City of Pullman
Washington State University
Whitman County

C-CEMP

Coordinated Comprehensive Emergency Management Plan

Basic Plan
Emergency Support Functions (ESF's)
Incident Specific Annexes

October 2022

MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

October 20, 2022

Bill Tensfeld, Director
Whitman County Department of Emergency Management
310 N. Main Street
Colfax, WA 99111

Re: Whitman County Comprehensive Emergency Management Plan

Dear Director Tensfeld:

Thank you for submitting Whitman County's Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division looks forward to receiving the next iteration of Whitman County's CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcempreview@mil.wa.gov.

Sincerely,

Adam Wasserman
Acting Director

Enclosures (3)
Whitman County CEMP Tiered CEMP Review
Whitman County CEMP Checklist 2022
Whitman County Draft CEMP 2022

Promulgation Statement

This Coordinated Comprehensive Emergency Management Plan (CEMP) addresses the City of Pullman, Whitman County, and Washington State University's planned response to emergencies associated with natural, technological, and human caused incidents/disasters. This document provides the underlying framework for protection of health, safety, and property of the residents within the city and county, and the students, faculty, staff, and visitors of Washington State University during incidents/disasters. It is intended to facilitate multiple-agency/jurisdiction coordination, specifically between the City, County, University, State, and Federal governments operating under the National Incident Management (NIMS) compliant framework.

The document is an all-hazards plan, intended for use in any emergency, including those that are beyond the control or capability of ordinary departmental or jurisdictional response. One key objective of this Coordinated (CEMP) is to ensure the most effective use of all city, county, and university resources before, during, and after an incident.

The comprehensive approach integrates the five mission areas of emergency management, which include:

- Prevention – capabilities necessary to avoid, prevent or stop a threatened or actual natural or man-caused event or act of terrorism.
- Protection – activities devised by organizations, departments, individuals, to save lives and minimize damage from natural, technological, and human caused, incidents/disasters.
- Mitigation – sustained action to reduce or eliminate risk and impact to people and property from hazards and their effects.
- Response – immediate actions to save lives, protect property, and meet basic human needs.
- Recovery – short and long-term activities that begin after disaster impact has been stabilized and which seek to restore lost functions.

In order to execute this plan effectively, all emergency response personnel, local elected officials, and university administration must have knowledge of and familiarity with the procedures set forth in this plan. This plan formally incorporates the National Response Framework (NRF) and the National Incident Management System (NIMS) concepts and processes to be used during activations of components within this plan either in whole or in part.

Following promulgation, periodic review and revision of this plan will occur on a biennial schedule or more frequently as warranted. This plan is written and will be updated in compliance with the Federal Emergency Management Agency's Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide 101, Version 2.0, November 2010. Attachments, Annexes, and Emergency Support Function (ESF) components may be periodically added and revised without resort to the full promulgation and approval process.

Approval and Implementation

This Coordinated Comprehensive Emergency Management Plan (CEMP) for the City of Pullman, Whitman County, and Washington State University serves as the foundational framework of emergency response to incidents and disasters of all scales and types. As an emergency operations plan, the Coordinated (CEMP) provides an all-hazards framework for emergency response that enables the implementation and application of emergency management best practices during emergency operations.

The plan is intended to serve as a scalable and comprehensive emergency operations plan that provides clearly defined concepts of operations, roles and responsibilities, emergency management functions, organizational structure, authority, and operationally-specific approaches to addressing incidents and disasters in the city, county, and at the university.

This Coordinated CEMP is an emergency operations plan with three major sections:

Basic Plan: This portion of the Coordinated CEMP provides an overview of the city, county, and university preparedness and response strategies. It describes expected hazards, outlines organizational roles and responsibilities, and explains how this plan will be maintained and revised.

Emergency Support Functions: These are individual chapters that focus on essential missions during emergency operations. Each details how the city, county, and university manage a specific function before, during, and after a disaster and identifies the lead agencies that implements that function.

Support Annexes: These are annexes describing the roles and responsibilities whereby the City, County, and University will work together to implement and maintain this Coordinated CEMP. Additional documents are there to support the basic plan, emergency support functions, hazard-specific annexes, and the Department of Education functional annexes.

Department of Education Functional Annexes: These individual chapters that are specific to the University system focused on essential missions of the academic institution. Each details how the university will maintain and manage a specific function before, during, and after a disaster and identifies how it will implement that function.

Hazard-Specific Annexes: These annexes describe strategies for managing missions for a specific hazard.

With promulgation, this plan replaces and supersedes all previous versions of the City of Pullman, Whitman County, and Washington State University Comprehensive Emergency Management Plans. Review and revision of this plan will occur on a biennial schedule or more frequently as warranted. In addition, there may be changes after any emergency or disaster if it is decided that they are warranted. Other routine updates to the plan to keep in line with standards can be made by the planning committee without the approval of the senior official's signatures.

This plan will be effective upon submission by _____, and approval by _____, on this date _____.

Signature Page
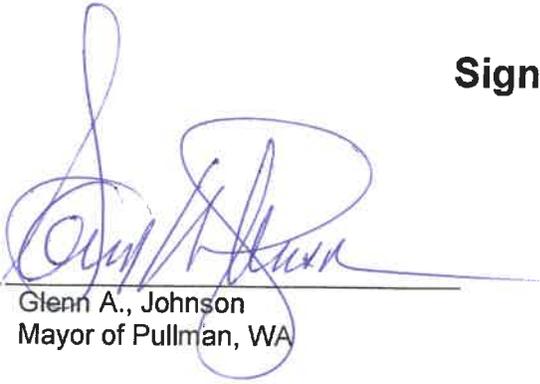
_____
Glenn A., Johnson
Mayor of Pullman, WA

12/12/2022
Date Signed

_____
Michael Largent
Whitman County Commissioner

11/22/2022
Date Signed

_____
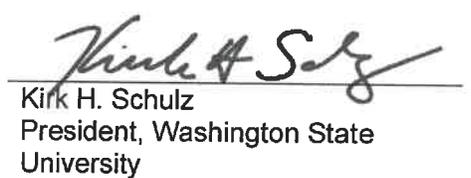Tom Handy
Whitman County Commissioner

11/21/2022
Date Signed

_____
Arthur Swannack
Whitman County Commissioner

11/21/2022
Date Signed

_____
Kirk H. Schulz
President, Washington State
University

12/14/2022
Date Signed

086292

Record of Changes

Documents Covered By This Record:
- Basic Plan
- Appendices
- Support Annexes
- Incident/Hazard Specific Annexes
- Function Annexes (WSU specific)

* C-CEMP PC = C-CEMP Planning Committee

Change #	Page	Change	Date	By *

Record of Distribution

Name	Title	Agency	Delivery Date
		Whitman County Board of Commissioners	
		Whitman County DEM	
		Whitman County Communications Center/Whitcom 911	
		Whitman County Sheriff's Office	
		Latah/Whitman County Search and Rescue	
		Washington State Patrol	
		City of Colfax - Police Dept.	
		City of Colton - Police Dept.	
		City of Garfield - Police Dept.	
		City of Oakesdale - Police Dept.	
		City of Palouse - Police Dept.	
		Whitman County Fire Dist. 1/Tekoa	
		Whitman County Fire Dist. 2/St John	
		Whitman County Fire Dist. 3/Garfield	
		Whitman County Fire Dist. 4/Palouse	
		Whitman County Fire Dist. 5/Lamont	
		Whitman County Fire Dist. 6/Endicott	
		Whitman County Fire Dist. 7/Rosalia	
		Whitman County Fire Dist. 8/Lacrosse	
		Whitman County Fire Dist. 10/Oakesdale	
		Whitman County Fire Dist. 11/Colfax	
		Whitman County Fire Dist. 11/Albion	
		Whitman County Fire Dist. 11/Diamond	
		Whitman County Fire Dist. 11/Steptoe	
		Whitman County Fire Dist. 12/Pullman	
		Whitman County Fire Dist. 14/Colton	
		Whitman County Fire Dist. 14/Uniontown	
		Washington State Dept. of Natural Resources	
		Whitman County EMS Council	
		Washington State Dept. of L&I	
		Washington State Dept. of Health	
		Washington State Emergency Mgt. Div.	
		Pullman Regional Hospital	

Name	Title	Agency	Delivery Date
		Whitman Community Hospital	
		Area Clinics	
		Life Flight	
		Pullman School Dist.	
		Colfax School Dist.	
		Endicott School Dist.	
		Garfield School Dist.	
		Lacrosse School Dist.	
		Lamont School Dist.	
		Oakesdale School Dist.	
		Palouse School Dist.	
		Rosalia School Dist.	
		St John School Dist.	
		Steptoe School Dist.	
		Tekoa School Dist.	
		Palouse Hills Amateur Radio Club	
		American Red Cross Inland Northwest Chapter	
		Salvation Army	
		Whitman County Coroner	
		Whitman County Counseling Services	
		Whitman County Public Works	
		Washington State Dept. of Agriculture	
		Washington State Dept. of Transportation	
		Whitman County PUD	
		Whitman County Auditor	
		Whitman County Prosecutor	
		Whitman County Treasurer	
		Whitman County Assessor	
		Washington State Dept. of Fish and Wildlife	
		Washington State Dept. of Ecology	
		Environmental Protection Agency	
		National Weather Service	
		Washington State Fire Marshall/Fire Protection Bureau	
		Dept. of Defense	
		Washington State University Office of Emergency Management	
		Washington State University Environmental Health and Safety	
		Washington State University Police Department	

Name	Title	Agency	Delivery Date
		Washington State University Finance	
		Washington State University Attorney General	
		Washington State University Facility Operations	
	City Administrator	City of Pullman	
	Mayor	City of Pullman	
	Manager	Pullman-Moscow Regional Airport	
	Director	City of Pullman - Finance Dept.	
	Chief	City of Pullman - Fire Dept.	
	Director	Neill Public Library	
	Director	City of Pullman - Planning Dept.	
	Chief	City of Pullman - Police Dept.	
	Director	City of Pullman - Public Works Dept.	
	Director	City of Pullman - Parks and Recreation	
	Director	City of Pullman - Human Resources	
		Avista Utilities	
		Verizon	
		LEPC	

Table of Contents

SECTION 1: BASIC PLAN

I.   INTRODUCTION

A.   Vision Statement Coordinated CEMP

The City of Pullman, Whitman County and Washington State University are committed to engaging collaboratively in proactively planning and preparing for emergencies and will continue to build a better future by working to effectively reduce the impacts of disasters in our communities.

The Coordinated Comprehensive Emergency Management Plan (CEMP) was developed through a collaborative effort by City of Pullman, Whitman County, and Washington State University, local public safety agencies, appropriate subject matter experts, and volunteer organizations. The plan demonstrates the ability of a large number of agencies to work together to achieve a common goal. The planning committee coordinated with local groups to provide a forum for those with identified responsibilities in the CEMP. They participated in planning and coordinating emergency management activities in order to identify, develop, maintain, and enhance local emergency management capabilities for the whole community. Consequently, the "whole community" is involved in the CEMP planning. The CEMP is one of the many efforts to prepare all people in the City of Pullman, Whitman County, and Washington State University and Washington State for emergencies or disasters.

B.   Mission

This Coordinated Comprehensive Emergency Management Plan (CEMP) is a means to coordinate and facilitate commitment of resources to minimize the impacts of natural, technological or man-caused disasters and emergencies on people, property, the environment and the economy of the City of Pullman, Whitman County, and Washington State University. Through planning, coordination, education, training and community awareness, we will prepare for; respond to; mitigate, respond to, and recover from; the effects of disaster for all who live, work, or visit here.

Mission priorities of the City of Pullman during a disaster are first the protection of human lives and public health, then protection of public property and infrastructure, and to provide reasonable assistance to individuals to protect private property, and protecting the environment. The overall objective is to respond to emergency conditions and manage the process of restoring City programs and services as quickly as possible.

Mission priorities of Whitman County during a disaster are the protection of lives, property, the economy and the environment. Our overall objective is to respond to emergency conditions, protect our citizens and manage the process of restoring County programs and services as quickly as possible.

Mission priorities of Washington State University during a disaster are first the protection of human lives, then safeguarding of animals, samples, and materials

associated with the university's research processes, protecting property, maintaining educational functions, minimizing impacts on the campus and community, and protecting the environment. The overall object is to respond to emergency conditions and manage the process of restoring university academic and research programs and services as quickly as possible.

C.   Applicability

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The City of Pullman, Whitman County, and Washington State University have established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken into account.

All executive heads of the communities within Whitman County that do not have their own established Comprehensive Emergency Management Plan (CEMP) have signed the Whitman County Municipal Corporations Mutual Aid Agreement. Therefore this City of Pullman, Whitman County, and Washington State University Coordinated CEMP is intended to provide all the cities, fire districts, and school districts within Whitman County a resource for preparedness, response, recovery, and mitigation from natural, technological, or human-caused disasters.

This plan provides a foundation for:

1. Establishing mutual understanding among government agencies, Washington State University, business and industry, volunteer organizations, and the citizens of Whitman County.
2. Efficient and effective utilization of government, university, and private resources.
3. Coordination with city, county, university, and surrounding jurisdictions, The State of Washington and the Federal Government.
4. The development and maintenance of disaster response capabilities.
5. The identification and application of hazard mitigation strategies.
6. Effective training and education to citizens, the business community, volunteers, local elected officials, and university administration.
7. The ability to rapidly, effectively, and efficiently recover from a disaster.

D.   Purpose

The purpose of this plan is to establish a comprehensive, all hazards approach to incident management and to serve as a guide to organizational activities before, during, and after a disaster. It describes capabilities and resources, establishes responsibilities, for Whitman County as well as every political subdivision therein, and Washington State University in accordance with the Revised Code of Washington (RCW) 38.52 for addressing all five mission areas of emergency management: Prevention, Protection, Mitigation, Response, and Recovery. The Basic Plan of this Coordinated CEMP provides the framework for response and emergency management. The Emergency Support Functions Annexes,

Support Annexes, Functional Annexes, and Incident Annexes address essential emergency management support functions and hazard specific strategies required to implement emergency operations objectives. This Coordinated CEMP provides for the continuity of local government and university operations during and after an emergency or disaster.

This document establishes procedure for establishing and operating an Emergency Operations Center(s) (EOC(s)) to carry out incident objectives as necessary, provide information to the public on response and recovery efforts, and to provide coordination of operations with local response agencies, the City of Pullman, Whitman County, Washington State University, The State of Washington (coordinated through the State Emergency Operations Center (SEOC), and Region 10 of the Federal Emergency Management Agency (FEMA). The Training and Exercise Appendix will outline the emergency management training that is highly recommended and required to improve operational readiness by increasing knowledge, skills, and coordinated or response efforts.

E.   Scope

This plan describes the basic strategies, assumptions and mechanisms through which the City of Pullman, Whitman County, and Washington State University will conduct preparedness and mitigation activities to guide and support local emergency management efforts, and guidance for effective response and recovery. This plan is designed to address emergency operations in the City of Pullman, Whitman County, and Washington State University independently and when operating jointly, as when an incident is severe, widespread, or of long enough duration that standard emergency response strategies and capabilities become overwhelmed and require higher levels of coordination, sustained response, and/or strategic/policy support.

This Coordinated CEMP can be fully or partially implemented in the context of a threat, in anticipation of a significant event, or in response to an incident at any level. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

F.   Situation Overview

This Coordinated CEMP embodies an all-hazards approach to natural, technological or human-caused emergency disaster situations most likely to occur within Whitman County and based upon the Whitman County Hazard Identification and Vulnerability Analysis (HIVA) and Washington State University (HIVA), both of which have been published as separate documents.

1. Population and Geography

    a) The City of Pullman is the largest city in Whitman County, Washington. The population is estimated at 32,901 based on the Washington Office of Financial Management population estimates April 1, 2021. Washington

State University's campus is located in the east section of the city. Pullman Regional Hospital provides full medical services including trauma care. An expanding high-tech industry is located in the north end of the city in the Pullman Industrial Park operated by the Port of Whitman County.

b) Whitman County is located in eastern Washington State. According to the Washington Office of Financial Management population estimates April 1, 2021, the population is 47,973 Whitman County has two rivers, the Snake River and the Palouse River and six creeks, the Union Flat Creek, the Rock Creek, and the Pine Creek, Missouri Flat Creek, Dry Fork Creek, and the Paradise Creek. The Pullman-Moscow Regional Airport is located in the City of Pullman; it is the primary airport in the rural area. Colfax is the county seat and is the location for the other hospital in the county.

c) Washington State University (WSU) is a large Research One land-grant institution of higher education. The original and largest campus is located in Pullman, WA and directly adjacent to the Idaho border. Its students, faculty, staff, and visitors comprise populations of nearly 35,000 people on campus each day. WSU is a member of the PAC-12, and during football games, this number is significantly higher. Organizationally WSU is a state agency and consists of several individual academic colleges and non-academic departments as well as several smaller campuses and a statewide Extension Service, each having a unique role vital to the academic, outreach and research missions of the university. Regionally, the university impacts organizations and communities across Whitman County and the State of Washington both economically and culturally.

