Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for first responders.
- The resources routinely available within the affected emergency area may be inadequate to conduct comprehensive response
- Police radio and telephone communication may be compromised, either totally or in part.
- Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.
- Calls for service may overwhelm the primary 911 Center(s).
- Accidents and natural events evolve in a generally predictable pattern whereas the effects of deliberate criminal acts are more difficult to predict and may include steps to hinder the response.
- Due to an already overwhelmed road network, during a disaster or major incident supplies and mutual aid may have difficulty reaching the scene and patients and evacuees may have difficulty moving to hospitals or shelters.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Concept of Operations

All activities within ESF 13 – Public Safety, Law Enforcement and Security will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

As a signatory of the King County Regional Disaster Framework, through the use of the Washington State Mutual Aid System, (WAMAS), and through local mutual aid agreements, the City and Fire Department will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator, and King County Emergency Coordination Center (KC ECC), whenever possible. The City will utilize those same systems when requesting assistance.

Local authorities have primary responsibility for public safety and security within the City and are typically the first line of response and support in these activities.

Law enforcement units supplied by other levels of government will remain under the command of that agency but will operate under the direction and control of the PD while operating within the City.

An incident command post (ICP) will be established for the coordination of field operations. The Incident Commander (IC) will provide regular status reports and provide timely reports to the EOC when activated. A unified command system will be utilized, whenever necessary, to enable multiple departments/agencies to coordinate operations with the ICP.

In addition to maintaining 24-hour operational capabilities, the PD has two-way radio communications. Each officer has a handheld radio and mobile phone.

The PD is set up with “Gold/Green” squads of officers in the event of an emergency. The on-duty supervisor will distribute personnel into Gold and Green squads depending on who is on duty for the transition period. The Gold/Green schedule will change shifts at 6:00 a.m. and 6:00 p.m. after the transition period. The department will work two shifts of 12 hours, 24 hours a day, seven days a week until the event is over.

PD units, with the use of their sirens and public address systems, will be used to disseminate warning and emergency information.

The Police Chief or designee may designate a communications officer to operate backup communications equipment from the EOC when requested by the EOC manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of city resources.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

The alert system utilized to mobilize PD personnel shall be the call out system established with critical incident standard operating procedures. As communication systems may fail in a major event, Police staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

Mutual aid agreements exist with all Washington law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

Throughout the response and recovery periods, The Police Chief, or delegate, will evaluate and analyze information regarding law enforcement and security requests for response; develop and update assessments of the security situation and status in the impact area; and implement contingency planning to meet anticipated demands or needs.

The Police Captain, or delegate, will be responsible for evaluating and notify command personnel of any threats. Notification may be limited to protect the investigation. For specific threats, the EOC may be activated, and an Incident Action Plan written. Potential strategies for addressing a threat include, but are not limited to:

- Increasing security at likely targets
- Conducting an investigation
- Increasing intelligence collection, analysis, and dissemination
- Staging key resources
- Activating command centers
- Close coordination with other response partners
- Dispersal of key resources
- Closure or limitation of access to certain critical infrastructure; Modification of the transportation network security measures
- Closure of schools and/or other public buildings
- Cancellation of public events
- Activation of mutual aid
- Requests for state or federal resources
- Public information

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Recovery activities for this ESF are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

On-scene Security, Protection, and Law Enforcement
Critical Task Description
Establish a safe and secure environment in an affected area.
Provide and maintain on-scene security and meet the protection needs of the affected population over a geographically dispersed area while eliminating or mitigating the risk of further damage to persons, property, and the environment.
Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.
Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.
Public Information and Warning
Critical Task Description
Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.
Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Environmental Response/Health and Safety
Critical Task Description
Identify, assess, and mitigate worker health and safety hazards and disseminate health and safety guidance and resources to response and recovery workers.
Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste.
Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.

Mass Search and Rescue Operations
Critical Task Description
Conduct search and rescue operations to locate and rescue persons in distress.
Initiate community-based search and rescue support operations across a wide geographically dispersed area.
Ensure the synchronized deployment of local, regional, national, and international teams to reinforce ongoing search and rescue efforts and transition to recovery.

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

ESF 13 involvement includes whole community engagement response within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into ESF 13 activities.

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Organization

ESF 13 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 13 actions are, in general, orchestrated by Shoreline Police Department in the city EOC. ESF 13 personnel should remain flexible to adapt to the unique conditions of threats and hazards and scale the ESF 13 structure to meet the need of the response.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director and Shoreline Police Chief/designee will determine if the situation merits the activation of ESF 13 and/or the supporting agencies to support ESF 13 operations.

Structure

ESF 13's position in the City Emergency Operations Center falls under the Operations Section. The duties to support ESF 13 locally may be divided between various City departments as deemed necessary by the Operations Section Chief.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Responsibilities

Police Department

Provide support to the Director of Emergency Management or the EOC Manager in the dissemination of emergency warning information to the public and in the operation of the EOC. (See ESF #2)

Provide command and control for field operations through established command posts as appropriate.

Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.

Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.

Provide emergency traffic control.

Assist and support Public Works Department in determining satisfactory evacuation routes. (See ESF #16 Evacuation)

Provide direction and control for evacuation efforts as appropriate. (See ESF #16 - Evacuation)

Provide direction and control for urban search and rescue activities. (See ESF # 9 Urban Search and Rescue)

Work with the Fire Department in locating and setting up possible temporary morgue sites and provide site security. (See ESF #8 Medical, Health, and Mortuary Services)

Provide windshield survey and initial City-wide damage assessment in coordination with the Shoreline Fire Department and the City's Customer response Team as appropriate.

Document costs and activities.

Develop emergency and evacuation plans for facilities under department management.

Provide for the identification and preservation of essential department records.

Develop and maintain resource lists for equipment, personnel and supply sources.

Develop and maintain departmental plans and standard operating procedures for emergency operations.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #13 Public Safety, Law Enforcement and Security

Coordinate with the Shoreline Fire Department to develop and maintain a public warning system for the City. (see ESF #2 Communications, Information Systems, and Warning)

Shoreline Emergency Management

Activate, when necessary, to provide for coordination of resources with all agencies involved.

Coordinate information between various departments within the City to ensure efficient and accurate communication.

Submit and coordinate requests for additional resources to the Zone 1 Emergency Coordinator (Z1 EC), King County Emergency Coordination Center (KC ECC), or Washington State Emergency Operations Center.