2. Threats and Vulnerabilities

A hazard represents an event or condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to environment, business interruption, or other types of harm or loss. Examples of hazards that have affected the City of Pullman, Whitman County, and Washington State University in the past and to which Whitman County as a whole is vulnerable are severe weather, windstorms, blizzards, flooding, wildfire, and civil disorder.

a) The potential for severe earthquakes is low in this area but a larger earthquake on the West side of Washington State may indirectly affect people, hospitals, and infrastructure in a significant way. Likewise, a volcanic eruption elsewhere in the state will the same indirect impacts and may cause volcanic ash to fall in this area and directly affect people, hospitals, and infrastructure.

b) Straight-line winds are responsible for most thunderstorm wind damage in the area and can be equivalent to a strong tornado.

c) Winter storms are common to the region and can produce extreme cold temperatures and precipitation resulting in freezing rain, sleet, heavy snow accumulations, blizzard conditions, wind chill affect, and strong winds creating numerous snowdrifts over main roadways. Snowstorms have affected city and University operations in the past.

d) The Pullman-Moscow Regional Airport flight patterns often traverse the Washington State University campus and parts of the City of Pullman. An aircraft crash could result in mass casualty and significant catastrophic damage to the city and/or campus property.

e) The proximity of major roadways to the Washington State University campus and the City of Pullman increase the risk of a short-term business interruption and possible human casualties from a hazardous materials release.

f) Various quantities of chemical, radioactive, and biological hazardous materials are used for teaching and research, facilities maintenance, academic support, and general campus operations and stored on campus. On-campus materials present a risk of a release that could result in short-term business interruptions as well as damages to research and human casualties.

g) Structural fires and Wildland fires within the City of Pullman, Whitman County, and on Washington State University property are a serious threat.

h) Utility Failure in the City of Pullman, Whitman County, and/or Washington State University could disrupt day-to-day operations and activities. A wide spread failure of longer duration can significantly interrupt operations and impact citizens, research and activities.

3. **Hazard Categories**

a) *Natural Hazards* – Natural incidents related to environmental conditions including dam and levee failure, drought and extreme heat, earthquakes, flooding, major fires (including grass, timber, and urban), hurricanes, tornadoes, and winter/ice storms.

b) *Human-Caused Hazards* – Intentional acts including civil disorder, rioting, protesting, shooting, bomb threat, suspicious package, enemy attack, sabotage, terrorism, or other incidents involving including the use of weapons of mass destruction.

c) *Technological Hazards* – Technological failures or accidents including, but not limited to: industrial hazards, structural collapse, power outages, fires, explosions, transportation accidents, water supply failure, and hazardous materials such as: chemical, biological, radiological and nuclear.

G.   Emergency Considerations and Hazards

Washington State generally, and the Whitman County area specifically, experience or could experience significant impacts from natural hazards including floods, storms, wildland fires, earthquakes, and even volcanoes. Beyond natural hazards, there are technological hazards, including nuclear power plant incidents, chemical weapon stockpiles, dam failures, and hazardous material spills. The City of Pullman, Whitman County, and Washington State University are subject to many of these hazards directly and indirectly as a result of fulfilling mutual aid agreements, and potentially as the result of supply interruption or refugee influx from other disaster areas. All of these hazards require analysis and determination by state, county, city, and university officials in order to organize resources so loss can be prevented or minimized. The Whitman County and Washington State University Hazard Identification and Vulnerability assessments are addressed in the Hazard Identification and Vulnerability Analysis Plan and the Whitman County and Washington State University Hazard Mitigation Plans.

H.   Planning Assumptions

This Coordinated CEMP is based on the following planning assumptions and considerations:

- A disaster may occur with little or no warning; may escalate far more rapidly than City of Pullman, Whitman County, or Washington State University capabilities; and could require outside assistance from other public sector/private sector/non-governmental agencies and organizations.
- All incidents begin and end locally and typically are managed at the lowest possible geographic, organizational, and jurisdictional level.
- The National Incident Management System and Incident Command System will be the foundation of all emergency response activities before, during, and after an incident and/or disaster.
- In many cases, fire department or law enforcement personnel will assume Incident Command, depending on the type of emergency.
- Initial response by the City of Pullman, Whitman County, and Washington State University will be to take actions that have the greatest lifesaving potential under the circumstances.
- Departments tasked in this document are aware of their emergency response roles and responsibilities and will fulfill these requirements in an emergency utilizing their capabilities, including staffing, equipment, supplies, and skills, according to their own policies and procedures.
- Proper implementation and understanding of these guidelines through training and exercising will reduce disaster-related losses.
- In a disaster in this region it could take up to 72 hours before the City of Pullman, Whitman County, and Washington State University receive significant outside assistance. If surrounding areas of Whitman County are impacted, resources may be delayed or completely unavailable.

- Government at all levels and University administration must continue to function under all threats, emergencies, and disaster conditions.
- This Coordinated CEMP must be flexible and be able to function under a variety of unanticipated, complex, and unique circumstances.
- Day-to-day functions that do not contribute directly to disaster operations may be suspended for the duration of the public emergency. The efforts, including the efforts of personnel, that would normally be required for these functions will be redirected to accomplish disaster management and response tasks.
- Incidents may cause significant injuries, alterations and damage to infrastructure and the environment resulting in numerous casualties and fatalities, displaced individuals, property loss, disruption of normal life support systems, disruption of essential public services, and the like.
- The City of Pullman, Whitman County, and Washington State University may become one or more relocation sites for the region for those displaced by a disaster or as a sheltering area for those evacuating other parts of the region or state affected by disasters.
- Incidents pose a challenge for the whole community but specifically the access and functional needs population that includes children, individuals with disabilities, diverse communities, the elderly, and people with limited English proficiency. These groups may be lacking in resources such as food, shelter, and transportation.

I.   Limitations

This plan, nor any of its appendices, emergency support functions (ESFs), implementing instructions, or procedures is not intended to deal with every potential scenario that may occur during times of emergency, but rather to identify the organization, the processes and the responsibilities of the respective participants who may be involved. The possibility of local resources becoming overwhelmed is a reality, the participating jurisdictions can only make a reasonable effort to respond based on the situation(s), information and the resources available at the time of the disaster.

In the event of severe devastation throughout the Palouse Region and/or county, fundamental resources such as water, food, first aid supplies, utilities, fuel, shelter, sanitation supplies, and basic survival supplies may be needed. The City of Pullman, Whitman County, and Washington State University do not have sufficient supplies and equipment on hand for an extended response.

Arrival of state and/or federal assistance may be delayed for several days after an incident.

There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible.

The disaster response and relief activities of the City of Pullman, Whitman County, and Washington State University may be limited by:

- The inability of citizens and students to be self-sufficient for more than 72 hours without additional supplies of water, food, shelter and medical supplies.

- Lack of public services, sewage treatment services, and regional transportation due to damage to facilities and equipment, and shortages of trained personnel. The impact of these shortages may be felt immediately because of increased need and the necessity for 24-hour operations sustained over long periods.
- Damage to essential lifeline infrastructure such as roads, rail, utilities, and communication networks.
- The shortage of critical supplies due to reduced delivery or storage capacities.
- Impact to responder communications due to equipment damage or overloading of landline and cellular telephone lines into 911 centers.
- Large movements of people from the West side of Washington State as refugees into the City of Pullman, and Whitman County, and on to Washington State University will stress all resource systems, particularly shelter, food, water, and medical.

II.   CONCEPT OF OPERATIONS

A.   General

This Coordinated CEMP addresses the entire spectrum of contingencies ranging from relatively minor incidents to large-scale disasters, such as an earthquake or human caused incident. Some emergencies will be preceded by a buildup or a warning period, providing sufficient time for appropriate officials and administration to warn the public and implement mitigation measures. Other emergencies occur with little or no advance warning, and require immediate activation of this Coordinated CEMP as well as an efficient and coordinated mobilization and deployment of resources. All entities responsible under Emergency Support Functions (ESFs) of this Coordinated CEMP must be prepared to respond promptly and effectively to any foreseeable emergency, taking all appropriate actions, including requesting and providing assistance.

- When a disaster occurs, or one is imminent, the Fire Chief of the City of Pullman, the Director of Emergency Management for Whitman County, or the President of Washington State University *or official designee* may request that the Whitman County Emergency Operations Center (EOC) be activated.
- The City of Pullman, Whitman County, and Washington State University will make essential staff available for training, exercises, and emergency operations assignments.
- In the event of communication, power, or utility failure in a disaster, predetermined facilities may be used as an alternative EOC. In addition, each such area may serve as a staging area, triage area, communications center or in any other functional capacity appropriate for the situation as assigned.
- The Emergency Worker Program Annex provides detailed information on management of registered emergency workers before and during an emergency for the City of Pullman, Whitman County, and WSU, including incidents that affect other WSU locations.

The *Basic Plan* provides a summary/overview of the City of Pullman, Whitman County, Washington State University hazard analysis, states the major assumptions made for response planning purposes, and establishes the overall concept of operations, organization and assignment of responsibilities, direction, control and coordination, administration, finance, and logistics, and development and maintenance regarding this plan.

Emergency Support Functions (ESFs) are function-specific sections that group resources and capabilities into functional areas most frequently needed during a response. These functions are coordinated by a single lead department/organization in each jurisdiction but may rely on several departments/organizations to provide resources for a given functional area. The function of an ESF is to provide guidance and facilitate access to the City of Pullman, Whitman County, Washington State University capabilities regardless of which department/organization manages those capabilities. The ESFs serve as the primary operational-level mechanism to guide provision of assistance in

functional areas such as transportation, communications, engineering and physical plant, mass care, student housing, public health, search and rescue, energy, and law enforcement. One or more ESFs may be activated in response to any emergency.

Support Annexes are plans that describe how common support processes and administration tasks required during an incident are coordinated and executed. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to many types of incidents.

Department of Education Functional Annexes are university-specific regarding task performance and are recommendations from the Department of Education and Department of Homeland Security. Because they are operations-oriented, they describe how the university will address different hazards specifically.

Hazard-Specific Annexes are plans that described the unique aspects of how the City of Pullman, Whitman County, and Washington State University will respond to incidents within broad incident categories (e.g., severe weather, public health, hazardous materials).

B.   National Incident Management System (NIMS)

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, cities, counties, and universities are among local agencies that must adopt NIMS if they receive Federal grant funds.   The National Incident Management System (NIMS) is a set of national principles expressly adopted by the city, county, and university for use in this plan and the management of future events. NIMS provides a systematic, proactive approach guiding government agencies at all levels, non-government organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

C.   Emergency Management Concepts

The response to an emergency or incident will be conducted under the guidelines of the National Incident Management System (NIMS), the Incident Command System (ICS), and in accordance with Emergency Support Functions (ESFs) contained in this plan. The City of Pullman, Whitman County, and Washington State University will meet their responsibility for protecting life and property from the effects of significant events by acting within each of the four phases of emergency management: preparedness, response, recovery, and mitigation of emergency management.

D.   Mission Areas of Emergency Management

1. Prevention

Prevention actions are those taken to avoid an incident or to intervene to stop an incident from occurring or progressing. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such counter measure as deterrence operations, heightened inspections, improved surveillance, and security operations.

More specific prevention actions include investigations to determine the full nature and source of the threat and the use of specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending perpetrators.

2. Protection

Protection consists of two components – planning and preparedness – and encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to and recover from emergencies/disasters. Preparedness, in the context of an actual or potential incident, includes actions to enhance readiness and minimize impacts.

Protection consists of almost any pre-disaster action that will improve the safety or effectiveness of disaster response. Activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. The City of Pullman, Whitman County, and Washington State University will validate their level of emergency readiness through internal and external drills, and participation in exercises. Exercise outcomes will be documented and used in a continuous planning effort to improve the city, county, and universities emergency readiness. This joint, continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.

Additional examples of protection activities include:
- Implementing hazard mitigation projects
- Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities
- Developing and maintaining emergency plans and procedures
- Providing public education and awareness
- Use of risk assessment, predictive and plume modeling tools
- Development and Implementation of continuity of operations plans

3. **Mitigation**

Mitigation activities can occur during any phase of the disaster cycle. Mitigation planning requires the City of Pullman, Whitman County, and Washington State University to identify hazards that impact their respective communities and then to identify actions and activities to reduce any losses from those hazards. Mitigation activities reduce overall risks to the population and structures, while also reducing reliance on external funding from actual disaster declarations.

Key mitigation activities include the following:
- Ongoing public education and outreach activities designed to reduce loss of life and destruction of property
- Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property and impact on the environment
- Code enforcement through such activities as zoning regulations, land management, and building codes
- Encouraging citizens to purchase flood insurance and the buy-out of properties subjected to frequent flooding

4. **Response**

Emergency and disaster incident responses are designed to minimize suffering, loss of life, impact on operations, property damage and environmental impact and to speed recovery. They include initial efforts to stabilize the incident, damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating conditions. When the City of Pullman, Whitman County, or Washington State University receive information about a potential emergency or disaster, they will notify the other participating organizations under this plan and will conduct an initial assessment to determine the need to alert other agencies, citizens, faculty, staff, and students, and set in motion appropriate actions to reduce risk and potential impacts.

Response activities may include:
- Emergency shelter, housing, food, water
- Search and rescue
- Emergency medical and mortuary services
- Public health and safety
- Decontamination following a chemical, biological or radiological attack
- Removal of threats to the environment
- Emergency restoration of critical services (electric power, water, sewer, telephone)
- Private sector provision of needed goods and services through contracts or donations
- Assessing the need for mutual aid assistance
- Securing of crime scenes, investigation and collection of evidence
- Provision of transit services for emergency services volunteers or populations impacted by an emergency

5. Recovery

Recovery activities involve the restoration of services to the public and returning the affected area to pre-emergency or improved condition. These activities may involve both short-term and long-term plans to assist individuals and communities return to normal. Recovery programs are designed to rebuild homes, restore operations or institutions and sustain economic growth and confidence.

There is no definite point at which response ends and recovery begins. Recovery efforts will occur after the initial response phase when emergency agencies have returned to pre-disaster operations, and will be integrated with day-to-day functions. Recovery programs implement mitigation measures designed to prevent future occurrences of a potential damage from future incidents.

Recovery actions may include:
- Debris cleanup and removal
- Temporary housing and other assistance for disaster survivors and their families
- Restoration of public services (electric power, water, sewer, telephone)
- Crisis counseling and mental health
- Repair and/or replacement of damaged public facilities (roads, bridges, municipal buildings, schools, hospitals)
- Planning and programs for long-term economic stabilization, community recovery and mitigation

E. Operational Priorities and Special Needs Planning

Certain portions of the population may have limited ability to be self-sufficient during an emergency or disaster situation. Populations with access and functional needs may include those members of the community who:
- Have disabilities
- Live in institutionalized settings
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation disadvantaged
- Community members who have service animals

These members of the community may have needs before, during, and after an incident in access and functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

When considering this population and others who are at-risk, emergency management plans should take into account the following:

1. Communications and Public Information – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
2. Evacuation and Transportation – Evacuation plans must incorporate disability and older adult transportation providers for identifying the movement of people with mobility impairments and those with transportation disadvantages.
3. Sheltering – Care and shelter plans must address the access and functional needs of the people with disabilities and older adults to allow for sheltering in general population shelters.
4. Americans with Disabilities Act of 1990, As Amended - When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the American with Disabilities Act (ADA). Refer to the ADA Checklist for Emergency Shelters, July 26, 2007, located at http://www.ada.gov/pcatoolkit/chap7shelterchk.htm.

The parties to this Coordinated CEMP understand that comprehensive emergency management is a process that involves consideration and preparedness for all individuals including those who may require additional assistance with regard to access and functional needs. During all emergency operations, attention to those with access and functional needs will be incorporated into all operations, planning and response activities.

III. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

This section defines the roles and responsibilities of the positions, organizations and jurisdictions to support and implement the emergency preparedness program and the Coordinated CEMP.

The purpose of assigning responsibilities to the City of Pullman, Whitman County, and Washington State University as well as other identified organizations, is to ensure that all aspects of preparedness programs including the Coordinated CEMP and its implementation and maintenance are adequately maintained on an ongoing basis. This is necessary to ensure the readiness of city, county, university, and other organizations with assigned responsibilities for implementation of the Coordinated CEMP in part or all of the functions necessary to respond effectively to the emergency and its impacts.

A. Organization

1. City of Pullman

- The City of Pullman operates under a Mayor-City Council form of government. The Mayor is the head of the executive branch and the City Council makes up the legislative branch of the City government. The executive and legislative branches of the City are responsible for overall policy direction within the City.
- The Mayor has executive authority for the direction and control of emergency operations in the City of Pullman.
- The primary responsibility of the Pullman City Council will be with policy level decisions made necessary by the circumstances of the emergency or disaster.
- The Pullman Executive Group is comprised of the City of Pullman department heads, The Pullman/Moscow Airport Manager, the City Attorney, City Administrator and City Mayor. This group provides effective direction, control and coordination of the Comprehensive Emergency Management Plan for the City of Pullman.
- The Fire Chief for the City of Pullman has been designated by the Mayor and City Council to serve as the disaster emergency coordinator. The disaster emergency coordinator is responsible for emergency management planning and operations for the City of Pullman. Upon the activation of the EOC, the Fire Chief may assume the role of unified EOC Director.

2. Whitman County

- The Whitman County Board of County Commissioners (BoCC) is the governing body of Whitman County and is comprised of three (3) elected officials, presided over by the Chairperson. For Whitman County, direction and control of all government related activities during the response, recovery, and long term redevelopment of an emergency event is the responsibility of the BoCC.

- The BoCC has established the position of Director of Emergency Management for the county. The Director of Emergency Management is responsible for emergency management planning and operations for Whitman County. Upon the activation of the EOC, the Director of Emergency Management for Whitman County may assume the role of unified EOC Director.
- The Whitman County Local Emergency Planning Committee (LEPC) is responsible for developing a local hazardous materials response plan for their district. The LEPC has responsibility for periodic review of the Comprehensive Emergency Management Plan and to make recommendations for the incorporation of revisions to include but not be limited to emergency response planning and community right-to-know on hazardous chemicals.

3. Washington State University

- The Director of the WSU Office of Emergency Management is responsible for emergency management planning and operations for the university. Upon the activation of the EOC, however, the appropriate department head (e.g. Public Safety, Environmental Health and Safety, Finance and Administration) may assume the role of unified EOC Director.
- Emergency response and support will be managed through a scaled response structure managed by the Director, OEM, and Executive Director of Public Safety. This includes support groups in the form of a Core Emergency Operations Team (CEOT), Critical Incident Management Team (CIMT) and full Emergency Operations Team (EOT), any or all of which may be activated to deal with an incident.
- University Divisions and Departments
- University divisions and departments will support emergency response operations through performance of their normal roles and responsibilities. If called upon, university departments will activate emergency personnel and implement appropriate response actions identified in the plan, or as directed by the Incident Commander, university OEM, or upon the direction of EOC.

B.   Assignment of Responsibilities

- The City of Pullman, Whitman County, and Washington State University each has the responsibility for disaster mitigation, preparedness, response, and recovery in their respective jurisdiction and have agreed to work together cooperatively.

- During a large scale incident with wide spread regional impacts, the Whitman County Emergency Operation Center (EOC) will serve as the primary coordination point for resource management, information sharing, and escalation of requests for support from adjacent jurisdictions, private sector, non-profit emergency management partners, Washington State Emergency Management Division (WAEMD), and the Federal Emergency Management Agency (FEMA).

- Pullman City Code Pullman City Code Title 1 Section 1.36.020 gives the police chief responsibility for dispatching municipal emergency services, and Pullman City Code Title 8 Section 8.90.010 gives the fire chief responsibility to serve as the disaster emergency coordinator who is responsible for carrying out the emergency management program for the City of Pullman.

- In accordance with the Whitman County Code/Ordinance Section 2.24.030: Director of Emergency Management Powers and Duties, and County Code/Ordinance Section 2.24.040 Emergency Management Organization, the Whitman County Department of Emergency Management Director is responsible to the Board of County Commissioners for carrying out the emergency management program for the county.

- The President of Washington State University is the Executive Officer for emergency management and response under the WSU Business Policies and Procedures Manual (BPPM 50.39) and Washington State University Executive Policy Manual (EP 25) and will serve as the head of the Executive Policy Team (EPT) to provide policy guidance for emergency management and response at Washington State University. Representatives of the Office of Emergency Management will serve as a liaison between incident command, the emergency operations center and the university.

- Volunteer and Other Organizations – The City of Pullman, Whitman County, and Washington State University recognize the value and importance of organizations that perform voluntary services in the community and on campus. These organizations may have resources that augment emergency response and recovery efforts. This may also include organized volunteer groups and businesses that have agreed to provide certain support for emergency operations. More specific roles and responsibilities for these groups are contained in ESFs and annexes within this plan.

C.   Succession and Delegation of Authority

City, County, and Washington State University officials, departments, agencies, or individuals, will retain their identity and autonomy but will function under the Coordinated CEMP as an inter-jurisdictional emergency management team, which may operate under a unified command in the Whitman County EOC.

Lines of delegation of authority and succession will remain with each participating organization. A line of succession at least three deep will be established for each participating organization. Successors will be able to assume the roles and responsibilities for their organization. A copy of each organizations line of succession will be kept as an appendix in the Coordinated CEMP, and will be updated annually or as the need arises.

IV.   DIRECTION, CONTROL AND COORDINATION

A.   Direction

This plan assumes that incidents that can be effectively addressed using the resources of a single entity will be dealt with independently by that entity, or by minor resource sharing. Only if an incident reaches a scale, level of complexity or seriousness, or duration that it will require the coordinated resources of all three entities will the full implementation of this Coordinated CEMP occur.

The City of Pullman, Whitman County, and Washington State University have created an inter-jurisdictional emergency management program, and will designate members from each of the organizations who will staff the Whitman County Emergency Operation Center (EOC) and emergency support functions (ESFs) for incidents that require mobilization of response from more than one of the three entities. For most events, the county EOC will be the single operational center for all multi-jurisdictional emergency response and disaster recovery operations implemented in Whitman County.

The joint emergency management program will be directed by a unified command constituted from the City of Pullman, Whitman County and Washington State University. The makeup of the unified command is intended to be flexible, and unified command would be modified in its membership, as indicated by the circumstances of the disaster and whenever appropriate.

B.   Control

1. Executive Policy Team
The executive policy team provides policy-level leadership and policy decisions and consists of the Mayor and City Council of the City of Pullman, the Board of County Commissioners from Whitman County, and the President and/or members from the WSU Executive Policy Team at Washington State University.

2. Command Staff
- *Unified Command* – The unified command format provides leadership and oversight to city, county, and university operations being coordinated and supported through the EOC. It maintains communication and coordination with the incident commander/area commanders of on-scene field operations, with the command staff of the operations centers (e.g. City, County or University or State EOC, or state/federal Joint Operations Center). It serves as the decision making body regarding strategic operations undertaken by the city, county, and university emergency response and recovery operations, and in this role, sets the schedule for preparation of and formally approves the incident action plan (IAP).
- *Public Information Officer* (PIO) – This position would serve the inter-jurisdictional emergency management program as the lead PIO. PIOs from the city, county, and the university would share responsibility for

media management, public information, and emergency messaging operations. The lead PIO in conjunction with the other PIOs from the city, county, and university would assist with the activation and utilization of available methods for public warning and emergency messaging. The lead PIO would activate a Joint Information Center and/or Joint Information System (JIC/JIS) when appropriate. Each entity may have a Spokesperson, or a single Spokesperson may be designated for an event.

- *Liaison/External Affairs* – This position might have multiple occupants, who would be responsible for maintaining information exchange with non-governmental organizations, surrounding counties and jurisdictions and state and federal officials, with the county's state legislators and congressional delegation, and with "VIPs" interested in the situation.

- *Safety Officer* – This position would advise the unified command and section chiefs regarding health and safety issues involved in the disaster situation, attendant on response activities, and the potential dangers for emergency workers. This position would also be responsible for monitoring health and safety conditions (e.g., fire safety, emergency worker stress, etc.) within the EOC and advising the unified command of corrective actions, as appropriate.

- *Possible Additional Command Positions* – If needed, the command staff could be expanded on direction of the unified command to include special technical expertise, (e.g., the city and county attorney, and Washington Assistant Attorney General counsel for the university).

3. **General Staff**

- *Planning Section* – Pursuant to NIMS, this section collects, evaluates, and disseminates incident situation information and intelligence to the unified command and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the incident action plan (IAP) based on guidance from the unified command. In addition, the planning section has the following branches:
    o Emergency Management
    o Damage Assessment
    o EOC Support Staff
    o Incident Management Team (IMT) Liaison

- *Operations Section* – Pursuant to NIMS, this section is responsible to the unified command for the direct management of all incident-related operational activities. This section will establish tactical objectives for each operational period with other section chiefs, and provide the necessary guidance and coordination to ensure that the branches and assisting agencies within the section implement the actions necessary to achieve the strategic objectives of the incident action plan (IAP). This section coordinates with the following functional branches:
    o Emergency Services
    o Firefighting
    o Oil and Hazardous Materials
    o Public Safety and Security
    o Search and Rescue

- o Public Health and Emergency Medical Services
- o Public Works and Engineering
- o Energy
- o Business and Industry
- o Mass care and Human Services
- o Animal and Agricultural Protection
- o Transportation
- *Logistics Section* – Pursuant to NIMS, this section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. For the EOC, this section assists all other sections and branches to obtain services, equipment, and supplies necessary to effectively support emergency response and disaster recovery operations. This section is responsible for monitoring the availability and deployment of resources, and provides support for the incident action plan (IAP), receives requests for resource procurement and delivery, and formulates and monitors mission assignments to the following assisting/cooperating agencies:
    - o Military Support
    - o Communications
    - o Volunteers and Donations
    - o Resource Management
- *Finance Section* – is responsible for ensuring the adequacy of city, county, and university financial support for emergency operations, coordinating and supporting the designated fiscal officer for the city, county, and the university. Finance is also responsible for tracking all expenditures made through the EOC for the purchase of goods and/or services. Finance also tracks the time of emergency personnel involved in response and recovery operations. To meet these responsibilities, finance implements detailed fiscal operations guides, closely monitors the activities of other Sections and Branches, and routinely advises the unified command of the rate and amount of expenditure. The guidelines and protocols implemented by finance are to be adequate for the involved local agencies and organizations to be eligible for reimbursement of expenditures made during gubernatorial and presidentially declared disasters.

C.   Levels of Emergency
To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to an incident. The levels of emergency are:

1. **Level 3: Routine Operations and Low Impact Incident**
   This is a day-to-day event or incident requiring minimal coordination and assistance. The situation may be such that it can be more efficiently and effectively supported without primary EOC activation at the level of individual entity, or may require minimal coordination between city, county and university. There is no foreseen need to proclaim a local emergency.

2. Level 2: Medium Impact Incident
This is any incident requiring more than routine coordination and assistance, which generally involves multiple agencies or jurisdictions. The Whitman County EOC or a Mobile EOC will be activated with a City, County, or WSU representative as the EOC supervisor.

3. Level 1: High Impact Incident
This is any large, complex, serious or long-duration incident requiring a high degree of coordination/support, and generally involving state and Federal assistance. In particularly complex situations with several organizations involved, or where there is a high degree of media or public interest, level 3 activation will be recommended. The Whitman County EOC or a Mobile EOC will be activated with a City, County, or WSU representative as the EOC supervisor.

D.   Coordination

1. Emergency Operations Center (EOC)
The City of Pullman, Whitman County, and Washington State University have the responsibility to coordinate emergency management operations. The EOC is designated as the central point for emergency management operations for level 2 or 3 incidents. The purpose of this central point is to ensure harmonious response when the emergency involves more than one political entity and several response agencies. Coordination and supervision of all services will be through the EOC unified command and section chiefs to provide for the most efficient management of resources. Representatives of the city, county, and university will use the EOC as the primary location for coordination of emergency response and disaster recovery operations, in this way the EOC will serve as a multi-jurisdictional, multi-agency coordination system (MACS) for the city, county, and the university together.

2. The primary EOC is located in the WHITCOM Communications Center
Physical address is: 2325 NE Hopkins Ct. Pullman WA

Alternate Sites for the EOC are as follows:
Whitman County Public Safety Building in the Auditorium on the first floor. Physical address is 310 N. Main St. Colfax, WA

Pullman Police Department. Physical address is 260 SE Kamiaken St. Pullman, WA

Washington State University
Primary: Public Safety Building, 2201 E. Grimes Way, Pullman, WA 99164
Secondary: Martin Stadium Football Operations Center, 1775 NE Stadium Way, Pullman, WA 99164

Schweitzer Engineering Laboratories Event Center
1825 Schweitzer Dr. Pullman, WA 99163

E.   EOC Activation & Deactivation for City, County, & WSU

1. **City EOC Activation & Deactivation**
    The Pullman City Fire Chief or his/her designee can activate the City of Pullman EOC.
    *See the City of Pullman EOC procedures for Activation & Deactivation

2. **County EOC Activation & Deactivation**
    The EOC can be activated by contacting the Director for Whitman County Emergency Management or his/her designee. The following persons can request EOC activation:
    *   County Commissioners
    *   City Mayor
    *   City Managers or County Administrator
    *   Fire or Law Enforcement Incident Commander
    *   County or City Engineering Services Director of Publics Works Director
    *   Whitman County Health Department Director
    *   Director or Deputy Director of Emergency Management
    *   Director or Deputy Director of WHITCOM
    Note* the Director or Deputy Director of Whitman County Emergency Management may open and begin staffing the EOC prior to a formal request to activate.
    a) Deactivation decision is made by the Director or Deputy Director of Whitman County Department of Emergency Management, after an assessment of the current and long-range situation and in consultation with the primary agencies and jurisdictions involved in the incident.
    *See the Whitman County EOC procedures for Activation & Deactivation

3. **WSU EOC Activation and Deactivation**
    The WSU EOC can be activated by the Executive Director of Public Safety, the Director Environmental Health and Safety, the Vice President for Finance and Administration, or the President. The Director of the Office of Emergency Management may initiate the activation and begin EOC functions without prior formal activation.
    *see the Washington State University EOC procedures for Activation & Deactivation

    When to activate the EOC is a decision that must be based on each individual incident or situation. The following information is provided to serve as a guide on when activation of the EOC would be valuable.

    a) *Level 3 Emergency* – No Activation or Minimal Activation Required
        Incidents occur without warning and may be handled by one agency or with the assistance of mutual aid agencies. The coordination necessary to control the event can be effectively accomplished at the scene. Many incidents terminate at this point and no further coordination is required. EOC activation optional.

  b) *Level 2 Emergency* – Activation Advised
   Incident escalates or is about to escalate to the point, either due to the
   number of agencies involved, personnel and resources required, or
   severity and scope that the coordination of the incident is not efficiently
   accomplished at the scene or at another location.

   Any of the persons authorized to activate the EOC determines that
   coordination of the response/recovery would be enhanced by multi-
   agency coordination in the EOC.

   When the levels of requests for varied resources from within Whitman
   County are received from Washington State EMD to respond outside of
   the county, and the coordination of those requests are better facilitated at
   one central point.

  c) Level 1 Emergency – Activation Essential
   Incidents which are of such magnitude that coordination of the incident(s)
   at the scene or at another location is not possible, (e.g. Hazmat incident
   requiring evacuation and sheltering, major fire, commercial passenger
   aircraft accident, rail, or other mass casualty incident, etc.).

   When a major incident is occurring in the unincorporated area of the
   county and is simultaneously occurring in one or more incorporated cities.

   When the resources of the county or any incorporated city necessary to
   respond to or recover from a disaster or other emergency are
   overwhelmed or are expected to be overwhelmed.

   When a Local Emergency has been declared by any authorized official of
   any jurisdiction within Whitman County.

F. Joint EOC Activation & Deactivation with the City, County, & WSU

The Emergency Operation Center (EOC) will provide effective, efficient
management and coordination in responding to and recovering from a disaster or
event, regardless of cause.

When incidents affect the City of Pullman, Whitman County, and Washington
State University and resources are required outside immediate capabilities or
availability, the EOC will be activated by agreement of representatives of the
entities, and will support required operations of the City, County, and WSU under
a unified command. Additional details regarding the activation of deactivation of
the EOC are provided in the Emergency Coordination Center Annex.
*See the Joint Emergency Operations Center procedures for Activation &
Deactivation

V.   INFORMATION COLLECTION AND DISSEMINATION

A.   Intelligence Collection and Dissemination

Effective and timely sharing of information and intelligence occurs across Federal, State, local, tribal, territorial, regional, and private sector entities to achieve coordinated awareness of, prevention of, protection against, and response to a threatened or actual domestic terrorist attack, major disaster, or other emergency.

The City, County, and University departments of Public Safety will maintain an information sharing capability among themselves and with other local, state, and federal partners. They will obtain law enforcement related intelligence and provide information as applicable to appropriate stakeholders involved in the incident.

B.   Pre-Emergency Public Information Programs

In order to reduce the vulnerability of the public, businesses, and institutions in the City of Pullman, Whitman County, and Washington State University each organization's concept of operations includes issuance of public information and educational materials in the pre-emergency timeframe. A variety of ways each organization can accomplish this are:

- Distribution of brochures and pamphlets on personal preparedness
- Use of the print media for timely publication of specific information e.g., wildland fires and severe winter storm preparedness
- Providing public information on personal preparedness at local emergency preparedness fairs and providing speakers for civic engagement
- Posting and updating websites on personal mitigation methods and response information
- Develop and continue support for Community Emergency Response Teams (CERT) and Campus Community Emergency Response Teams (C-CERT).
- The organizations agree to work together as possible to conduct such activities.

C.   Public Information – Notification and Response

Due to the importance of public information and emergency instructions to achieving public protection during emergencies, this Coordinated CEMP defines specific responsibilities for the public information and emergency instruction function. Additional details regarding this function are also provided in the Public Information Annex.