Shoreline Fire Department

The Shoreline Fire Department (FD) will assist and support the PD as needed with activities within this ESF.

Required and Recommended Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.
- Adhere to King County Sheriff's Office and Shoreline Police Departments' internal training procedure and SOPs.

References

[City of Shoreline Municipal Code](#)
[King County Regional Coordination Framework \(Feb. 2014\)](#)
[The National Response Framework \(Oct. 2019\)](#)
[Washington Mutual Aid System \(May 2016\)](#)
[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

Appendix A: Police Department Disaster Incident Checklist

Long Term Community Recovery and Mitigation

Emergency Support Function (ESF) 14

COORDINATOR:	Emergency Management Director
PRIMARY:	City Manager's Office
SUPPORTING:	Public Works Department All other City of Shoreline Departments

The purpose of this ESF is to provide guidance for the implementation of federal, state, county, local, and private resources to enable the long-term recovery of the community and to reduce or eliminate risk from future incidents, whenever possible. This may include economic, infrastructure, and human services needs for recovery. Detailed recovery planning will be utilized in the City of Shoreline Disaster Recovery Plan. Prior to utilization of the Disaster Recovery Plan, this ESF will be utilized.

Primary Response Core Capability	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Support Response Core Capabilities	
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 14 Long Term Community Recovery and Mitigation

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model.

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

City of Shoreline Disaster Recovery Plan

Provides a more detailed plan for the recovery after a disaster or event. This document covers both public and private recovery efforts in the short and long term.

Situation

This ESF forms the foundation for the county and its external partners in overcoming the difficulties inherent in post-disaster recovery. This ESF covers short-term and leads into long-term recovery issues. The plan is intended to form a foundation that can be used to guide the City's recovery from any of the myriad disasters that may begin with the restoration of critical functions, services, vital resources, facilities, programs, and infrastructure and continuing through long-term recovery. For catastrophic disasters, it would work along with the Puget Sound Catastrophic Plan to reduce competing conflicts for resources and allow jurisdictions to work together and do the best good for citizens affected by the event.

It can be assumed that:

- The resources routinely available within the affected emergency area may be inadequate to conduct comprehensive response.
- As a result of a large-scale event, there may be long-term economic, physical, and social/psychological impacts and other hardships that face the City government, individuals, businesses, and non-profits.
- Short-term recovery begins immediately following an event. Long term recovery may take weeks, months, or several years depending on the disaster or event.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 14 Long Term Community Recovery and Mitigation

- The extent and type of recovery activities will be driven by the impacts of the event. Appropriate City departments and external organizations will be involved at different times and at different levels in the recovery process.
- Decisions impacting recovery will be made under great pressure of competing priorities, limited resources, and the desire to bring the community quickly back to “normal”.
- Personnel may not be able to return to their normal assignments for a period of weeks or months, depending on the level of effort required to return to “normal”.
- Depending on the extent of damage to infrastructure, housing, and business centers; the long-term recovery phase may provide opportunities to implement economic or redevelopment strategies that enhance portions of the City.
- The City leads recovery activities for its jurisdiction. Support from neighboring jurisdictions and from State and Federal agencies will be requested as needed. Some City agencies with infrastructure outside the City of Shoreline boundaries may be required to work with other entities to restore service and receive the full benefit of recovery funding.
- The State Emergency Operations Center (EOC) and the Federal Emergency Management Agency (FEMA) offer grant assistance programs to help offset the burden of disaster recovery of public and private interests following appropriate disaster declaration procedures. It is recognized that the terms and funding levels may change.
- Local businesses and organizations may be willing, whenever possible, to assist the community and the local government during a period of resource shortage, particularly following a large-scale disaster.

Concept of Operations

All activities within ESF 14, Long Term Community Recovery, will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF); it will also utilize the Incident Command System (ICS).

As a signatory of the King County Regional Coordination Framework, through the use of the Washington State Mutual Aid System (WAMAS), and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator, and the King County Emergency Coordination Center (KC ECC), whenever possible. The City will utilize those same systems when requesting assistance.

Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, whenever possible.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 14 Long Term Community Recovery and Mitigation

The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.

The long-term recovery efforts for the City will be coordinated through the Emergency Operations Center (EOC) until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the Recovery Coordinator appointed by the City Manager, until all recovery and mitigation activities have been concluded.

The Administrative Services Director in conjunction with the Emergency Management Coordinator and other department Directors as applicable will apply for and coordinate the receipt of state and federal recovery funds.

The EOC Policy Group will discuss the long-term recovery implications of all response and recovery activities.

The EM Director will determine/identify responsibilities for long term recovery activities within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

The Recovery Coordinator will make the best use possible of key post-disaster opportunities to improve, strengthen and revitalize the City, and will go beyond using “back to normal” as the main disaster recovery goal. Specifically, the City will strive to Integrate cost-effective hazard mitigation principles into repairs and reconstruction and be guided by policies and visions set forth in the City’s comprehensive plan and to guide redevelopment.

The City will make reasonable accommodations to ensure application processes for services and benefit programs are accessible, including the possibility of providing phone registration for people with mobility issues, communicating with people utilizing preferred communication method. The City will work to ensure that its response respects the diversity within the community and supports all residents.

Short-term recovery involves immediate restoration of services and government functions as well as assistance to residents in resuming essential life activities.

Activities may include:

- Sheltering
- Debris clearance
- Damage/impact assessment
- Temporary service provision
- Traffic control
- Temporary space for displaced government/business/community functions,
- Public information
- Inspections and permitting for repairs
- Volunteer and donations management
- Initiation of state/federal assistance programs
- Immediate mental health

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 14 Long Term Community Recovery and Mitigation

- Public health
- Other community issues may also be addressed.

Long-term recovery may involve:

- Permanent repair and reconstruction of infrastructure, facilities, and/or property
- Area specific or City-wide redevelopment planning
- Economic and business recovery
- Social/community restoration
- Temporary and permanent housing
- Additional transportation methods
- Continued economic development
- Historic preservation
- Community revitalization

Typically, a larger incident may require months in short term activities to bring circumstances back to normal functionality. Due to the nature of restorative activities involved, long term recovery often requires years. There can be no definitive period of time for short or long-term recovery as the process is dictated by the type and scope of event.