During emergencies the city, county, and university will prepare and deliver public information in accordance with the following concepts:

- For immediate notification of threats, disasters or developing situations, the city, county and University may make use of the emergency notification capability under the contract maintained by the University (Everbridge system). The organizations will develop cross-training and redundant capacity for emergency messaging and may act – if requested – on behalf of the other organizations to originate such messaging.
- For immediate emergency instructions regarding public protective actions or similar urgent situations prior to activation of the city, county, or university EOC, the on-scene public information officer (PIO) would be expected to directly prepare and release the necessary information. (Assistance from the city, county, university PIO may be utilized, if the support can be provided in a timely manner).
- When emergencies occur in the city, county, or on the university campus, calls are directed to WHITCOM dispatchers who follow specific procedures to notify appropriate officials, agencies, or departments based on the nature of the incident.
- The need for urgent emergency public information vital to protection of public health and safety will be brought to the attention of the Lead PIO, who will prepare as needed, and release through all appropriate available means, (e.g. Emergency Alert System (EAS), WSU emergency notification system).
- If the emergency encompasses significant involvement of the city, county, and university, the Lead PIO may recommend to the Unified Command that a local/regional Joint Information Center/ Joint Information System (JIC/JIS) be activated for coordination of public information. Once activated, the media will be advised and all locally developed public information will be processed through the JIC/JIS. The Lead PIO will coordinate with the incident commander, emergency operations manager, and general staff to insure regular updates are directed to the JIC/JIS.
- Public information regarding the event, its impacts and response operations will be released to the media on an ongoing basis for the duration of the response operations.
- If disaster conditions severely disrupt normal channels used for public information, (e.g. radio, television, internet, and newspaper) the Lead PIO will be responsible for developing alternative mechanisms to deliver public information within the affected areas (e.g. billboards, pamphlets, public address vehicles, and possible door-to-door activities by Community Emergency Response Teams (C-CERT & CERT). These mechanisms will be implemented through the support and cooperation of other components of the emergency organization.
- If state and/or federal officials establish a JIC/JIS that is intended to encompass the City of Pullman, Whitman County, Washington State University, the Lead PIO will request representation in the state/Federal JIC/JIS. Subsequently, all locally developed public information would be processed through this representative at the state/federal JIC/JIS. The Lead PIO may recommend that state and federal PIOs collocate at the local JIC/JIS.
- Following the deactivation of the county EOC, the Lead PIO may find it necessary to continue operations of the local JIC/JIS or continue local operations at a state/federal JIC/JIS to provide timely and consistent public information during the recovery phase.

D.　Public Information – Recovery

Following a major disaster, public information operations are likely to continue to be required after deactivation of the county EOC and the initiation of long-term recovery efforts. Following disasters, public information needs will probably include explanations regarding available state and Federal disaster relief programs, post-disaster health and safety information, precautions regarding common fraudulent post-disaster contracting schemes, and similar topics. Typically, state and federal PIOs will also implement public information and community relations programs for such purposes. However, the Lead Local PIO will determine the need for and scope of continuing city, county, and university participation in public information and community relations operations. The scope of city, county, and university public information efforts could include the following:

- Continued adjustment to post-event conditions of the delivery mechanisms for public information (e.g. prolonged loss of electricity)
- Continued functioning of the local JIC/JIS to provide for the coordination of recovery-related information, if indicated
- Continued representation at state/Federal JIC/JIS, if activated.

Working with the designated local, state, and federal community relations and outreach staff to ensure supportive public information capabilities remain available for these purposes. The Coordinated (CEMP) post-disaster and community outreach and relations functions are detailed in Recovery and Mitigation Annex (ESF 14).

E.　EOC Information Dissemination

1. Information will be disseminated using a dynamic approach blending planning activities and strategy adaptation with operational briefings and situation reports.
2. EOC representatives will utilize lines of communications including WebEOC to provide up to date and sourced information pertaining to their area of expertise or assigned emergency support function. Information sharing outside the assigned area of representation should flow through the Planning Section Chief if deemed critical in nature. Routine information shared between departments during an emergency will follow normal routes of communication utilized with the EOC.
3. All critical information passed to organizations outside of the City of Pullman, Whitman County, and Washington State University will flow through the Planning Section Chief during EOC activations.

F.　Critical Information Needs/Collection Priorities

1. Critical information includes any type of information that pertains to life safety property preservation, and operational planning during the impact period or aftermath of an incident. This information will be collected throughout the duration of an incident. Timely dissemination of important information

pertaining to life safety or emergency operations allows first responders and resources to maximize their effectiveness to deescalate an incident.

2. EOC representatives will collect critical information from their specific areas and direct that data or information through the appropriate channels within the EOC to assist in decision-making, planning, and the coordination or prioritization of resources.

3. Incident information from the incident scene will be shared with the EOC via the EOC Manager or Section Chiefs through the Incident Commander, Unified Command or Public Safety Dispatch (WHITCOM). This information will be then shared as applicable using digital, verbal, and written communication channels.

G.   Long Term Information/ Dissemination Strategies

1. Information sharing requires not only immediate sharing of information during incidents and disasters; but also long term information sharing that forms a continuum of awareness and a common operating picture.

2. As a part of the City of Pullman, Whitman County, and Washington State University preparedness activities, long term information sharing occurs between organizations, departments, and stakeholders on a regular basis through meetings, after action activities, exercises, training, and routine daily communications.

H.   Collaboration with Campus Populations

1. Notifications and warnings that alert and inform the WSU community of an anticipated or actual emergency will be disseminated using WSU Alert, an emergency notification system capable of campus wide public address messages, mobile device text messages, emails, social media and desktop alert notification.

2. Washington State University is a diverse community of individuals, organizations, groups, professions, and cultures. Dissemination of information in this environment requires a dynamic approach that combines communicators to engage the WSU community from each identifiable angle.

3. Meaningful communications are pertinent and impactful in nature. WSU departments routinely engage students, faculty, staff, and visitors; along a paradigm of various interests, organizations, and areas of expertise; with the end goal of providing information that is meaningful and directed.

4. During an emergency or disaster, the Office of Emergency Management makes every attempt to provide clear, concise information to various areas of campus. Significant outreach during emergencies occurs via phone, email, text, websites, media, and other forms of mediums of communication.

5. The University EOC and county EOC will promote and maintain a common operating picture through information collection and analysis by representatives from across the University. As information needs are identified by EOC representatives and others involved in response, outreach occurs at an individual, departmental, and enterprise-wide level originating from the University EOC and/or Whitman County EOC.

VI.   COMMUNICATIONS

A.   Communications Framework

- A redundant, flexible communications framework provides the backbone of all incident response to emergency's and disasters.
- During incidents, response communications are primarily handled between WHITCOM Dispatch and first responders using the VHF radio system. WHITCOM Dispatch receives all 911 calls for assistance and receives alarm activation information from alarm companies or other third party sources.
- Upon establishment of an Incident Command, resource requests and information are exchanged between first responders and WHITCOM Dispatch. Upon activation of either an organization's EOC or the Unified EOC an additional linkage of communication is created with Incident Command.
- The Unified EOC and WHITCOM Dispatch both work to exchange different types of information with Incident Command. The Unified EOC primary location is the WHITCOM Communications Center, which allows coordination and ensures operational continuity.
- The City of Pullman Police Department, Whitman County Sheriff's Office, and Washington State University Police Department use clear plain language across the radio system in accordance with NIMS.
- In addition to VHF radios, other methods of communicating will be used depending upon the need. Other commons means of communication include cell phones, email, WebEOC, computer networks, SMS (text messaging), and message runners.

B.   Coordination with Local, State, and Federal Communication Networks

1. Coordination with Adjacent Jurisdictions
- During an incident or emergency in the City of Pullman, Whitman County, and Washington State University a Unified Command structure will be utilized. All communications will flow through the EOC Unified Command, WHITCOM Dispatch, and if activated organizational EOCs.
- Major disasters can be expected to impact adjacent jurisdictions, and direct coordination between the City of Pullman, Whitman County, Washington State University, and adjacent jurisdictions may be necessary, (e.g. to facilitate emergency operations, to obtain and/or share resources, and to issue consistent public information and emergency instructions).
- If the state Multiagency Coordination System (MACS) is not positioned to effectively provide inter-county coordination, the Whitman County EOC will establish direct communication with adjacent county EOCs for inter-county coordination of operations. Initially, such coordination would be implemented through the Liaison/External Affairs position, with subsequent coordination occurring directly through section or branch directors or between corresponding assisting/cooperating agencies.

- Communications between the county EOC, adjoining jurisdictions, and mutual aid entities will utilize interoperable radio frequencies pre-established by the City of Pullman Police Department, Whitman County Sheriff's Office, Washington State University Police Department.

2. **Coordination with the State of Washington**
   The Unified EOC will coordinate emergency operations with the State of Washington in a combination of arrangements, such as:
   - Direct coordination between Whitman Unified EOC command staff and assisting/cooperating with corresponding state personnel positions at Washington State Emergency Management Division (WAEMD) EOC;
     - Such coordination is expected through such mechanisms as state – county conference calls, direct radio, telephone or email communications, as well as entry of resource requests through the States EOC's electronic resource management database (WebEOC). In the case of major disasters, it would be expected that direct coordination between corresponding county and state ESFs might occur.
   - During major events necessitating activation of both the state EOC and the Unified EOC, it would be expected that a state liaison would be deployed to the Whitman Unified EOC to facilitate coordination efforts. In turn, the city, county, and/or the university may similarly deploy a liaison to the state EOC on request or if circumstances required. (Subject to logistics of transportation available and weather conditions) When possible, WSU's State Agency Liaison will report to the State EOC to represent the unified command.
   - The state may activate specific, multi-jurisdictional facilities intended to provide coordinated response or recovery services. Such facilities could include a JIC/JIS, staging areas, a Disaster Field Office, Disaster Recovery Centers, a Federal/State Joint Operations Center (JOC), or similar. Operations personnel and/or liaisons from the city, county, and/or university would, when indicated or on request, be deployed to such facilities to coordinate operations with higher levels of government.

3. **Coordination with Federal Agencies**
   - Under most circumstances, coordination of emergency operations by the city, county, and/or university with federal agencies is expected to occur through state facilities and/or jointly with state personnel. In such cases, the coordination mechanisms defined in the preceding section would be utilized.
   - If the State of Washington and responding Federal agencies establish a JOC in Whitman County or intended to support operations in Whitman County, the city, county, and/or university will request to be represented in the facilities to ensure coordination of local operations with those of higher levels of government.

VII. EMERGENCY COMMUNICATIONS

A. Notification and Warning

Timely warnings of emergency conditions are essential to preserve the safety and security of the city, county, and university communities and critical to an effective response and recovery. Detailed information on Notification and Warning may be found in Functional Annex: Warning.

B. Interoperability

Reliable and interoperable communications systems are essential to obtain the most complete information on emergencies and to direct and control the resources responding to those incidents.

Detailed information on communications for first responders may be found in ESF # 2: Communication

VIII. ADMINISTRATION, FINANCE, & LOGISTICS

A.   Administration

During and after emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in an effective manner. Additionally, if costs associated with emergency and recovery can be documented, reimbursements from state and federal sources may be possible.

1. The city, county, and WSU may designate personnel to be responsible for documentation of disaster costs and establish or utilizing existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures.
    a. Accurate emergency logs and expenditure records must be kept from the very beginning of an event to receive the maximum amount of entitled reimbursement should Federal Public Assistance become available. Records should be kept in such a manner as to clearly separate disaster expenditures from general ongoing expenditures and accurately document expenditures for potential audit or for state and/or Federal Disaster Assistance programs.
2. Such documentation creates a historical record of the event, assists in recovering costs, helps to address insurance issues, promotes accountability, and can be used to develop mitigation strategies.
3. A record of events will be created after each incident by the city, county, and WSU via an after action review and report.

B.   Finance

The City of Pullman, Whitman County, and Washington State University all have different methods and protocols for finance responsibility unique to each organization. For specific details related to each organization, refer to the Finance Annex.

C.   Logistics

Identifying Resource Needs
*   The planning process for this Coordinated CEMP and related plans and annexes includes the utilization of hazard assessments, exercises, lessons learned, and planning groups when developing emergency management plans and procedures. Through these planning activities, resource needs and gaps may be identified based on the threats and vulnerabilities of the city, county, and WSU.
*   Resource needs generally fall into seven primary areas under NIMS. They include personnel, facilities, equipment, vehicles, teams, aircraft, and supplies.

- Resource needs identified during the planning process should be addressed within the city, county, and WSU or through outside agencies, organizations, or suppliers and integrated into hazard specific plans.
- During emergency operations, resource requests will be received from incident commanders, section chiefs, and others and routed through WHITCOM Dispatch, the EOC and individual departments.
- Mutual aid agreements and assistance agreements are agreements between agencies, organizations, and jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. This facilitates rapid, short-term deployment of emergency support prior to, during, and after an incident. The city, county, and WSU currently maintain various pre-existing agreements and continually assess the need and sources of additional agreements.
- Resource shortfalls will be addressed through the EOC when activated, and through individual organizations or departments when applicable. Some common resources are only available through external assistance such as hazmat, explosive ordinance disposal teams, sheltering services, and others. Early communication between the Incident Commander and the EOC can address actual or potential resource shortfalls as they are identified.

IX. PLAN DEVELOPMENT & MAINTENANCE

A. Planning Committee and Plan Development

The planning committee for this Coordinated CEMP is comprised of members from the City of Pullman, Whitman County, and Washington State University, and partnering agencies/jurisdictions.

This Coordinated CEMP was prepared through a cooperative, multi-organizational and multi-jurisdictional process directly involving the city, the county and municipal agencies, and Washington State University with responsibilities for implementation of the plan.

This Coordinated CEMP has been reviewed and approved by all participating agencies, and confirmed for conformance with the state requirements and guidance, prior to approval by the City of Pullman, Whitman County, and Washington State University.

This Coordinated CEMP is to be updated on a regular schedule to respond to changes in:
- Government or university organization and capabilities for response and recovery operations
- Community development patterns and the hazards to which the community is exposed
- Personnel, facilities, equipment and other factors vital to C-CEMP implementation
- Local, state, university, and federal requirements and guidance applicable to emergency preparedness programing and planning

B. Responsibility for Plan Updating and Maintenance

- The Coordinated CEMP planning committee under the direction of local, and university leadership will have responsibility for updating the basic plan sections of this Coordinated CEMP and for any incident-specific annexes (e.g. Terrorism Incident Response Annex). All agencies assigned responsibility in the C-CEMP and its annexes will assist in this process.
- The designated primary agency for each ESF is responsible for developing the original ESF section and the updating of the corresponding annex, under the direction of the Coordinated CEMP planning committee. Each designated support agency will provide assistance. These may be amended without the need for formal promulgation.
- The standard operating guides, equipment inventories, personnel rosters, and similar documentation important to implementation of this Coordinated CEMP and its annexes will be updated by the agency with authority, or, if necessary, by the designated primary agency for the annex supported by that guide or other documentation and attached to this plan without the need for formal promulgation.

C.   Distribution of Minor and Major Plan Modifications

- Minor changes (e.g. updated telephone lists, equipment inventories, etc.) and additions or changes to ESFs, Annexes and related attachments will be accomplished on an annual basis. If indicated, individual files will be distributed to the participating agencies to allow for updating of their own electronic copy of this Coordinated CEMP.
- Following the comprehensive updating of the plan on the five year cycle, which is likely to include more substantial changes (e.g. changes in the assisting/cooperating agencies structure or responsibilities) a complete copy of the new, updated plan will be distributed to all participating agencies and the State of Washington following its formal approval and promulgation by the city, county, and university.

D.   Responsibility of Agencies and Organizations to Update Plan

Upon receipt of minor changes or a major revision of the Coordinated (CEMP), it is the responsibility of the applicable agency or organization to actually update their own copy of the emergency plan. This updating should occur promptly following receipt of the modifications to ensure the agency or organization remains familiar with the contents of the Coordinated CEMP and their responsibilities for its implementation.

E.   Frequency of Plan Updating

The Coordinated (CEMP), including the basic plan and each hazard specific and emergency support functions, will be reviewed and updated in accord with the following provisions:

- Annually, prior to June 30th, a complete review of the Coordinated CEMP will be conducted, with any changes necessary to ensure effective implementation completed by that date. These changes are anticipated to be relatively minor, such changes to personnel rosters, etc. and would be inserted into the corresponding electronic files that make up the whole Coordinated CEMP.
- Every five years, or on a schedule required by the State of Washington, the Coordinated CEMP will be subject to a comprehensive review and revision. All major and required changes would be made to ensure the plan effectively response to changes in the community, as well as changes in the capabilities of the agencies and organizations assigned responsibility for plan implementation.
- Each exercise or actual implementation of the Coordinated CEMP will be evaluated, an after action report prepared, and an improvement plan developed. If the improvement plan indicates that modifications to the Coordinated CEMP are needed, these will be completed on the schedule specified by in the improvement plan.

X.   AUTHORITIES & REFERENCES

A.   Authorities

Various governmental statutory authorities and polices provide the basis for actions and activities in the context of domestic incident management. This Coordinated CEMP uses the foundation provided by the National Response Framework, the Homeland Security Act of 2002, Homeland Security Presidential Directive (HSPD) #5 – Management of Domestic Incidents, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as well as state and local laws and regulations and Washington State University policies, procedures, and executive orders (Revised Code of Washington (RCW) 38.52, Chapter 38.56 (RCW) Intrastate Mutual Aid System (WAMAS), Pullman City Code Title 1 Section 1.36.020, Title 8 Section 8.90.010, Whitman County Code Section 2.24.030, and 2.24.040, WSU Business Policies and Procedures Manual Section 50.39, 50.40, and WSU Executive Order #25) to provide a comprehensive all-hazards approach to incident management.

- This Coordinated CEMP establishes the coordinating structures, process, and protocols required to integrate the specific statutory and policy authorizes of the City of Pullman, Whitman County, and Washington State University in a collective framework for action to include mitigation, preparedness, response, and recovery activities.
- This Coordinated CEMP may be used in conjunction with Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs), or Service Level Agreements (SLAs) among various adjacent county agencies.
- Nothing in this Coordinated CEMP alters the existing authorities of individual County, City, or Washington State University departments and agencies.

1. **City of Pullman**
   a) Pullman City Code Title 1 Section 1.36.020 gives the fire chief responsibility of dispatching municipal emergency services.
   b) Pullman City Code Title 8 Section 8.90.010 gives the fire chief responsibility as serving as the disaster emergency coordinator.

2. **Whitman County**
   a) County Code/Ordinance Section 2.24.030: Director of Emergency Management Powers and Duties.
   b) County Code/Ordinance Section 2.24.040 Emergency Management Organization

3. **Washington State University**
   a) Washington State University Business Policies and Procedures Manual Section 50.39 Emergency Planning and preparedness
   b) Washington State University Business Policies and Procedures Manual Section 50.40 Suspensions of Operations
   c) Washington State University Executive Order #25 the use of (NIMS) for all significant incidents on WSU campus and facilities.

4. **State of Washington**
   a)   (RCW) 43.20 State Board of Health
   b)   (RCW) 68.50 Human Remains
   c)   (RCW) 68.08.010 Disposal of Remains
   d)   (RCW) 68.52 Public Cemeteries and Morgues
   e)   (RCW) 70.05 Local Health Dept., Boards, Officers - Regulations
   f)   (RCW) 4.24.480 Liability of members of LEPC
   g)   (RCW) 4.24.314 Hazardous Materials – Responsible Party
   h)   (RCW) 90.56 Oil and Hazardous Substance Spill Prevention and Response
   i)   (RCW) 70.102 Hazardous Substance Information
   j)   (RCW) 18.73 Emergency Medical Care and Transportation Services
   k)   (RCW) 49.70 Worker and Community Right to Know Act
   l)   (RCW) 38.52 Emergency Management
   m)   (RCW) 36.40 Counties Budgets
   n)   (RCW) 39.34 Inter local Cooperation
   o)   (RCW) 42.14 Continuity of Government
   p)   (RCW) 38.54 State Fire Services Mobilization
   q)   (RCW) 70.136.030 Hazardous Materials (Also see Title 118-40 Hazardous chemical emergency response planning and community right-to-know reporting
   r)   (RCW) 42.56 Exemptions from Public Disclosure
   s)   (RCW) 42.17.250 Not Subject to Public Disclosure
   t)   (RCW) 43.06 Governor's Emergency Powers
   u)   (RCW) 34.05 Administrative Procedures Act
   v)   (RCW) 38.56 Intrastate Mutual Aid Systems
   w)   Title 118 Washington State Administrative Code (WAC) Military Department (Emergency Management)
   x)   (WAC) Dangerous Waste Regulations
   y)   (WAC) 246-500 Handling of Human Remains
   z)   (WAC) Emergency Response
   aa) (WAC) 296-62 Occupational Health Standards
   bb) (WAC) 246-100 Communicable Diseases
   cc) (WAC) 118-04 Emergency Worker Program
   dd) The State of Washington Comprehensive Emergency Management Plan

5. **Federal Government**
   a)   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.
   b)   Public Law 96-342, Improved Civil Defense Act of 1980
   c)   National Preparedness Goal, September 2011
   d)   Public Law 99-499, the Community Right to Know Act, SARA Title III (Superfund Amendments and Reauthorization Act of 1986 (Changed to Emergency Planning, Community Right to Know Act)
   e)   Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act
   f)   The National Strategy for Homeland Security, July 16, 2002

g)   Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended
h)   Emergency Management Assistance Compact, Public Law 104-321
i)   Public Law 107-296, 166 Stat, 2135 (2002) (codified predominantly at 6 U.S.C 101-557 and in other scattered sections of the U.S.C.), established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
j)   The Americans with Disabilities Act (ADA) of 1990
k)   Pets Evacuation and Transportation Standards Act of 2006
l)   Public Law 93.234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings
m)   Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA),
n)   Public Law 105-19, Volunteer Protection Act of 1997
o)   Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended
p)   Public Law 101-549, Clean Air Act Amendments of 1990
q)   Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
r)   Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
s)   Public Law 89-665, 16 U.S.C. 470, et seq, National Historic Preservation Act
t)   Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program
u)   National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325)
v)   Regal Community Development and Regulatory Improvement Act of 1994
w)   Public Law 833-703, an amendment of the Atomic Energy Act of 1954
x)   Title 47 USC 151, 154, 303, 524, 606 as related to FCC Rules and Regulations, Emergency Alert System
y)   Homeland Security Presidential Directives (HSPD) #3 Homeland Security Advisory System
z)   Homeland Security Presidential Directives (HSPD) #5 Management of Domestic Incidents (NIMS)
aa)   Homeland Security Presidential Directives (HSPD) #7 Critical Infrastructure Identification, Prioritization, and Protection
bb)   Homeland Security Presidential Directives (HSPD) #8 All-Hazards National Preparedness
cc)   Presidential Decision Directive 39, United States Policy on Counter Terrorism
dd)   Executive Order 11988, Flood Plain Management

ee) Executive Order 12656, Assignment of Emergency Preparedness Responsibilities
ff) Executive Order 12241, Transferring review and concurrence responsibility for State plans from NRC to FEMA
gg) CFR Title 28, Part 35 – Nondiscrimination on Basis of Disability in State and Local Government Services
hh) CFR 29, 33, 40, 49 as related to Hazardous Materials
ii) CFR Title 44, Emergency Management and Assistance
jj) Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments (OMB Circular A-102)
kk) Cost Principles for State and Local Governments (OMB Circular A-87)
ll) Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
mm) Cost Principles for Educational Institutions (OMB Circular A-21)
nn) Audits of States, Local Governments, and Non-Profit Organizations (OMB Circular A-133)
oo) Cost Principles for Non-Profit Organizations (OMB Circular A-122)

B. References

1. Comprehensive Preparedness Guide 101 (CPG 101 vs.2)
2. NFPA 1600: Standard on Emergency Management and Business Continuity Programs
3. National Incident Management System (NIMS)
4. National Prevention Framework, May 2013 (NPRF)
5. National Protection Framework, July 2014 (NPF)
6. National Response Framework, May 2013(NRF)
7. National Mitigation Framework, May 2013 (NMF)
8. Comprehensive Preparedness Guide 101 (CPG 101 vs.2)
9. NFPA 1600: Standard on Emergency Management and Business Continuity Programs
10. National Incident Management System (NIMS)
11. National Prevention Framework, May 2013 (NPRF)
12. National Protection Framework, July 2014 (NPF)
13. National Response Framework, May 2013(NRF)
14. National Mitigation Framework, May 2013 (NMF)
15. National Disaster Recovery Framework, September 2011 (NDRF)
16. REMS Higher Education Guide of Emergency Planning 2013
17. National Preparedness Guidelines
18. Target Capabilities List (TCL)
19. Universal Task List (UTL)
20. City of Pullman Comprehensive Emergency Management Plan
21. Whitman County Comprehensive Emergency Management Plan
22. Washington State University Comprehensive Emergency Management Plan
23. State of Washington Comprehensive Emergency Management Plan
24. Washington Statewide Communications Interoperability Plan

XI.   Appendices to the Basic Plan

Appendix A - Acronyms

AMC Army Material Command (U.S. Army)
AMS Aerial Measuring System (DOE)
ARAC Atmospheric Release Advisory Capability (DOE)
ARC American Red Cross
ARES Amateur Radio Emergency Services
ARG Accident Response Group (DOE)
ARRF Aircraft Rescue Fire Fighting
ARRL Amateur Radio Relay League
ATC Applied Technology Council
ATSDR Agency for Toxic Substance and Disease Registry (HHS)
AWC Association of Washington Cities
BCRT Regional Drug Task Force Biological/Chemical Response Team
BDRP Biological Defense Research Program (U.S. Navy)
BERT Public Health Bioterrorism Emergency Response Team
BLEVE Boiling Liquid Expanding Vapor Explosion
BLS Basic Life Support
BMP Best Management Practices
CAO County Administrative Officer
C/B-RRT Chemical Biological Rapid Response Team (U.S. Army)
CBDCOM Chemical Biological Defense Command (U.S. Army)
CBIRF Chemical Biological Incident Response Force (U.S. Marine Corps)
CBRED Chemical, Biological, Radiological, Environmental Defense Response Teams (U.S. Navy)
CBO Community Based Organization
CBRNE Chemical Biological Radiological Nuclear Explosive
CCA Comprehensive Cooperative Agreement
CD Civil Defense
CDC Center for Disease Control and Prevention (HHS)
CDRG Catastrophic Disaster Response Group
CEM Certified Emergency Manager
CEMP Comprehensive Emergency Management Plan
CG Phosgene (a choking agent)
CGIC Coast Guard Incident Commander
CHEMTREC Chemical Transportation Emergency Center
CIA Central Intelligence Agency
CIP Critical Infrastructure Protection
CIRG Critical Incident Response Group (FBI)
CISD Critical Incident Stress Debriefing
CISM Critical Incident Stress Management
CK Cyanogen Chloride (a blood agent)
COAD Community Organizations Active in Disasters
COG Continuity of Government
CPODs Community Points of Distribution
CSD Civil Support Detachment
CST Civilian Support Team
CX Phosgene Oxime (a blister agent)
DAC Disaster Application Center
DAP Disaster Assistance Program

DASC Disaster Assistance Service Center
DCHS Department of Community and Human Services
DDES Department of Development and Environmental Services
DECON Decontamination
DEM Department of Emergency Management (local)
DES Department of Emergency Services (local)
DEST Domestic Emergency Support Team
DFO Disaster Field Office
DFW Department of Fish and Wildlife
DHS Department of Homeland Security
DMAT Disaster Medical Assistance Team
DMORT Disaster Mortuary Team
DNRP Department of Natural Resources and Parks
DOC Department Operations Center
DOD Department of Defense
DOE Federal Department of Energy
DOH Department of Health
DOT Department of Transportation
DRC Disaster Recovery Center
DRT Disaster Recovery Team
DSCA Defense Support of Civil Authorities
DSRs Damage Survey Reports
DWI Disaster Welfare Information
EAS Emergency Alert System
ECC Whitman County Emergency Coordination Center
EEMT Washington State University Executive Emergency Management Team
EHS Extremely Hazardous Substances
EMD Emergency Management Division
EMI Emergency Management Institute
EMP Emergency Management Plan
EMS Emergency Medical Service
EMWIN Emergency Management Weather Information Network
EOC Emergency Operation Center
EOD Explosive Ordnance Disposal
EPA Federal Environmental Protection Agency
ERAMS Environmental Radiation Ambient Monitoring System (EPA)
ERG North American Emergency Guidebook
ERP Emergency Response Plan
ERT Evidence Response Team (FBI)
ERT Environmental Response Team (EPA)
ERT Evidence Response Team
ESA Endangered Species Act
ESF Emergency Support Function
EST Emergency Support Team
FADD Foreign Animal Disease Diagnostician
FBI Federal Bureau of Investigation
FBOD Finance & Business Operations Division
FCO Federal Coordinating Officer
FDA Federal Drug Administration (HHS)
FEMA Federal Emergency Management Agency

FREP Federal Radiological Emergency Response Plan
FRMAC Federal Radiological Monitoring and Assessment Center (DOE)
FWC Flood Warning Center
GA Tabun (a nerve agent)
GB Sarin (a nerve agent)
GD Soman (a nerve agent)
GIS Geographic Information System
H Impure Sulfur Mustard (a blister agent)
HAZMAT Hazardous Materials
HAZWOPER Hazardous Waste Operations and Emergency Response
HD Distilled Sulfur Mustard (a blister agent)
HHS Department of Health and Human Services
HIVA Hazard Identification and Vulnerability Assessment
HMC Harborview Medical Center
HMRU Hazardous Materials Response Unit (FBI)
HN Nitrogen Mustard (a blister agent)
HR Human Resources
HSEEP Homeland Security Exercise Evaluation Program
HSPD Homeland Security Presidential Directive
HVA Hazard Vulnerability Analysis
IC Incident Commander
ICS Incident Command System
IDLH Immediately Dangerous to Life and Health
IIT Nuclear Regulatory Commission's Incident Investigation Team
IMS Incident Management System
IRT Immediate Response Technicians
ITS Information and Telecommunications Services
JFO Joint Field Office
JIC Joint Information Center
JIS Joint Information System
JOC Joint Operations Center (FBI Regional Command Post)
L Lewisite (a blister agent)
L&I Washington State Department of Labor & Industries
LEPC Local Emergency Planning Committee
LETPP Law Enforcement Terrorism Prevention Program
LFA Lead Federal Agency
LGR Local Government Response
LHO Local Health Officer
LSA Logistics Staging Areas
MAC Multi Agency Coordination Group
MACS Multi Agency Coordination System
MARSEC Maritime Security Levels
MCBAT Medical Chemical and Biological Advisory Teams (U.S. Army)
MCI Mass Casualty Incident
MEDCOM Army Medical Command (U.S. Army)
MEPG Multi-Disciplinary Equipment Planning Group
MIPT Memorial Institute for the Prevention of Terrorism
MOA Memorandums of Agreement
MOU Memorandum of Understanding
MSDS Material Safety Data Sheet

MSO Marine Safety Office of the US Coast Guard
NBC Nuclear, Biological, Chemical
NCP National Oil and Hazardous Substances Pollution Contingency Plan
NDMS National Disaster Medical System
NEPMU Navy Environmental and Preventive Medicine Units (U.S. Navy)
NEST Nuclear Emergency Search Team (DOE)
NFPA National Fire Protection Association
NGO Non-Governmental Organizations
NIIMS National Interagency Incident Management System
NIMS National Incident Management System
NMRI Naval Medical Research Institute (U.S. Navy)
NMRT National NBC Medical Response Team (HHS)
NOI Notice of Interest
NPED National Pollution Discharge Elimination System
NRC Nuclear Regulatory Commission
NRP National Response Plan
NRF National Response Framework
NRT National Response Team
NSC National Security Council
OEM Office of Emergency Management
OIRM Office of Information Resource Management
OSC On-Scene Coordinator
OSHA Occupational Safety and Health Administration
P&A Planning and Administration
PAR Protective Action Recommendations
PDA Preliminary Damage Assessment
PDD Presidential Decision Directive
PES Public Education Subcommittee
PFA Primary Federal Agency
PHEOC Public Health Emergency Operation Center
PH Public Health
PIO Public Information Officer
PNP Private-non-Profit
PPE Personal Protective Equipment
PSAP Public Safety Answering Points
PWS Project Work Sheet
RAP Radiological Assistance Program (DOE)
RCC Recovery Coordination Center
RCECC Regional Communications and Emergency Coordination Center
RCRA Resource Conservation and Recovery Act
RCW Revised Code of Washington
RDP Regional Disaster Plan
REAC/TS Radiation Emergency Assistance Center/Training Site (DOE)
RERT Radiological Emergency Response Team (EPA)
RHMTF Regional Hazard Mitigation Plan Task Force
RHSS Regional Homeland Security Subcommittee
RIA Rapid Impact Assessment
ROC Regional Operations Center
RP Responsible Party
RPIN Regional Public Information Network

RPTF Regional Disaster Planning Task Force
RRIS Rapid Response Information System (FEMA)
RRT Regional Response Team
RTF Response Task Force (DOD)
SA Salvation Army
SAR Supplied Air Respirator
SAR Search and Rescue
SARA Superfund Amendments and Reauthorization Act
SBA Small Business Administration
SCBA Self-Contained Breathing Apparatus
SDO Staff Duty Officer
SEB Staphylococcus Enterotoxin B (a toxin)
SEOC State Emergency Operations Center
SEOO State Emergency Operations Officer
SERC State Emergency Response Commission
SIOC Strategic Information Operations Center
SLA Service Level Agreement
SMHSA Substance Abuse & Mental Health Services Administration (HHS)
SOP Standard Operating Procedure
SR State Route
STATE DOE Washington State Department of Ecology
SWD Solid Waste Division
T&E Training and Exercise
TDSRS Temporary Debris Staging and Reduction Sites
TEU Technical Escort Unit (U.S. Army)
TIA Terrorism Incident Annex
TSA Transportation Security Agency
UC Unified Command
USACE United States Army Corps of Engineer
USCG U.S. Coast Guard
USRT Urban Search and Rescue Team (FEMA)
VEE Venezuelan Equine Encephalitis (a viral agent)
VX A nerve agent
WAC Washington Administrative Code
WAEMD Washington State Emergency Management Division
WAMAS Washington State Mutual Aid System
WASEOC Washington State Emergency Operations Center
WARM Washington Animal Response Management
WASART Washington State Animal Response Team
WAVOAD Washington Voluntary Organizations Active in Disasters
WCST Washington State Civil Support Team
WDFW Washington State Department of Fisheries & Wildlife
WDOE Washington State Department of Ecology
WDOH Washington State Department of Health
WLRD Water and Land Resources Division
WMD Weapons of Mass Destruction
WSDA Washington State Departments of Agriculture
WSDOT Washington State Department of Transportation
WSP Washington State Patrol

Appendix B - 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).

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

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

AGRO TERRORISM - An attack against agriculture, livestock, or other food supply.

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) - The Rescue Coordination Center 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 Rescue Coordination Center (RCC) definition).

AIR SEARCH AND RESCUE - Search and Rescue operations for aircraft in distress, missing, or presumed down conducted by the WWashington State Department of Transportation, Aviation Division, under authority of RCW 47.68 and 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 incidents site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of RCW 38.52.