Recovery activities are covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Planning
Critical Task Description
Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the time frame contemplated in the plan using available resources.
Mass Care Services
Critical Task Description
Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.
Logistics and Supply Chain Management
Critical Task Description

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 14 Long Term Community Recovery and Mitigation

Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.
Infrastructure Systems
Critical Task Description
Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Provide for the clearance, removal, and disposal of debris.
Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and respond to cascading impacts in an efficient manner.

Whole Community Involvement

ESF 14 involvement includes whole community engagement recovery efforts within the City EOC. This includes coordinating with organizations and individuals relevant to the Critical Tasks listed above. Within government response structures, this involves coordinating horizontally with relevant City agencies through the City EOC structure and vertically to county, state, and federal partners. Actions and priorities will be coordinated with private sector, non-governmental, and other organizations that have ownership or input into the recovery process.

ESF 15 (Public Information) should be notified of information to be made available for public consumption and provided with details to ensure messaging reaches the whole community.

Organization

ESF 14 support operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 14 actions are, in general, orchestrated by the Recovery Coordinator in the City EOC. The City Manager’s Office will serve as the lead agency for the coordination of long term recovery and mitigation activities within the City.

Mobilization

Upon EOC activation, the EOC Manager, in consultation with the EM Director will determine if the situation merits the activation of ESF 14 and/or the supporting agencies to support ESF 14 operations.

Structure

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 14 Long Term Community Recovery and Mitigation

ESF 14's position in the City Emergency Operations Center falls under the EM Director. The duties to support ESF 14 locally may be divided between various City departments as deemed necessary by the Recovery Coordinator.

Responsibilities

City Manager's Office

Lead long term recovery planning efforts within the City by appointing the Recovery Coordinator before the EOC is fully deactivated, and the members of the Recovery Task Force. (See Recovery Plan for details).

Coordinate the post-incident assistance efforts within the City.

Coordinate with the Emergency Management Coordinator for the transition from response activities to long term recovery activities.

Public Works Department

Identify the community lifeline systems and public safety services that need restoration and/or replacement for them to be back in service and functional. This will be coordinated with the Recovery Task Force as identified in the City of Shoreline Recovery Plan. Establish timelines with the agencies responsible for the restoration of these community lifelines. Examples of these community lifelines are:

- Roadways
- Bridges
- Water and sewer lines
- Electric and gas
- communication systems
- critical facilities (Police, EOC, Fire, City Hall, etc.)

Implement the strategies developed for timely and reliable functioning of these systems and facilities.

At the time of this planning of restoration, consider what enhancements to the systems for redundancy or locations of infrastructure should be integrated in order to make them less vulnerable in the future.

Work with the general public to obtain proper building permits on privately owned buildings.

All City Departments

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 14 Long Term Community Recovery and Mitigation

Document all costs associated with long term recovery and mitigation.

Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.

Assist with the development of a City-wide long term recovery plan and operational procedures

Train departmental personnel in the implementation of the recovery plan and operational procedures.

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended Training includes, but not limited to; IS 2900, IS2905, IS 558, IS 559

References

Underlined text contains links to documents and is current as of the time of this document's publication.

- [City of Shoreline Municipal Code](#)
- [King County Regional Coordination Framework \(Feb. 2014\)](#)
- [City of Shoreline Hazard Mitigation Annex \(June 2020\)](#)
- [City of Shoreline Disaster Recovery Plan \(May 2010\)](#)
- [The National Response Framework \(Oct. 2019\)](#)
- [Washington Mutual Aid System \(May 2016\)](#)
- [National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

External Affairs/Public Information

Emergency Support Function (ESF) 15

COORDINATOR: Communications Program Manager

PRIMARY: City Manager's Office

SUPPORTING: Shoreline Emergency Management
All City Departments

Purpose

To provide guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the citizens of the City of Shoreline (City), City personnel and their families, government and public agencies, the media, and the private sector. This ESF addresses the communication needs of the City and outlines the responsibilities for processing, coordinating, and disseminating incident-related information to affected audiences.

Primary Response Core Capabilities

Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.
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Support Core Capabilities

Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
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Authorities and Policies

National Incident Management System (NIMS)

Guides all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 15 External Affairs/Public Information

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Revised Code of Washington 38.52.070 (3) – Emergency Management

Establishes the directive that all Comprehensive Emergency Management Plans (CEMP) must include a communication plan for notifying significant Limited English Proficiency (LEP) populations within the jurisdiction. This section also establishes guidance that states, whenever possible, public information will be released in accessible formats including English, Spanish, and American Sign Language (ASL).

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Situation

A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. Activation of the Public Affairs function is contingent on the need to keep the public informed of the status of the emergency, reassured of the actions taken to respond to the emergency by the City and other jurisdictions/agencies, and informed on actions the public should take in response to the emergency.

Following a public emergency, normal means of communications and information distribution may be destroyed or severely disrupted; therefore, only limited and incomplete information may be expected until full communications capabilities can be restored.

The City of Shoreline utilizes a Public Information Officer (PIO) to coordinate information releases and to provide accurate information to the public prior to or during emergencies so that the public can take appropriate precautionary or protective action. The PIO monitors media outlets to be aware of current information and to monitor the accuracy of statements related to the emergency or disaster. The extent of damage to the communications infrastructure of the affected area may influence the strategy for information dissemination.

The City of Shoreline is served by the Emergency Alert System (EAS). The City, in cooperation with King County and the Washington Emergency Management Division (WEMD) can activate the Emergency Alert System for local public announcements.

The City maintains a social media presence through Facebook and maintains its own website.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 15 External Affairs/Public Information

Each level of government (Federal, State, County, and City), through the Joint Information System (JIS), will direct timely information and coordinate news releases through the Joint Information Center (JIC), when activated.

Concept of Operations

A Joint Information System (JIS) organization and public information activity should be recognized as an essential and coherent system where timely, accurate, consistent, and authentic emergency information messaging is provided across multiple jurisdictions and/or disciplines, nongovernmental organizations, the private sector, and the community.

Local public safety agencies and city departments are responsible for providing all citizens, news media, incident personnel, and other appropriate agencies and organizations with information on impending or existing emergencies through a PIO, to include immediate protective action to be taken, such as sheltering or evacuation.