AUTHORIZED OFFICIAL - An individual authorized under Revised Code of WWashington 38.52 and WWashington Administrative Code 118-043 to direct the activities of emergency workers. These individuals are the Adjutant General of the Military Department 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 Revised Code of WWashington 38.52 and WWashington Administrative Code 118-04 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.

BIOLOGICAL AGENTS - The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

BUDDY SYSTEM - Use of two or more people together for response. Typically used by the entry team and the backup team.

CATASTROPHE - An event, expected or unexpected, 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; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

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 AGENTS - The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP) - The congressional 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.

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

COLD ZONE - Also the Green Zone or Safe Zone. Site of the Command Post, observation areas, staging, etc. No PPE required

COMMON PROGRAM CONTROL STATION (CPCS) - A broadcasting station in a local operational area, which 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.

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 Washington State Emergency Management.

CONFINEMENT - Defensive posture. Prevention of incident spreading.

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

CONSEQUENCE MANAGEMENT - FEMA defines federal consequence management as measures to protect public health and safety, restore essential government services, and

provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.   Private sector/industry critical infrastructures define consequence management as measures to mitigate and resolve impacts and to restore and/or continue their ability to provide critical systems and services to governments and to the public. Their consequence management also addresses public/government regional/national short-term, mid-term, and long-term impacts to health and safety, sociological issues, environmental threats, and the economy.

CONTAINMENT - Offensive posture. Stop leaks or to get material into a container.

CREDIBLE THREAT - The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident. (Washington State Homeland Security Strategic Plan)

CRISIS MANAGEMENT - Refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism and is predominantly a law enforcement response.

CRITICAL INFRASTRUCTURE - Those systems and assets - both physical and cyber - so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security, national economic security, and/or national public health and safety. (National Strategy for Homeland Security, p. ix)

CYBER TERRORISM - A criminal act perpetrated by the use of computers and telecommunications capabilities, resulting in violence, destruction and/or disruption of services to create fear by causing confusion and uncertainty within a given population.

DAMAGE SURVEY REPORTS - A description of the disaster damage caused to property of a State or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Damage Survey Reports establish the basis on an eligible claim for a financial grant under the Federal Emergency Management Public Assistance Program.

DAMAGE SURVEY REPORT 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 Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

DECONTAMINATION - The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

DEFENSE COORDINATING OFFICER - 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.

DEVICE (or IED) - An object fabricated with explosives or destructive, lethal, noxious, pyrotechnic or incendiary chemicals designed to disfigure, destroy, distract or harass.

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 FEMA.

DISASTER - An event expected or unexpected, such as fire, flood, explosion, storm, earthquake, epidemic, riot or insurrection, 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 APPLICATION CENTER - A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.

DISASTER ASSISTANCE SERVICE CENTER - A Disaster Assistance Service Center (DASC) can be established to assist persons who have suffered economic losses because of an incident. Services in a DASC are focused on economic benefits to the victims as well as other support services as deemed necessary and essentially provide "One Stop Shopping". Possible services could include financial, assistance securing identification, housing, food stamps, health insurance, physical and mental health, or furniture and other household needs.

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

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

DISASTER WELFARE INQUIRY - Provides locator, family reunification for immediate families displaced by a disaster.

DOMESTIC TERRORISM - Activities that involve violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or of any State; appear to be intended to intimidate or coerce a civilian population; to influence the policy of a government by intimidation or coercion; or to affect the conduct of a government by mass destruction, assassination, or kidnapping; and occur primarily within the territorial jurisdiction of the United States." (U.S. Code, Title 18, Part I, Chapter 113B, Section 2331)

EMERGENCY - An event or set of circumstances, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment in danger; that requires response beyond routine incident response resources; which demands the immediate preservation of order or of public health or where delay will result in financial loss to the county.

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

EMERGENCY COORDINATION CENTER - See Emergency Operations Center (EOC).

EMERGENCY INFORMATION SYSTEM (EIS) - An emergency planning and response software program that facilitates emergency management operations. The current software standard for the Washington State Emergency Management.

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 from, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage caused by all hazards, whether natural or human-made, and to provide support for search and rescue operations for persons or property in distress.

EMERGENCY MASS CARE - Includes individual or temporary shelter, fixed or mobile feeding operations and/or the bulk distribution of relief supplies to disaster victims and workers. Assistance is provided to an affected area without identifying case-by-case needs.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY WORKER - Any person, who is registered with a local emergency management organization or Washington State, and holds an identification card issued by the local emergency management director or the State 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.

EVACUATION – Organized, phases, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

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

FEDERAL 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.

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.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA 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 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 Federal coordinating Officer's staff, formed to assist the Federal Coordinating Officer 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 Federal Coordinating Officer. The Emergency Response Team may be expanded by the Federal Coordinating Officer to include designated representatives of other Federal departments and agencies as needed.

FEDERAL RADIOLOGICAL 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 Department of Energy or Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the Nuclear Regulatory Commission, state licensee, Department of Energy, or Department of Defense.

FEDERAL RESPONSE PLAN - The plan, which establishes the basis for the provision of federal assistance to a state and the local jurisdiction, affected by a disaster or significant emergency that result in a requirement for federal response assistance.

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

FIRE SERVICE MOBILIZATION REGIONS - One of nine organizations responsible to develop Regional Fire Service Resource Mobilization Plans, ensure consistency with plans and systems, administer the Washington State Fire Services Resource Mobilization Plan and Procedures within the region, maintain local liaison, and maintain inventories of equipment.

FIRST RESPONDER - Those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the

environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations." (Homeland Security Presidential Directive-8, December 17, 2003)

FOREST FIRE - One occurring in wooded areas and often in rugged and difficult terrain. The land commonly is shared between the federal or state governments or large corporations.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period. It involves the testing o f 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 - An activity 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.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

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

HAZARDOUS MATERIAL - Any material that may do harm to a population or the environment when outside its container or intended use.

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.

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

HOT ZONE - Also known as "Red" or Exclusion Zone. Area most contaminated during a spill event & requiring site security. PPE required.

IMPROVISED EXPLOSIVE DEVICE (IED) - An object fabricated with explosives or destructive, lethal, noxious, pyrotechnic or incendiary chemicals designed to disfigure, destroy, distract or harass.

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) - An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

INDIVIDUAL ASSISTANCE - 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.

INDIVIDUAL ASSISTANCE OFFICER (IAO) - the individual, who, under the direction of the Federal Coordinating Officer, establishes the Disaster Application Centers, 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 PROGRAM (IFGP) - 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.

INDIVIDUAL EMERGENCY ASSISTANCE - Provides disaster clients with clothing, food, rent, security deposits, cleaning supplies and equipment, and disaster-related medical needs as well as referral to other available assistance in the community.

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 areas surrounding a facility.

INJURY- Means and includes accidental injuries and/or occupational diseases arising out of emergency management activities.

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

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

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

INTERNATIONAL TERRORISM - Activities that involve violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; appear to be intended to intimidate or coerce a civilian population; to influence the policy of a government by intimidation or coercion; or to affect the conduct of a government by mass destruction, assassination, or kidnapping; and occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by

which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum." (U.S. Code, Title 18, Part I, Chapter 113B, Section 2331)

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.

ISOLATION - Removal of a population from a room or immediate structure.

JOINT INFORMATION CENTER (JIC) - A facility that is used by the affected utility, state and county to jointly coordinate the public information function during a nuclear or chemical facility emergency.

JOINT PRIMARY AGENCY - Two state agencies of agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support function (ESF), JOINTLY. Joint primary agencies are designated based on 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 are the Department of Ecology and the Washington State Patrol for ESF 10 Hazardous Materials.

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

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

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with Revised Code of Washington (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.

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."

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) - Dedicated 2-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MILITARY DEPARTMENT - Refers to both the Emergency Management Division and the National Guard.

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 STATEMENT - 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 life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Examples of mitigation are building and fire codes, land acquisition equipment and computer tie downs, safety codes, statues and ordinances.

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 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 Department of Health and Human Services, FEMA, DOD, state and local governments, 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 located in Boise, Idaho.

NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC) - Advisory committee that review 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 RESPONSE CENTER - Communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington DC 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 – A guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It describes specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. (From Homeland Security 2008 Document)

NATIONAL SEARCH AND RESCUE PLAN (NSP) - An 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 FEMA 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 Pints. Provides warning information to state and local Jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

NOTIFICATION - A legal obligation to report.

NUCLEAR EMERGENCY SEARCH TEAM (NEST) - A 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.

NUCLEAR WEAPONS - The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

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.

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 preliminary Damage Assessment is documented through surveys, photographs, and other written information.

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

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, emergency operations centers, emergency operations plans emergency public information materials, public education programs, exercise of plans mutual aid agreements, stocking of disaster supplies, training of emergency 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 FEMA preliminary damage assessments.

PREVENTION - Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

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

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

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 FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

PUBLIC SAFETY ANSWERING POINTS (PSAPs) - A term used to identify communications centers responsible for the dispatch and support of emergency field personnel.

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

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 INSTRUMENT MAINTENANCE AND CALIBRATION (RIM&C) - An operation at the state level with the mission to repair, maintain, and calibrate Civil Defense radiological monitoring instruments. Its mission includes distribution and exchange with local jurisdictions and other entities and agencies.

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 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 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 a continuous basis, forms a baseline radiological defense capability, which can be used for surge training and to assist in the rapid buildup 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 - 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, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption full scale.

RECOVERY 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.

RELEASE - A gas or vapor that has gone beyond the boundaries of the facility in reportable quantity during a 24-hour period.

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

RESCUE COORDINATION CENTER (RCC) -
(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). (State) - An extension of the state Emergency Operations Center 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 Rescue Coordination Center may be co-located with the EOC or deployed to a location in proximity to 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 by Public Law 100-707) - 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 individuals and families. This act is commonly referred to as the Stafford Act.

ROENTGEN EQUIVALENT MAN (MAN) - 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.

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 W ILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

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.

SENTINEL SURVEILLANCE - Looking at the background level to check for the presence of a disease. An example would be when the Department of Health contracts with a farmer to raise chickens then tests the blood of the chickens for the presence of disease.

SHELTER IN PLACE - Isolation of a population within a structure to protect them from an airborne hazardous materials release.

SPILL RESPONSE - All actions taken in carrying out the 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.

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.

STATE EMERGENCY COMMUNICATIONS USING RADIO EFFECTIVELY (SECURE) - Dedicated federal 2-way High Frequency (HF) radio system which provides an alternate direction and control capability as needed by the state other locations during an emergency or disaster.

STATE FIRE DEFENSE BOARD - An organization which maintains the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Service Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, reviews and approves curriculum, requires the use of the Incident command System by the State Fire Service, and provides guidance for the approval of requests for reimbursement.

STATEWIDE EMERGENCY COMMUNICATIONS SYSTEM (HF) - The State Military Department's High Frequency (HF) radio system. The net is controlled by the Washington National Guard and interconnects all National Guard armories with camp Murray.

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.

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

TERRORISM - As defined by the FBI, "the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives." This definition includes three elements: (1) Terrorist activities are illegal and involve the use of force. (2) The actions are intended to intimidate or coerce. (3) The actions are committed in support of political or social objectives.

TERRORIST INCIDENT - The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

TITLE III - A major section of the Superfund Amendments and Reauthorization Act entitled the "Emergency Planning and Community Right-to Know Act of 1986." Law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions and Local Emergency Planning Committees, and 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.

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

TRIAGE - The sorting of victims done by their critical care needs.

UMATILLA CHEMICAL DEPOT (UMCD) - A United States Army ordinance 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 shells and land mines. It is now a storage site for unitary and binary chemical weapons and agents.

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 wild land and forest fires and not for protection of structures.)

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

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

URBAN SEARCH AND RESCUE TASK FORCE - A 56-member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function # 9. The Task Force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

VACANCY – When the office of a county official is legally unoccupied due to the incumbent's death, resignation, incapacity, declaration of incompetency by a court of competent jurisdiction, or other reason as provided for in Article 680 of the county charter.

WARM ZONE - Also the Yellow or Decontamination Zone. Moderately contaminated. Entry Point to the Hot/Cold Zones. PPE required.

WARNING - An obligation to communicate impending danger.

WASHINGTON PUBLIC POWER SUPPLY SYSTEM (WPPSS) - A public corporation planning the construction and operation of three nuclear facilities in the state of Washington. Two facilities (WNP-1 and WNP-2) 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. WNP-2 is the sole operating plant.

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

WASHINGTON STATE EMERGENCY MANAGEMENT - Washington State Military Department, Emergency Management Division.

WEAPON OF MASS DESTRUCTION - Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] 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, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

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

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

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

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

Appendix C – Training and Exercises

Primary Agencies:

- City of Pullman
- Whitman County Department of Emergency Management
- Washington State University

Support Agencies:

All jurisdictions and Agencies that are listed in Emergency Support Functions, Support Annexes, but not limited to only the listed above.

I.   INTRODUCTION

   A. Purpose
   The purpose of this appendix is to outline the emergency management training and exercise responsibilities of The City of Pullman, Whitman County, and Washington State University Coordinated Comprehensive Emergency Management Plan (C-CEMP). Through training and exercise, the Whitman County Emergency Operations Center (EOC) improves operational readiness by increasing knowledge, skills, and coordination of response efforts.

   B. Scope
   All Emergency Support Functions (ESFs) identified in the C-CEMP will be subject to tests, trainings, and exercises established under this annex. In addition, municipal, state, federal, volunteers, and private sector organizations will be included periodically in as much as they are available to augment local capabilities in actual emergencies. Exercising is the principle methods of validating The City of Pullman, Whitman County, and Washington State Universities capability to implement their emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA).

II.   POLICIES
The City of Pullman, Whitman County, and Washington State Universities deliver a range of training classes to enhance the emergency planning and response capabilities of elected officials, department directors, managers, and employees, special purpose districts, businesses, emergency workers, and the public.

III.   ASSUMPTIONS
- Training and exercise functions are ongoing and independent of the threat or onset of an emergency or disaster.

- Training and exercising are preparedness activities and should be designed to validate and enhance the Counties response and recovery abilities. Training and exercises are necessary to maintain the ability to operate efficiently and effectively.

- Necessary training will be made available to all county personnel as soon and as possible after ESF assignments are completed or revised.

- Necessary training will be made available to all personnel as soon as possible after assignment to support the Emergency Operations Center (EOC).
- Municipal, state, federal, volunteer, and private sector organizations will be available to augment and participate in local training capabilities.

- Training and exercises related to the activation and support of the Emergency Operations Center will be planned for, scheduled, and conducted on a regular basis.

IV.   CONCEPT OF OPERATIONS

Exercises and training course offerings will be based on current needs and part of a systemic effort to further the emergency readiness of The City of Pullman, Whitman County, and Washington State University, the public, and organizations based in Whitman County. Exercises and trainings will be evaluated and reviewed annually for effectiveness.

Required individual training to remain compliant with the National Incident Management System (NIMS) is as follows:

1. Entry Level
   - ICS-100: Incident Command System (ICS), Introduction
   - IS-700 NIMS, An Introduction

2. First Line, Single Resource, Field Supervisors
   - ICS-100: Incident Command System (ICS), Introduction
   - ICS-200: ICS for Single Resources and Initial Action Incidents
   - IS-700: NIMS, An Introduction

3. Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.
   - ICS-100: Incident Command System (ICS), Introduction
   - ICS-200: ICS for Single Resources and Initial Action Incidents
   - ICS 300: Intermediate ICS
   - IS-700: NIMS, An Introduction
   - IS-800: National Response Plan (NRP), An Introduction

4. Command and General Staff; Area, Emergency and EOC Managers
   - ICS-100: Incident Command System (ICS), Introduction
   - ICS-200: ICS for Single Resources and Initial Action Incidents
   - ICS 300: Intermediate ICS
   - ICS 400: Advanced ICS
   - IS-700: NIMS, An Introduction
   - IS-800: National Response Plan (NRP), An Introduction

- Training is offered at no cost through the Federal Emergency Management Agency (FEMA) web site at https://training.fema.gov/. If requested, trainings may be offered via classroom and will be coordinated through The City of Pullman, Whitman County, or Washington State University Emergency Management.

- Exercises will be conducted utilizing the Homeland Security Exercise Evaluation Program (HSEEP).
- Training courses will be evaluated to identify areas of improvement and future training needs. The Department of Homeland Security (DHS) catalog of training courses will be the primary source of courses.

During non-activation times, a person or organization seeking training may contact The City of Pullman, Whitman County, or Washington State University Emergency Management Organization to seek information about available trainings or training resources. The City of Pullman, Whitman County, Washington State University will provide training programs when expertise and resources are available, or refer the request to an appropriate resource. External sources of training include but are not limited to FEMAs Emergency Management Institute, Washington State Emergency Management Division, The American Red Cross, and Private Consultants.

V.   RESPONSIBILITIES

The City of Pullman, Whitman County, and Washington State University are the focal points for exercises that test and evaluate the C-CEMP. The City of Pullman, Whitman County, and Washington State University Emergency Management representatives will develop and coordinate an exercise program and facilitate the training that is necessary to orient The City of Pullman, Whitman County, Washington State University agencies to the Whitman County Coordinated Comprehensive Emergency Management Plan.

- Provide training to City of Pullman, Whitman County, and WSU Departments, public and/or private organizations, and individuals, as resources are available.
- Coordinate the acquisition and distribution of emergency training course materials.
- Assist City of Pullman, Whitman County, and WSU departments in preparing and conducting training and exercises.
- Coordinate and facilitate an exercise program that involves at least one functional or full-scale exercise involving City of Pullman, Whitman County, WSU departments at least once a year.
- Provide an after action report with recommendations for an improvement plan after all exercises.

Each Organization shall:
- Ensure that Whitman County EOC representatives have attended training to function effectively in the EOC.
- Designate employees to coordinate emergency management training programs.
- Determine department exercise schedule in coordination with The City of Pullman, Whitman County, and WSU.
- Participate in facilitated exercises with policy and operational response and recovery issues.
- Evaluate all exercises and revise department plans and procedures based on the areas for improvement discovered through the exercise.

VI.   **RESOURCE REQUIREMENTS**

Requirements will be course and exercise specific, however staff support applies to all events. Additional resources may include, funding, logistics, planning, and documentation.

VII.   **REFERENCES**

- FEMA Emergency Management Institute
- Homeland Security Exercise & Evaluation Program (HSEEP)
- Department of Homeland Security (DHS) Course List

VIII.   **TERMS & DEFINITIONS**
See Appendix A Acronyms; Appendix B Definitions

SECTION 2: ESF'S

ESF 1: Transportation

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Pullman Public Works Department
- Pullman Transit
- Whitman County Public Works Department
- WSU Parking & Transportation Services
- WSU Motor Pool

Support Agencies:

- Port of Whitman County
- Pullman Fire Department
- Pullman Police Department
- Pullman-Moscow Regional Airport
- Pullman Transit
- School Districts

- Washington State Department of Transportation Eastern Region
- Washington State Patrol
- Whitman County Sheriff's Office
- WSU Police Department
- WSU Visitor Center
- WSU Facilities Operations

External Agencies:

- Starline Collection (Wheatland Express)
- Coast Transportation
- Gas Stations & Fuel Distributors
- Moscow Police Department
- Latah County Sheriff's Office
- Idaho Department of Transportation

1.1 Purpose

Emergency Support Function (ESF) 1: Transportation is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support emergency transportation needs during and emergency or disaster affecting the City of Pullman, Whitman County, and/or Washington State University in Pullman.

1.2 Scope

ESF-1 addresses the use of emergency transportation corridors including public and private, ground, air, and water transportation resources as necessary for relief services and supplies. It includes the authorization, direction, routing and places of business.

1.3 ESF Activation & Plan Maintenance

ESF-1 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-1 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- Support for public works field operations should be coordinated with the Emergency Operations Center (EOC).
- Priorities should be established for use of limited public transportation assets.
- Primary and support agencies should support the coordination and information collection of transportation damage assessments, which should be conducted as soon as possible, and reported to the EOC.

2.0 Situation & Assumptions

2.1 Situation

- A significant emergency or disaster may severely damage transportation infrastructure.
- The movement of people, equipment, and supplies may be much less efficient than under normal circumstances.
- Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.

2.2 Assumptions

- No guarantee is implied by this plan. Because assets and personnel may be overwhelmed, the city, county, and university can only endeavor to make every reasonable effort to respond to a hazardous event based on the situation, information, and resources available at that time.
- The local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
- Operations may require traffic control to divert traffic around damage, isolated, or evacuated areas.
- The immediate use of transportation systems for emergency operation activities may exceed local capabilities, thus requiring assistance from neighboring jurisdictions and/or state and federal government.
- There may be individuals with specific/special needs and issues such as cognitive disabilities, communication disabilities, environmental or chemical sensitivities, hearing loss, those on life support systems, mobility concerns, visual disabilities, and individuals with limited English proficiency that will need to evacuate. Every effort will be taken to

accommodate individuals' functional and access needs in the transportation network during evacuation.
- Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

3.0 Concept of Operations

3.1 General

- In accordance with the Coordinated Comprehensive Emergency Management Plan (C-CEMP), the Basic Plan provides overall guidance for emergency planning within the City of Pullman, Whitman County, and Washington State University. All operations will function in cooperation of the National Incident Management System (NIMS) to assure a comprehensive approach to emergency management is achieved.
- In accordance with the C-CEMP and this ESF, the City of Pullman Public Works, Whitman County Public Works, WSU Facility Operations, and WSU Parking and Transportation are the Primary agencies responsible for coordinating transportation system activities. Operating Procedures/Guidelines (SOPs/SOGs) developed by the above-mentioned agencies will provide the framework for carrying out these activities.
- Requests for assistance may be generated one of two ways. The requests should be forwarded to the EOC, or be made in accordance with established Mutual Aid Agreements.
- The City and County Public Works Directors are in charge of all municipal and county roads and bridges in the jurisdiction.
- Local government and university departments working at either an incident command post (ICP) or the EOC should provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment, and materials. Law enforcement agencies conduct the coordination for evacuation and movement during emergencies and disasters. For more information, please see ESF-13: Public Safety and Security, and Support Annex 3: Evacuation.
- Pullman-Moscow Regional Airport and Port of Whitman County Business Air Center Airport are the only local airfield for aircraft transporting goods and resources.

3.2 Notifications

- If ESF -1 needs to be activated the EOC Director will work with WHITCOM dispatch center to contact the primary agencies and/or departments listed in this annex to send a representative and report to the EOC to coordinate ESF-1 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the ESF-1 team.

3.3 Preparedness

- Develop and maintain SOPs/SOGs dealing with transportation response.
- Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies to include maintaining points of contact, their geographic locations, territories, and operation areas.
- Establish and maintain liaison with state and adjacent county transportation officials.

- Estimate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- Participate in exercises and training to validate this annex and supporting SOPs/SOGs.
- Ensure all ESF-1 personnel are trained in their responsibilities according to the departmental SOPs/SOGs.

3.4 Response

- Identify transportation needs required by the situation.
- Identify, obtain, prioritize and allocate available transportation resources.
- Conduct assessments of damage to transportation infrastructure and communicate this information to the EOC.
- Plan for transportation support for mobilizations sites, staging areas, and distribution points.

3.5 Recovery

- Continue to render transportation support when and where required as long as emergency conditions exist.
- Prioritize the repair and restoration of transportation infrastructure so that essential services such as fire, EMS, law enforcement and waste management should be given first priority.
- All agencies involved in the recovery effort should keep detailed records of expenses in case there is a potential for federal and state reimbursement assistance.

3.6 Mitigation

- Regularly inspect public roadways/right-of-ways for deterioration and make necessary repairs to keep city, county, and university streets, roadways and rights-of-way in good condition.
- Keep equipment in operating condition.

4.0 Organization & Responsibilities

4.1 Organization

- Transportation support should mostly likely be coordinated through the EOC. ESF-1 Agency Reps in the EOC should be organized under the ICS Operations Section either as a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident.

4.2 Responsibilities

ESF Coordinator

- Maintains a resource list of all available transportation resources including locations of potential fueling points.
- Supports EOC operations and coordinates ESF-1 activities.

- Works with other agencies to designate transportation bases, staging areas, refueling and repair facilities.

Primary Agencies

- Support EOC operations and assists with coordinating ESF-1 activities.
- Work with other agencies to designate transportation bases, staging areas, refueling and repair facilities.
- Coordinate transportation support
- Develop procedures/guidelines on how to coordinate transportation-related needs.
- Ensure that personnel receive training in order to carry out their responsibilities.
- Conduct damage assessment of transportation infrastructure network.
- Work with support agencies to develop and maintain a working relationship and procedures/guidelines to activate needed transportation.
- Assist in identifying personnel and resources to support this annex.
- Work with the C-CEMP planning team to keep this annex up-to-date.

Support & External Agencies

Port of Whitman County

- Support local agencies with coordination of transportation requests.
- Provide loading, off-loading and staging assistance, as requested, and if resources are available.

Pullman Fire Department

- Provide operational support
- Coordinate with EOC to assist with evacuation, as necessary.

Pullman Police Department

- Provide emergency traffic control.
- Assist with maintaining traffic flow and enforcing transportation usage priorities.
- Coordinate with EOC to assist with evacuation, as necessary.

WSU Police Department

- Coordinate with EOC and local law enforcement to provide resources.
- Aid in emergency traffic control, routing exiting traffic to clear access for emergency vehicles, and or removing the public from unsafe areas.

Pullman-Moscow Regional Airport

- Make available the airfield and docks for the transport of needed resources to support response and recovery operations.

Washington State Patrol

- Provide emergency traffic control.
- Provide law enforcement resources to aid in evacuation route identification.
- Support local agencies in maintaining traffic flow.

School Districts

- Maintain internal procedures to provide for an effective activation of the district's transportation staff and resources, as needed.
- Washington State Department of Transportation Eastern Region
- Remove or reduce highway hazards.
- Repair and maintain state highways, bridges and alternate routes.

Pullman Transit

- Provide EOC with the use of available personnel and equipment resources to use, as needed with emergencies and disasters.
- Coordinate and provide emergency transit support and services for the movement of people, equipment and supplies, as requested.

Whitman County Sheriff's Office

- Assist in emergency traffic control
- Provide assistance in sustaining traffic flow and enforcing transportation usage priorities.
- Aid in identifying transportation routes.
- Provide damage assessment information to EOC, as needed.

WSU Facilities Operations

- Coordinate with EOC to provide reports on Facilities Services operations, the known status of building services and utilities, and the condition of roadways and WSU grounds.
- Communicate messages and vital information to and from the building coordinators.
- Provide a Facilities representative in the EOC and staff the Operations Team as long as Facilities Services are involved in the emergency response.

ALL

- Work with the primary agencies to develop and maintain a workable transportation function.
- Conduct damage assessment of local transportation network.
- Develop and maintains their own SOPs/SOGs for response to requests for transportation support.
- Assist in identifying personnel and resources to support this annex.
- Work with the C-CEMP planning team to keep this annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- See Page 36 of Basic Plan.

5.2 References

- See Page 39 of Basic Plan.
- Washington State Comprehensive Emergency Management Plan, ESF-1 July 2007 http://www.emd.wa.gov/plans/documents/Planning_CEMP_ESF1.pdf
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf
- Department of Homeland Security, 2013. National Infrastructure Protection Plan (NIPP). http://www.dhs.gov/publication/nipp-2013-partnering-critical-infrastructure-security-and-resilience

6.0 Appendices

6.1 Acronyms

- See Appendix A

6.2 Definitions

Critical Infrastructure: is a term used by governments to describe assets that are essential for the functioning of a society and economy. Section 1016(e) of the USA PATRIOT Act of 2001 (42 U.S.C 519c(e) http://www.law.cornell.edu/uscode/text/42/5195c defines "critical infrastructure" as "systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters."

HSPD7 outlines the critical infrastructure "sectors" and has assigned federal departments called "SSAs" (Sector Specific Agency) responsibility for preparing Sector Specific Protection Plans (SPP) (see below).

Transportation Systems, 2010 http://www.dhs.gov/xlibrary/assets/nipp-ssp-transportation-systems-2010.pdf

Essential Services: is a general term usually defining both governmental and private industry services provided for general public health & safety (e.g. fire, EMS, law enforcement, public health, healthcare/hospital, waste management, drinking & wastewater services, utilities etc.) as well as services to a community's economy (e.g. food, fuel, telecommunications, public transportation, etc.).

Key Resources: Section 2(9) of the Homeland Security Act of 2002 (6 U.S.C 101(9)) http://www.dhs.gov/xlibrary/assets/hr_5005_enr.pdf defines "key resources" as "publicly or privately controlled resources essential to the minimal operations of the economy and government."

Transportation Resources: Any of the vehicles, operators, and/or equipment that make up transportation systems.

Transportation Systems: The Transportation Systems Sector of Critical Infrastructure consists of six key subsectors, or modes:

Aviation includes aircraft, air traffic control systems, commercial airports and additional airfields. This mode includes civil and join use military airports, heliports, short takeoff and landing ports, and seaplane bases.

Highway encompasses roadways and supporting infrastructure. Vehicles include automobiles, buses, motorcycles, and all types of trucks.

Maritime Transportation System consists of coastline, ports, and navigable waterways that allow the various modes of transportation to move people and goods to, from, and on the water.

Mass Transit includes multiple-occupancy vehicles, such as transit buses, trolleybuses, vanpools, ferryboats, monorails, heavy (subway) and light rail, automated guide way transit, inclined planes, and cable cars designed to transport customers on local and regional routes.

Pipeline Systems include vast networks of pipeline that traverse hundreds of thousands of miles throughout the country, carrying nearly all of the Nation's natural gas and about 65% of hazardous liquids, as well as various chemicals.

Rail consists of railroads, miles of track, freight cars, and locomotives.

ESF 2: Communications, Information, & Warning Systems

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- WHITCOM
- Pullman Police Department
- Pullman Fire Department
- WSU Police Department
- Whitman County Sheriff's Office
- Whitman County Fire Districts

Support Agencies:

- Washington State Patrol
- National Weather Service
- Palouse Amateur Radio Club (ARES/RACES)

External Agencies:

- Private Communications Companies
- Moscow Police Department
- Latah County Sheriff's Office

1.1 Purpose

Emergency Support Function (ESF) #2: Communications, Information, and Warning Systems was developed to identify and define emergency communications operations and responsibilities in response to natural & man-caused disasters, and other emergencies. ESF -2 is intended to support, not supplant existing Communications resources and systems.

1.2 Scope

This ESF applies to communication, information, and warning system assets of all City, County, and University organizations including radio, WHITCOM dispatch E-911, voice and data links, telephone and cellular systems, National Warning Systems, Emergency Alert System (EAS), Mass Notification Systems (MNS), and amateur radio. *Public Alert and Warning* is discussed in ESF 15: External Affiars.

No guarantee of a perfect response system is expressed or implied by this ESF. City of Pullman, Whitman County, and WSU can only endeavor to make reasonable efforts to

respond based on the situation, information and resources available at the time of the emergency or disaster.

1.3 ESF Activation & Plan Maintenance

ESF 2 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-2 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

The ESF 2 team should provide support to WHITCOM (911 Dispatch Center) or the EOC as needed. It should not supplant or duplicate WHITCOM functions.

In order to maintain continuous direction and control during emergencies, the WHITCOM Supervisor can coordinate the use of any radio system net located in the EOC in conjunction of the Emergency Operations Center Manager.

- Communication transmission priorities are as follows:
  1. Warning
  2. Protective actions
  3. Evacuation progress
  4. Decontamination requirements
  5. Shelter population (number of vacancies)
  6. Staffing and supply requirements
  7. Routine operations and public information
- All communications to the field from the EOC or WHITCOM, should support the Incident Command System and should be directed through the Incident Commander, or if established, the designated on-scene Communications Officer.
- During a multi-agency emergency response, clear text should be used to ensure comprehension during transmission, particularly between units from different agencies.
- Communications-support requirements that cannot be met at the local level should be forwarded to the State Emergency Management Division/SEOC for assistance. If needed, federal assistance may be requested by the Governor.
- Tests of local warning systems should be conducted periodically to familiarize the city, county, and university staff and public with their use.

2.0 Situation & Assumptions

2.1 Situation

- Fire/EMS, Sheriff's Office, and Police communications are integrated with WHITCOM Emergency Dispatch Center located near the Port of Whitman County and co-located with the County Emergency Operations Center (EOC).
- All emergency services interface through radio channel or leased telephone lines in the 911 Center, EOC, or Incident Command Post, depending on the situation.

- WHITCOM is the primary Public Safety Answering Point (PSAP) for the city, county, and university. Emergency calls for service are received by WHITCOM and dispatched to the appropriate public safety agencies.
- The primary NAWAS drop point is located at WHITCOM.
- The emergency operations center has the capability of radio communication with other agencies with large radio systems that may help support the emergency communications needs of the emergency operations center and the city, county, and university in times of disaster.
- The Whitman County and Latah County, Idaho Palouse Amateur Radio Club (ARES), are comprised of radio operators licensed by the Federal Communications Commission (FCC) for noncommercial (amateur) communications, have voluntarily registered their services and formed an organized pool of trained communications specialists to assist city, county, and university emergency management by providing emergency and disaster communications as needed and able.
- Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources from local availability. ESF 2 does not stockpile supplies.
- During response operations, acquisition of these resources should be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreement (IAAs), or through the execution of mission assignments between WAMAS (Washington State Mutual Assistance System) and other support agencies.
- Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.
- The Emergency Management Radio Systems Comprehensive Emergency Management Network (CEMNET) operates as a very high frequency low-band radio system. CEMNET will be used as the backup communication link between the state EOC and the local EOC.

2.2 Assumptions

- Local jurisdictions will require accurate and timely information on which to base their decisions and focus their response actions.
- Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster or event.
- There are identified frequencies that will be used for primary direction and control.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- The loss of some or all telephone service will reduce or eliminate the effectiveness of WHITCOM and the emergency operations center public information lines as well as the majority of the city, county, and university departments, which are all on the similar phone systems.
- The management of logistics of communications support is highly situational and is dependent upon flexibility and adaptability.
- Significant incidents may require evacuation of significant numbers of affected populations. Such evacuations may require extensive coordination of inter and intra city,

county, and university communications and may exceed normal radio communications capabilities.