In both the Response and Recovery Phases, the PIO and staff may utilize the JIS by employing on scene information officers, scheduling regular media briefings at the local Emergency Operations Center (EOC), when activated. In addition, the Shoreline EOC may establish a Joint Information Center (JIC), depending on the nature and complexity of the emergency or disaster.

Generally, if a JIC is activated, a representative from each of the involved agencies or organizations may be assigned to the JIC. All news releases and status reports will be coordinated through the lead PIO or JIC to reduce release of conflicting information. The JIC will likely not be within the Shoreline EOC but should be located within the same facility, if possible.

Public service announcements, as well as warnings for the hearing impaired, significant Limited English Proficiency (LEP) populations, and other Access and Functional Needs (AFN) population segments, will be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use.

Critical Response Tasks

Public Information and Warning
Critical Task Description
Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.
Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
ESF – 15 External Affairs/Public Information

Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.
Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.

Whole Community Involvement

ESF 15 is supported by multiple city organizations and non-governmental organizations. Many of the city organizations that support ESF 15 engage a wide range of stakeholders in program development and service delivery operations, in accordance with and within the limitations of their respective enabling legal authorities, missions and funding sources.

ESF 15 partner agencies routinely engage many other organizations in their day-to-day missions, including: community councils; Voluntary Organizations Active in Disasters; faith-based organizations; community leaders; disability services; private businesses; home care services; advocacy groups; the media; transportation providers; and many others.

This ESF communicates with the Whole Community as needed during emergency preparedness, response, and recovery operations. The Whole Community includes populations with individuals with disabilities, Limited English Proficiency (LEP), and Access and Functional Needs (AFN).

Shoreline Emergency Management and the Shoreline PIO, will coordinate a group of partners consisting of pertinent city departments and community partners to meet annually, if possible.

This group will:

- Review all available information to establish a list of AFN and LEP communities within the City in accordance with the guidance provided in the State RCW
- Identify categories of vital information that should be translated and/or interpreted for AFN and LEP communities during emergencies and disasters
- Identify potential sources of translation and interpretation services
- Define how ESF 15 can assist local organizations, upon request, so the local organizations can effectively communicate with their AFN and LEP populations within impacted areas
- Provide input for the Training and Exercise Plan in order to evaluate the AFN and LEP communications capabilities of the city

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 15 External Affairs/Public Information

Organization and Structure

ESF 15 operations are organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 15 actions are orchestrated by the City Public Information Officer as part of the Command Section within the EOC. ESF 15 personnel should remain flexible to adapt to the unique conditions of threats, hazards and scale of the incident.

Mobilization

Upon EOC activation, the PIO is automatically mobilized to support EOC/JIC operations.

Responsibilities

Shoreline PIO/City Management’s Office	
	Activity/Action
	Coordinate with local media on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Public Information Officer (PIO) under ICS.
	Assist in the dissemination of written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases, and media events. The information is to encourage preparedness activities, awareness, and personal responsibility to minimize the loss of life and property during a disaster.
	Maintain liaison with support agencies.
	Ensure lead agency personnel are trained in their responsibilities and duties.
	Conduct communications capabilities analysis at critical facilities and make mitigation recommendations.
	Participate in the development, execution and evaluation of exercises involving public affairs.
	Advise and provide recommendations on conditions warranting declarations and executive orders.
	Develop, prioritize, and implement strategies for the initial response to ECC requests.
	Establish communications with appropriate field personnel to ensure readiness for timely response.
	Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings.
	Prepare the City Manager, EM Director, EOC Manager, and other officials for media briefings.
	Coordinate media briefings.
	Coordinate public notice of City Manager proclamations, emergency ordinances, and executive orders.
	Coordinate the preparation of multilingual advisory and informational materials for the public, to include consideration for people with hearing and visual disabilities.
	Ensure city personnel are trained in their responsibilities and duties as they pertain to Public

City of Shoreline Comprehensive Emergency Management Plan (CEMP)
 ESF – 15 External Affairs/Public Information

Information.

Shoreline Emergency Management
Activity/Action
Coordinate and manage all activities within the City Emergency Operations Center while communicating with the PIO for appropriate information dissemination.
Notify Z1 Emergency Coordinator, KC ECC and/or Washington State Emergency Operations Center regarding the status of the Joint Information Center (JIC) and services within the City.
Provide information on emergency services including evacuation information and routes, staging areas and public shelters.
Submit and coordinate requests for media resources to the Z1 ECC, KC ECC and/or State Emergency Operations Center.
Activate the JIC, when necessary, to provide for coordination of information and resources with all agencies involved.

All other City Departments
Activity/Action
Provide support, as appropriate for the specified agency/department, to ESF 15 in all phases of emergency management including: mitigation, preparedness, response, and recovery.
Provide supporting representatives to the City Emergency Operations Center upon request.

Required and Recommended Training

See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

Recommended Training includes, but not limited to; IS-29, L-105, L-388, G-290

References

- [National Incident Management System \(NIMS\)](#)
- [The National Response Framework](#)
- [Revised Code of Washington](#)
- [City of Shoreline Municipal Code](#)

Evacuation

Emergency Support Function (ESF) 16

COORDINATOR: Shoreline Police Liaison

PRIMARY: Shoreline Police Department

SUPPORTING: Public Works Department (PW)
Shoreline Emergency Management
Shoreline Fire Department
All City Departments

Purpose

This document has been developed to provide guidance to the City of Shoreline (City) to affect an evacuation should a major disaster threaten or occur within the City. Evacuations may result from naturally occurring events such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires, or from manmade events such as industrial accidents, terrorism, drug labs, and waste dumping. They City may evacuate all or part of the City in order to protect the general safety and welfare of its citizens.

Primary Response Core Capability	
Operational Coordination	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

Support Response Core Capabilities	
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Operational Communications	Ensure the capaCity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Authorities and Policies

National Incident Management System (NIMS)

All disaster response activities will be organized according to NIMS guidance. NIMS defines operational systems that guide how personnel work together during incidents including the implementation of the Incident Command System (ICS).

National Response Framework

A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

Washington Mutual Aid System

Provides for mutual assistance among member jurisdictions, to include every county, city and town of the state (does not include special purpose districts or state agencies).

King County Regional Coordination Framework

The RCF is a strategic document that may influence the allocation of incoming resources within a collaborative decision-making model. (link available below).

City of Shoreline Municipal Code

Title 2.50

Establishes city code and guidance for emergency management functions including city council and city manager powers and duties.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

Situation

A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. A threat exists that necessitates conducting evacuations. Due to the regional geology, and threats by earthquakes and landslides, it is not always practical to have specific plans, procedures, steps, and resources spelled out in detail throughout the Evacuation Plan.

For instance, the State of Florida might be able to reasonably predict the paths of tornados, and therefore can predict evacuation route and resources required to implement a major evacuation, however, a major earthquake in the Seattle region may cause such severe damage to critical infrastructure that elements of evacuation pre-planning are impractical to determine prior to an actual evacuation.

The Police Department is very limited in the number of personnel who are on duty at any one time. This may limit their ability to conduct a large-scale evacuation, until the City's EOC can be active and additional resources are available.

This ESF is designed to support preservation of life in response to imminent threat. The City will do everything within its capabilities to support preservation of life, but there is no guarantee that the City will be able to ensure the absolute safety of all people affected by the threat. Numerous circumstances can limit the response capabilities of the City, or create situations that are beyond the capabilities of the jurisdiction.

This ESF is heavily dependent on roads, bridges, and assets that are not owned or operated by the City and therefore are heavily dependent on the ability for other agencies to provide the necessary infrastructure and support to conduct a small and/or large-scale evacuation. For instance, although the Shoreline School District and King County Metro have buses within the City, they may not have the necessary staffing to operate them in an evacuation.

Parties involved in planning and conducting an evacuation

- City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, and Public Works Director
- King County Zone 1 Liaison
- King County Emergency Coordination Center (KCEOC)
- State Emergency Operations Center
- City of Seattle
- Town of Woodway
- City of Edmonds
- City of Mountlake Terrace
- City of Lake Forest Park
- King County Sherriff's Office (KCSO)

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

- Washington State Patrol (WSP)
- Washington State Department of Transportation (WSDOT)
- Shoreline Community College (SCC)
- City of Shoreline Departments
- City of Shoreline Police Department (PD)
- City of Shoreline Public Works Department (PWD)
- City of Shoreline Fire Department (FD)
- City of Shoreline Emergency Operations Center (EOC)
- Transportation and transit providers including King County Metro North Base, and the Shoreline School District Transportation Department.
- Organizations and private-sector companies that may support an evacuation, including private bus companies, if available during evacuation.

Potential Evacuation Populations

Nighttime

The City is estimated to be just under 58,000 residents living in our community that would presumably make up most of our nighttime population. We do not have any major businesses that have a significant population that work at night other than perhaps some small warehouses. The majority of the Living Units that are occupied are along both sides of State Route 99 (SR 99) and 15th Avenue NE. Living Unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied.

Daytime

The majority of Employment is concentrated along businesses on SR 99 and 15th Avenue NE. Although there are other pockets of high daytime populations, the majorities of these are reflected in schools and are within reasonable distances to SR 99 and 15th Avenue NE. Shoreline Community College (SCC) has a high daytime population of approximately 7,500 people.

Transient Population

Approximately 50 – 150 people at any one time are living on the streets or open areas of the City of Shoreline. While a large portion is transient and therefore difficult to locate, they are often adjacent to drug treatment centers and Park and Ride locations.

Tourists

While having some fairly active community parks, Shoreline does not have a significant tourist population. However, special attention should be considered when there are large scale public events, such as Celebrate Shoreline, that may require additional resources for evacuation of tourists.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

Schools/ Students

The City of Shoreline contains 22 schools, 5 of which are private, and 1 of which is a College. The Shoreline Public Schools have approximately 8,900 students. Some students may have difficulty communicating or speak a language other than English. Therefore, Limited English Proficiency and Access and Functional Needs strategies must be implemented to ensure adequate communication to all students. Shoreline Community College has about 9,000 each year, and about 6,000 students are enrolled any given quarter. The City also has numerous private schools, including daycares. Major populations include Kings Schools, St. Luke School, The Evergreen School, and Shoreline Christian School.

Large Commercial

The City of Shoreline has no large commercial areas. The largest facilities as stated above are the schools and community college. Some of the larger retail spaces include Costco, Home Depot, and Fred Meyer. Large commercial spaces also include, the Washington State Department of Transportation Traffic Hub, the Washington State Public Health Lab, Washington State' Hospital for the profoundly disabled and the King County Metro North Base. Most of the other businesses are located in small strip malls and retail spaces throughout the City.

Large Residential

The City of Shoreline is made up mostly of suburban homes occupied by residents who work in Seattle and adjacent communities. Currently, there are many larger high density residential buildings being built within City limits. Certain evacuation procedures may need to change to include this influx of population in these areas. There is a large elderly and disabled population that live on the grounds of Crista Ministries, at nursing facilities, Adult Family Homes, Boarding Homes and in six of the eight King County Public Housing complexes in the City.

Commuting patterns

There are several key regional interstates and state routes that flow through the City of Shoreline. There are also several major principal and minor arterials, including those that see more than approximately 30,000 vehicles a week. The list below is not a comprehensive list.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

- Interstate -5 runs through Shoreline and serves as key route in the regional transportation system.
- HWY 99 (Aurora Avenue N), SR 104 (Ballinger Way NE) Westminster Way N, NE 175th St, and 15th Avenue NE are classified as principal arterials.
- NE 185th Street, NE 155th Street, NW Richmond Beach Road, NW 195th Street, Dayton Ave North, Meridian Avenue North, 8th Avenue NW, and 5th Avenue NE are classified as Minor Arterials.
- These roads carry higher amounts of traffic particularly during peak times, including morning and nighttime commutes.

Populations with special needs

The City will make a reasonable effort, but cannot guarantee, to meet the requirements of the Americans with Disabilities Act (ADA) during an evacuation.

Although many people may need assistance in evacuation, there is not accurate and timely data on the specific location of this population, outside of what is stated in the above section. However, the City will coordinate with the KCECC and the Public Health - Seattle & King County to help identify and assist these citizens.

Populations in known areas of high risk

Flood Plain:

- 27th Avenue NW and the BNSF railroad tracks. (See Figure 4-8 FEMA 100-Year Floodplain in HMP)
- Ronald Bog subbasin in the Thornton Creek Basin and the 3rd Avenue NW subbasin in the Boeing Creek Basin.

Snow or Ice Hazard:

- Richmond Beach, Innis Arden, Hillwood, Richmond Highlands, and neighborhoods located on the slopes formed by McAleer Creek
- See Figure 4-7 Streets with Steeper Slopes and Figure 4-8 FEMA 100-Year Floodplain in HMP

Storm Surge:

- Properties located along 27th Ave NW (See Figure 4-7 Streets with Steeper Slopes in HMP)

Earthquake Hazard:

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

- Richmond Beach, Innis Arden, Ballinger and Ridgecrest (See Figure 4-4 Shoreline Liquefaction Map in HMP)

Landslides:

- BSF Railroad and Richmond Beach neighborhood (See Figure 4-9 Landslide Hazard Area) and Ballinger steep slopes areas.

Wildland Fire:

- Innis Arden, the Highlands, and Boeing Creek Canyon have significant slopes and vegetation (See Figure 4-13 Areas where slopes, land cover contribute to increased wild-land fire risks in HMP)
- Richmond Beach Park

Hazardous Materials:

- Washington State Public Health Laboratories that is located on the Fircrest campus, Tier II Facilities in Shoreline, and 9 Gas Stations (See Table 4-16 Tier II Facilities in Shoreline in HMP)
- Richmond Beach area, which has the access road leading to Point Wells and the BNSF tracks

It can be assumed that:

- Washington State Emergency Management Division will support the region with carrying out evacuation and coordinate with federal and private agencies.
- Washington State Department of Transportation will support the City with carrying out evacuation planning.
- Washington State Patrol will support the City of Shoreline with carrying out evacuation.
- King County Office of Emergency Management will support the City with carrying out evacuation and sheltering activities.
- King County Department of Transportation will support the City with carrying out evacuation planning.
- King County Office of Emergency Management will coordinate with federal, state, volunteer, and private agencies.
- Local municipalities may support the City in carrying out evacuation and

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

sheltering activities.

- The City is heavily dependent on King County and Washington State transportation infrastructure to support a major evacuation. This plan depends on the ability for those infrastructures to be operational.
- Schools, hospitals, adult care facilities, group homes, and King County Housing Authority will have their own plans in place to coordinate sheltering and evacuation.
- The Red Cross will not staff special needs shelters, but they may assist with training staff on shelter operations.
- Pet friendly shelters will be coordinated through King County ECC.
- The Police Department may be limited in its ability to request additional King County Sherriff's Office resources due services being contracted through the King County Sheriff's Office having other jurisdictional responsibilities.
- The ability to evacuate the medically fragile will be limited to the availability of ambulances that are available at the time. Many private ambulance services would not be available to provide assistance in the City of Shoreline, due in part to their commitments to areas with higher populations like the City of Seattle.
- There is not adequate and accurate information on the specific locations of people who are medical fragile, but who do not live in a registered care facility. Furthermore, although census data includes information on people with disabilities and language barriers, there is little information on the specific location of these populations. Therefore, these people should have a personal plan on how they will evacuate and shelter in their residence.
- Although the City may be able to provide information in multiple languages, targeting the specific areas with language barriers may be difficult or not practical with emergency staffing levels and available resources.
- The City may have enough accurate and adequate notice to implement an evacuation successfully. There may be times were there is too little or too late of notice to successfully evacuate all or certain parts of the population.
- Citizens have the proper resources to shelter in place and the City has accurate information to implement shelter in place.
- The City has accurate and timely information on hazards throughout the City and has the capability to communicate these hazards and what is needed to the community.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

Concept of Operations

All activities within ESF 16, Evacuation, will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

The Police Department is responsible for the coordination of the evacuation of the City. In the event all City and mutual aid resources have been expended, the Police Department will notify the City's EOC that additional assistance is needed.

As a signatory to the King County Regional Coordination Framework, the City will conduct activities in accordance with the Framework whenever possible.

All City owned vehicles (not otherwise involved in emergency response) will be made available for use by the EOC Manager in the Emergency Operations Center.

It is an approved policy that people with disabilities should be allowed to travel with their Family and/or Services Animals. Metro, Community Transit Services, and School Buses should be directed to allow people with disabilities to travel with their Family and/or Services Animals.

In the event of an incident requiring the evacuation of a part or all of Shoreline, the evacuation order may be issued by the Mayor, EM Director, or the Emergency Management Coordinator. On-scene incident commanders may issue temporary evacuation orders to mitigate dangers and/or potential life-threatening situations. When an immediate life-threatening situation exists, evacuation efforts should be coordinated through the Emergency Operations Center (EOC).

The individual ordering an evacuation shall notify the Emergency Management Coordinator who shall notify the King County Emergency Coordination Center and City Manager any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.

The EOC may request outside assistance through the Z1 ECC or the KC ECC. Every effort will be made to make initial requests through the Z1 ECC. In the event the Z1 ECC and KC ECC are not available, the EOC will submit requests for assistance directly to the State Emergency Operations Center.

Public Works staff will coordinate with the Police Department to provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or acceptance of victims shall be through the EOC and King County Emergency Management.

The City will coordinate, as appropriate, with jurisdictions within Zone 1 through the Zone 1 Emergency Coordinator (Z1 EC), King County Emergency Coordination Center, Snohomish County Emergency Operations Center, and the Washington State Emergency Operations Center to insure expeditious resolutions to issues resulting from an emergency or disaster.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

For purposes of this ESF, an evacuation is the removal of persons from the area at risk prior to an emergency's impact. Physical removal of victims from an area impacted by the emergency is considered a rescue and is covered in ESF 9.

In the event of an evacuation in which the size of it would impact the traffic flow of the major arterials, Interstate 5, and/or HWY 99 and in which the impact would not only be to the traffic, but to the surrounding communities as well, every effort will be made to include in the planning process representatives of those impacted areas. The Washington State Department of Transportation and the Washington State Patrol may be able to give input to produce an integrated plan for the evacuation. Neighboring cities should be notified of any route that may include their cities.

Notification

All modes available will be utilized to notify the targeted population to include but not limited to: the City of Shorelines Alert and Warning system, Reverse 911 through NORCOM Communications Center, TV and Radio Media, NOAA Radio, Emergency Activation System (EAS) through the King County 911 Communications Center, City's WEB Site, Social Media Sites, posting on the Regional Public Information System (RPIN), and Police and Fire driving the impacted areas giving voice commands over their Public Announcement systems.

Initial Notification may include:

- Evacuate or shelter-in-place orders
- Areas that need to be evacuated, with reference to known geographic features
- Why and when residents should evacuate
- Time required for evacuation efforts
- Assembly point locations
- Shelter locations, including availability
- Where to pick up children (for when an evacuation happens during the weekday and school children are evacuated)
- The designated transportation and evacuation points and evacuation routes
- Available transportation options (start/end time, transportation point locations, frequency of pick-ups, travel destinations)
- What residents should take from their homes
- How long the evacuation is expected to last

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

- How pets will be accommodated
- Security plans that are in place to protect residential property
- When informational updates will be made available
- Other information deemed appropriate and required before residents evacuate

Information Updates may include:

- Location of assembly points and shelters
- Current evacuation routes
- Current road and area closures
- Availability of hotels, food, fuel, medical and other essential services
- Current traffic conditions
- Updated shelter capacities
- Security measures being implemented
- Weather conditions, if applicable
- Changes to the original evacuation order

The plan that will be used for long-term Recovery activities and is covered in the City of Shoreline [Disaster Recovery Plan](#).

Mitigation activities for this ESF are covered in the City of Shoreline [Hazard Mitigation Annex](#).

Critical Response Tasks

Operational Coordination
Critical Task Description
Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and across the Nation and maintain as needed throughout the duration of an incident.
Enhance and maintain command, control, and coordination structures, consistent with the National Incident Management System (NIMS), to meet basic human needs, stabilize the incident, and transition to recovery.

Shoreline Comprehensive Emergency Management Plan (CEMP)
 Emergency Support Function (ESF) #16 Evacuation

Public Information and Warning
Critical Task Description
Inform all affected segments of society by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public to take protective actions.
Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.
Logistics and Supply Chain Management
Critical Task Description
Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
Enhance public and private resource and services support for an affected area.

Infrastructure Systems
Critical Task Description
Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Provide for the clearance, removal, and disposal of debris.
Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.

Mass Care Services
Critical Task Description
Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.

Operational Communications
Critical Task Description
Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery.
Re-establish critical information networks, including cybersecurity information sharing networks, in order to inform situational awareness, enable incident response, and support the resiliency of key systems.

Situational Assessment
Critical Task Description
Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Responsibilities

Police Department

- Provide direction and control for evacuation efforts.
- Coordinate ESF 16 activities with appropriate agencies and jurisdictions.
- Provide internal and perimeter security of evacuation zone.

Public Works Department (PW)

- Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.
- Coordinate public transportation resources planned for use in an evacuation and

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

coordinate with outside resources

Provide for the removal of debris and vehicles abandoned or having mechanical problems from evacuation routes as requested.

Provide for the relocation of essential resources to staging areas when requested.

Coordinate receiving and sheltering evacuees from other local and regional localities.

Shoreline Emergency Management

Activate, when necessary, to provide for coordination of resources with all agencies involved.

Notify Z1 EC, KC ECC and/or State Emergency Operations Center regarding the evacuation efforts within the City.

Coordinate evacuation information between various departments within the City to ensure efficient and accurate communication.

Submit requests for additional resources to the Z1 EC, KC ECC, or State Emergency Operations Center.

Provide information on emergency services including evacuation information and routes, staging areas and public shelters.

Fire Department

Provide support to the EOC in dissemination of evacuation information to the public.

Provide assistance, as possible, during the evacuation efforts.

Assist with direction and control of evacuation notification.

Assist with identification of vulnerable populations and the resources to assist in evacuating and communicating with them.

All City Departments

Assist in evacuation information to the public.

Provide support in evacuation efforts affecting the City.

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) #16 Evacuation

Required Training

- See the City of Shoreline Emergency Management Training Guide for all required trainings and information on how to access additional training information.

References

Underlined text contains links to documents and is current as of the time of this document's publication.

[City of Shoreline Municipal Code](#)

[King County Regional Coordination Framework \(Feb. 2014\)](#)

[City of Shoreline Disaster Recovery Plan \(May 2010\)](#)

[The National Response Framework \(Oct. 2019\)](#)

[Washington Mutual Aid System \(May 2016\)](#)

[National Incident Management System \(NIMS\) \(Oct. 2017\)](#)

Appendix A: Evacuation Routes and Maps

Appendix B: Standard Operating Procedures

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 16 Evacuation
Appendix A – Routes and Maps

Note: EMS Routes are reserved for EMS and First Responders and should only be used as Evacuation Route for citizens as a last resort. If Primary EMS Routes are available for use, consider using Secondary EMS Routes for citizen evacuation.

Note: EMS Routes are linked to a Google Map for each route.

Daytime / Nighttime Routes Leaving City Evacuation

○ **Primary Regional Routes Leaving City**

§ North

- Interstate 5 (I-5)
- Highway 99 (Aurora Avenue North)

§ South

- Interstate 5 (I-5)
- Highway 99 (Aurora Avenue North)

§ East

- NE 175th Street

§ West

- NE 185th Street

○ **Secondary Regional Routes Leaving City**

§ North

- Meridian Avenue N
- NE 145th to Bothell Way NE (Highway 522)

§ South

- Dayton Ave. N

§ East

- NE 185th Street

§ West

- NE 175th Street

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 16 Evacuation
Appendix A – Routes and Maps
EMS Routes

○ **Primary**

§ **North/ South**

- 5th Avenue NE
 - [Northbound to Swedish Edmonds Hospital](#)
 - [Southbound to University of Washington Medical Center - Northwest](#)
 - [Southbound to Harborview Medical Center](#)
 - [Southbound to Virginia Mason Medical Center \(Via Eastlake Ave. East\)](#)
 - Southbound to Swedish
 - § [Cherry Hill Campus](#)
 - § [Ballard Campus](#)
 - § [First Hill Campus](#)

§ **East/ West**

- NE 145 Street
 - [Eastbound to University of Washington Medical Center – Montlake \(Via 15th Ave NE\)](#)
 - [Eastbound to Evergreen Medical Center \(Via SR 522\)](#)
 - [Eastbound to Seattle Children’s Hospital \(Via 15th Ave NE\)](#)

○ **Secondary**

§ **North/ South**

- 15th Avenue NE
 - [Northbound to Swedish Edmonds Hospital](#)
 - [Southbound to Virginia Mason Medical Center](#)
 - [Southbound to University of Washington Medical Center - Northwest](#)
 - [Southbound to Harborview Medical Center](#)
 - Southbound to Swedish
 - § [Cherry Hill Campus](#)
 - § [Ballard Campus](#)
 - § [First Hill Campus](#)

§ **East/ West**

- North 155th Street
 - [Eastbound to University of Washington Medical Center – Montlake \(Via 15th Ave NE\)](#)
 - [Eastbound to Evergreen Medical Center \(Via SR 522\)](#)

Shoreline Comprehensive Emergency Management Plan (CEMP)

Emergency Support Function (ESF) # 16 Evacuation

Appendix A – Routes and Maps

- [Eastbound to Seattle Children’s Hospital \(Via 15th Ave NE\)](#)

Key Addresses for Medical Evacuation

- **University of Washington Medical Center - Northwest**
1550 North 115th Street
Seattle, WA
(206) 368-6440

- **Swedish Edmonds Hospital**
21601 76th Avenue West
Edmonds, WA
(425) 640-4404

- **University of Washington Medical Center - Montlake**
1959 NE Pacific
Seattle, WA 98195
206.598.3300

- **Harborview Medical Center**
325 Ninth Ave.
Seattle, WA 98104
206.744.3000

- **Evergreen Medical Center**
12040 NE 128th Street
Kirkland, WA 98034

- **Seattle Children’s Hospital**
4800 Sand Point Way NE
Seattle, WA 98105

- **Swedish Medical Center
Cherry Hill Campus**
500 17th Ave.
Seattle, WA 98122
Phone: 206-320-2000

Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 16 Evacuation
Appendix A – Routes and Maps

Ballard Campus

5300 Tallman Ave. N.W.
Seattle, WA 98107-3932
Phone: 206-782-2700

First Hill Campus

747 Broadway
Seattle, WA 98122
Phone: 206-386-6000

• **Virginia Mason Medical Center**

1100 Ninth Ave.
Seattle, WA 98101
Phone: (206) 223-6600

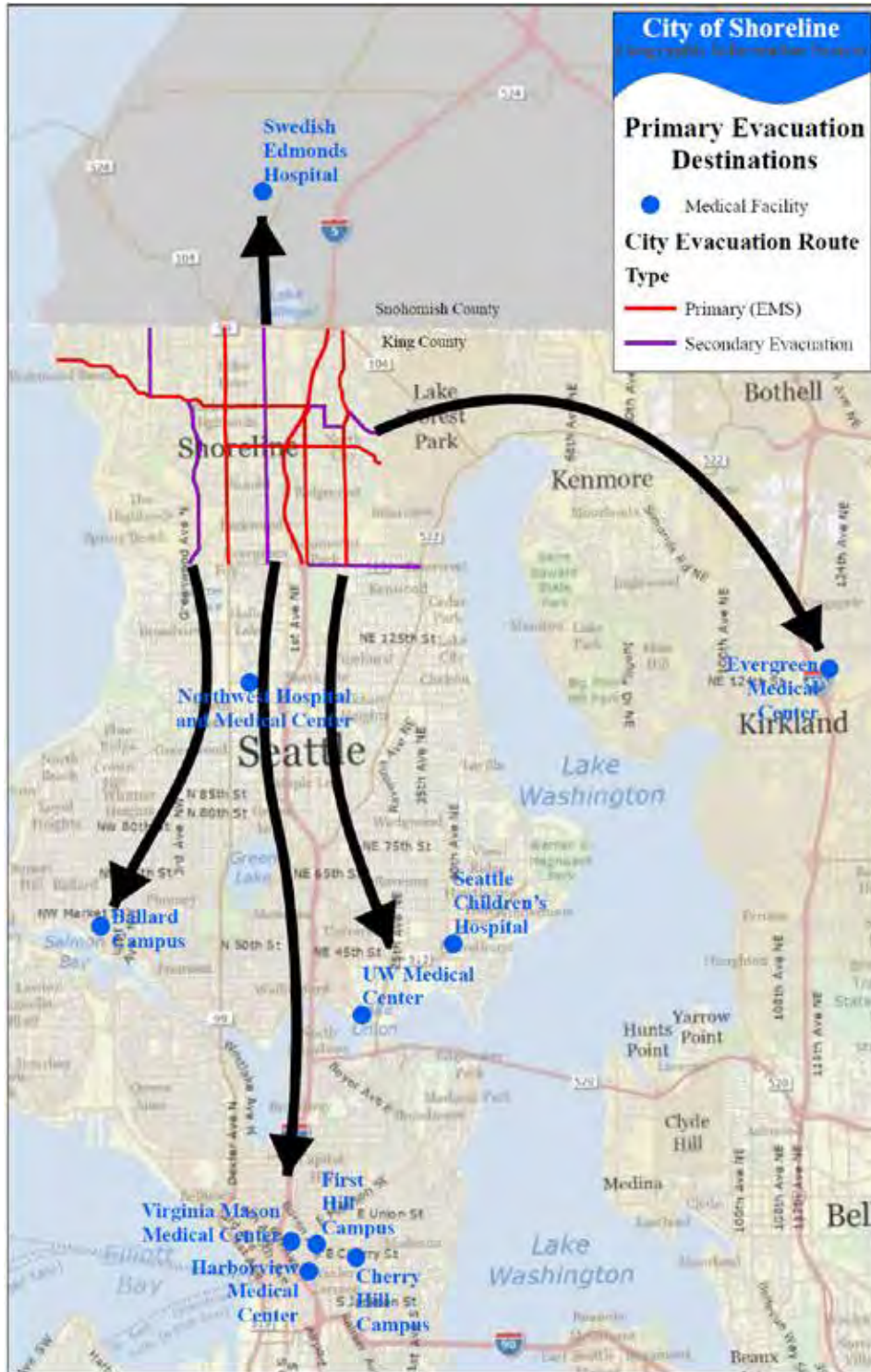
Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 16 Evacuation
Appendix A – Routes and Maps
Shoreline Evacuation Routes



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Shoreline Comprehensive Emergency Management Plan (CEMP)
Emergency Support Function (ESF) # 16 Evacuation
Appendix A – Routes and Maps
Shoreline Medical Evacuation Key Addresses



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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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