- In the event of an emergency or disaster that damages the city, county, and university digital radio system, a backup analog system may be utilized.
- The local amateur radio operations also have the ability to set up field communications to support or augment public safety operations, as appropriate. One use of this amateur radio system may be for providing communications between the emergency operations center and the Red Cross shelters.
- At a time when the need for real time electronically processed information is greatest, the capability to provide it may be seriously restricted or nonexistent due to widespread damage to communications and power systems facilities.
- If electronic emergency information systems are not available, paper logs may be used to record events, communications and messages, damage assessments, situation reports, resources utilized, person-hours expended, etc.

3.0 Concept of Operations

3.1 General

- Communications in the field will normally be established by radio. Each department or agency having a radio system should designate personnel to operate their system and maintain communications with the city, county, and university emergency operations center.
- Communications with the state and federal government may be through landline telephone links, cellular telephones and or radio contact.
- The city, county, and university IT departments and emergency communication manager provides information management support to city, county, and university departments and offices in general, and maintains the city, county, university wide-area network (WAN).
- Event logs and communications traffic records are vital for documenting emergency actions for possible post emergency investigation or after-action reports.
- If a serious event disrupts communications, the emergency operations center should be activated.
- Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential disaster declarations.
- Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept.
- Representatives from Primary and Support agencies would cooperatively work out a response/recovery plan for the event causing the communications disruptions.
- The Emergency Alert System (EAS) operates using digital technology that allows federal, state, and local officials to interrupt radio, TV, and cable system broadcasts to deliver life safety messages to the public.
- In times of emergency, ARES volunteers may provide an additional local or statewide communications network from their individual base and/or mobile stations. This local

capability provides an extra backup communication system at the emergency operations center if required.

- During localized emergencies, mobile ICP may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile ICP may also be used to link field units with the decision makers stationed at the emergency operations center.
- The Everbridge emergency notification system can be utilized to communicate to residents and businesses with automated messaging via landland, cell phone calls and texts, and email.
- The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio.

3.2 Notifications

- The emergency operations center manager should notify the ESF 2 Primary Agency of EOC activations and request that representative's report to the EOC to coordinate ESF2 activities.
- Depending on the location of the disaster and the area affected, the primary dispatch center should rapidly assess the need for communications support and identify, acquire and deploy resources to support critical emergency operations.
- Support personnel should be contacted by available means regarding instructions and reporting locations. Those persons who are to report to the emergency operations center should do so as they receive information regarding an emergency or disaster situation.
- As additional emergency operations center staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF 2 team.

3.3 Preparedness

- Develop plans, procedures/guidelines, and protocols for communications in accordance with the National Incident Management System (NIMS), state law and local ordinances, and existing agreements.
- Ensure alternate or backup communications systems are available.
- Coordinate common communications procedures/guidelines.
- Develop and test emergency procedures/guidelines.
- Regularly test the Emergency Management Radio Systems Comprehensive Emergency Management Network (CEMNET).
- Develop written mutual aid agreements as needed to ensure regional coordination.
- Develop and/or review procedures/guidelines for the crisis augmentation of resources.
- Review departmental Standard Operating Procedures/Guidelines (SOPs/SOGs) and maintain personnel call up lists.

- Develop and conduct training to improve all-hazard incident management capability for response communications.
- Develop exercises/drills of sufficient intensity to challenge management and operations and to test the knowledge, skills, and abilities of individuals and organizations for response communications.
- Participate in Emergency Management training and exercises.
- Develop and maintain a communications resource inventory.

3.4 Response

- Implement incident communications interoperability plans and protocols.
- Communicate incident response information
- Use established common response communications language (i.e. plain English) to ensure information dissemination is timely, clear, acknowledged, and understood by all receivers.
- Request external resources using the Emergency Management Assistance Compact (EMAC) and other mutual aid/assistance processes (inter and intra State).
- Ensure that all critical communications networks are functioning.
- Establish and maintain response communications systems onsite.
- Maintain existing equipment and follow established procedures/guidelines for communicating with organization personnel performing field operations
- Implement procedures/ guidelines to inspect and protect communications equipment.
- Ensure redundant communications circuits/channels are available for use.
- Arrange to ensure emergency communications equipment can be repaired on a 24-hour basis.
- Establish and ensure radio connectivity between the ICP and the EOC. Keep the EOC informed of field operations as able.

3.5 Recovery

- Phase down operations, as appropriate.
- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Coordinate and conduct a post-event situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to make necessary changes in this ESF Annex to improve future operations.

3.6 Mitigation

- Test all communications and warning equipment to ensure workable of the equipment.
- Develop and maintain back-up systems, including back-up power ability.
- Attempt to construct/place new equipment away from possible hazards.
- Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

4.0 Organization & Responsibilities

4.1 Organization

<u>**WHITCOM**</u>

WHITCOM is the 911 Dispatch Center and is the central communications center for city, county, and university agencies, other local jurisdictions, and the public. It provides 911 and non-emergency information for all law enforcement, fire and emergency services. The WHITCOM Director is the designated Communications Officer for the entire community of Whitman County. This individual is responsible for the administration of the operations of emergency communications in the event of an emergency or disaster for 911 calls, and dispatching Emergency Medical Services, Fire Services, and Law Enforcement. Should a disaster occur, primary public-safety dispatch and communications should be operated from the 911 Dispatch Center. Radios, telephones, cellular phones, facsimiles, pagers and other media may be used as an alternate means of providing communications. The 911 Dispatch Center is staff 24 hours a day.

<u>**Emergency Operations Center (EOC)**</u>

- The EOC should be organized and managed using ICS. As such, communications support falls under the Logistics Section.
- The ESF 2 team members are critical members of the EOC Team and should work within the EOC structure. ESF 2 Agency Reps in the EOC should be organized under ICS Logistics Section either as a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident.

4.2 Responsibilities

<u>**ESF Coordinator**</u>

- Preparing, revising, and implementing current communications plans in accordance with city, county, university, state, and federal criteria.
- Manages the 911 Dispatch Center – a 24/7, two-way radio communications center from which communications personnel can effectively operate.
- Coordinating with local amateur radio operators, who may establish a secondary communications network to support communications needs between shelters, American Red Cross operations and others, as appropriate.
- Periodically testing the communications systems by test and exercises.
- Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing support during the response and recovery phase of an emergency or disaster.
- Coordinating meetings, plans, exercises, trainings, and other activities with the private sector.

Primary Agencies

- Maintaining an inventory of existing radio frequencies and other communications resources available for local emergencies.
- Maintaining liaison with other agencies to ensure upgraded communications capabilities are compatible with jurisdiction-wide communications systems.
- Provide communications capacity necessary for the city, county, and university to communicate to all governmental entities as well as higher levels of government.
- Software programming support to any radio subscriber authorized access to the city, county, university radio system.
- Software coordination to support mutual aid communications to adjacent counties.
- Coordinate and maintain the operation of the communication systems as needed to fulfill communication capabilities within the county.
- Assist in identifying personnel and resources to support this Annex.
- Work with support agencies to keep this Annex up-to-date.

Support & External Agencies

Palouse Amateur Radio Club (ARES/RACES)
- May provide communications for extended care facilities, "at-risk" populations, and communication points for the public
- Provides two-way VHF, UHF and HF backup and auxiliary radio communications for first responders, hospitals, and other support agencies.

National Weather Service (NWS)
- Provides weather and dispersion forecasts in support of response measures.

ALL
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Maintain a communication link with the City, County, or University EOC or unified EOC and provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with communications activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency tasks as assigned.
- Work with the ESF Coordinator to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-2, 2008
- Emergency Management Assistance Compact
- Civil Preparedness Guide (CPG) 1-14, dated March 1991 titled: Principles of Warning and Criteria Governing Eligibility at National Warning System (NAWAS) Terminals
- Civil Preparedness Guide (CPG) 1-16, dated April 1992 titled: National Warning System Operations
- Washington Administrative Code (WAC) Title 480, Utilities and Transportation Commission, Chapter 480-120, Telephone Companies; 480-120-412 WAC, Major Outages
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf

6.0 Appendices

6.1 Acronyms

See Appendix A

ARES – Amateur Radio Emergency Services
CAP – Civil Air Patrol
EAS – Emergency Alert System
EMAC – Emergency Management Assistance Compact
FCC – Federal Communications Commission
IAA – Inter-Agency Agreement

IT – Information Technology
JIC – Joint Information Center
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
NWS – National Weather Service
PSAP – Public Safety Answering Point
WAN – Wide Area Network

6.2 Definitions

ESF 3: Public Works & Engineering

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Pullman Public Works Department
- Whitman County Public Works Department
- WSU Facilities Services

Support Agencies:

- Port of Whitman County
- Other City Public Works Departments
- Pullman-Moscow Regional Airport
- Pullman Transit
- Pullman Parks and Recreation Department
- Pullman Fire Department

- Pullman Police Department
- United States Army Corps of Engineers
- Washington State Department of Ecology
- Washington State Department of Transportation Eastern Division
- Whitman County Sheriff's Department

External Agencies:

- Latah Highway District
- Inland Power
- General Contractors/ Construction Companies
- Energy and Utility Providers
- Avista

1.1 Purpose

Emergency Support Function (ESF) #3: Is developed for the cooperative efforts of the City of Pullman, Whitman County, and Washington State University and the incorporated municipalities in Whitman County to perform public works and engineering tasks in the event of a disaster or emergency. It is intended to provide for support to local jurisdictions in meeting needs related to response and recovery.

1.2 Scope

The scope of this ESF is to remove debris from streets and drainage paths, manage storm damage, and provide rapid restoration of electrical/water/sewer services, repair essential services, immediately provided damage assessment information and cooperate with other emergency agencies. Activities within the scope of this ESF include providing technical evaluations, engineering services, construction management, emergency contracting, and

emergency repair of electrical, water and waste facilities, debris clearance, landfill and emergency power.

1.3 ESF Activation & Plan Maintenance

ESF-3 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-3 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- Support for public works field operations should be coordinated with the Emergency Operations Center (EOC).
- Each organization under this ESF should follow its own internal SOPs when responding to an incident. When appropriate, agencies should assign a representative to the EOC or command post, as the circumstances dictate.
- Appropriate local agencies, volunteers, and private sector resources should be used as available to provide assistance for public works and engineering activities.
- Debris clearance and road repairs should be given priority to support immediate lifesaving emergency response activities.
- Public works and engineering requests that cannot be met at the local level should be forwarded to Washington State Emergency Management Division/SEOC.
- Agencies should perform tasks within their own policies, authority, and guidelines for providing public works and engineering services.

2.0 Situation & Assumptions

2.1 Situation

- Property damage may be unprecedented in an emergency or disaster including weakened or destroyed structures, homes, public and critical facilities, roads, and bridges. Debris may make transportation routes impassible. Equipment used to repair or otherwise reinforce these structures may also be damaged. A large enough event may adversely affect the ability of local responders to perform their emergency duties.
- The Public Works Departments of the city, county, and facility operations of the university have their own equipment and tools necessary to complete daily functional activities. Some equipment may be specialized to perform only specific tasks. The number of staff trained on particular equipment may vary. Equipment, personnel, and tools used on a normal basis may or may not apply to the disaster or emergency. Therefore, public works and engineering assistance will be provided as a resources permit.
- Building Departments of the city, county, and facility operations of the university conduct services such as building and structure assessments, and enforcement of building codes. They are trained to identify vulnerabilities to structures based on specific criteria and regulations.
- There are several private companies that may provide emergency services for the response effort to help restore critical infrastructure. There are electrical, natural and propane gas utilities, cable companies, excavation and construction companies, and many others.

- The public utility companies use an array of equipment ranging in size from small pick-up trucks to large cranes. They employ linemen, systems analysts, hydro-electrical and vehicle mechanics, and engineers. They also employ public information, customer service, and administrative staff.

2.2 Assumptions

- A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- Damage assessment of the disaster area will be required to determine potential workload and life safety issues.
- Assistance from the State and Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water to support human health needs and firefighting.
- Debris may include trees, rocks, dirt and sand, building materials, metal, garbage and sewage, damaged vehicles, various hazardous materials, tires, and personnel property.
- Hazardous CBRNE materials will need special handling from appropriately trained and equipped teams.
- Following disasters that result in significant debris, existing disposal sites may not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.
- Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- Unattended and long-standing debris may pose safety and health threats to the public.
- Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

3.0 Concept of Operations

3.1 General

- In the event of a major emergency requiring the activation of public works services, all necessary equipment and personnel will be mobilized and dispatched to the scene(s) and be part of the Operations Section.
- Operations begin with support to law enforcement, emergency medical and fire services, and damage assessment teams. As information comes in from damage assessments, priorities for debris clearance and restoration of critical infrastructure such as roads, bridges, potable water, and sewer systems will be developed.
- In major emergencies, the ESF Coordinator working with the other agency heads from either the EOC or the Incident Command Post (ICP) will establish priorities for emergency engineering operations.

- An assessment of the condition of public infrastructure will be conducted and the information analyzed to determine the critically of immediate repair, restoration, or demolition of any structure or facility.
- The status of the electrical grid and public infrastructure, particularly the condition of water supply, wastewater, and solid waste treatment facilities, will be disseminated among emergency response agencies and local governments.
- If the situation is beyond the capabilities of the local public works departments, personnel and equipment may be provided for with assistance from city, county, university, state, federal government and/or out of the area public works departments and/or by the contracting or private resources from within the area.

3.2 Notifications

- The EOC manager will notify the ESF-3 Primary Agency of EOC activations and request that a representative report to the EOC to coordinate ESF-3 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public works activities. Depending on the nature and location of the emergency, state and federal officials may also become critical members of the ESF-3 Team.

3.3 Preparedness

- Maintain an inventory of available resources including personnel within their departments.
- Develop and maintain SOPs for emergency and disaster situations.
- Develop and maintain mutual aid agreements with neighboring jurisdictions.
- Coordinate emergency planning activities and information with neighboring jurisdictions and the ESF Coordinator.
- Maintain and test communication systems.
- Identify vital and essential roadways, bridges and facilities to establish a repair priority in the event any of these become damaged.
- Assure that personnel are trained in emergency responsibilities.
- Establish contact with private resources that could provide support during an emergency.

3.4 Response

- Provide a senior official to operate from the EOC or other command location to assure coordination with other agencies, as necessary.
- Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).
- Inspect damage to streets, bridges, and public buildings.
- Inspect damage to water, sewer, or storm drainage systems.
- Notify EOC of boil water order requirements or locations without potable water or sanitary sewer service.
- Clear roads to facilitate emergency operations.
- Close roads and construct barricades as directed.
- Make recommendations on priority of repairs.

- Request outside assistance from surrounding jurisdictions and the private sector as required.
- Conduct other specific response actions as dictated by the situation.
- Maintain records and document all expenditures during the emergencies.

3.5 Recovery

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Provide information concerning dangerous areas or other existing problems.
- Provide liaison activities between local agencies and federal damage assessment teams, as appropriate.
- Establish control measures related to emergency solid waste disposal.
- Participate in after-action reports and critiques.
- Document disaster and restoration costs for possible federal reimbursement.

3.6 Mitigation

- Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.
- Regularly maintain equipment to ensure it is in good running order.

4.0 Organization & Responsibilities

4.1 Organization

- Public Works support will most likely be coordinated through the Emergency Operations Center (EOC). ESF-3 Agency Reps in the EOC will be organized under the ICS Operations Section either as a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident.

4.2 Responsibilities

<u>ESF Coordinator</u>

- Coordinate all responding public and private public works and engineering resources and work with the EOC team to ensure required emergency tasks can be accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and if necessary, with state and federal public works and engineering resources.
- Work with those responsible for damage assessment to ensure that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.

- Ensure public works and engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with the Support Agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.
- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

Primary Agencies

- When requested, deploy a representative to the EOC to assist with ESF-3 activities.
- Provide personnel for internal and external Preliminary Damage Assessment teams.
- Coordinate with support agencies to supply services and resources through the EOC and provide initial damage assessment on public facilities.
- Have available a list of public works and engineering related assets available to support recovery and coordinate this information with the EOC.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Develop procedures/guidelines to obtain private sector support as required.
- Maintain records of expenditures and document resources utilized during recovery.
- Coordinate with support agencies through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
- Develop application SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- Participate in drills and exercises to evaluate local communications capability.

Support & External Agencies

Washington State Department of Ecology
- Monitors water contamination.
- If needed, investigates spills and causes of pollution.
- When requested, provides flood control, debris removal from lakes and rivers, and dam safety. Will also provide assessment and condition reports for flood control facilities.

Washington State Department of Transportation Eastern Division
- Designates alternate routes in coordination with local jurisdictions and ports, if needed.
- Conducts damage assessments of local transportation systems and facilities.

United States Army Corps of Engineers
- Provides support to the county and establishes response and recovery priorities in coordination with local agencies.
- Supports other ESFs, as necessary.
- Provides damage assessments and reports to the local EOC.

Pullman Police Department, Whitman County Sheriff's Department, Pullman Fire Department
- Conduct "windshield" survey.

- Coordinate response teams to damaged areas.

ALL
- Help repair and re-establish essential services, coordinate the mobilization of personnel and equipment, and conduct critical infrastructure inspections as appropriate.
- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-3 2009
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf
- Department of Homeland Security, 2013. National Infrastructure Protection Plan (NIPP). http://www.dhs.gov/publication/nipp-2013-partnering-critical-infrastructure-security-and-resilience

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

ESF 4: Firefighting

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Pullman Fire Department
- Whitman County Fire Districts

Support Agencies:

- Pullman Police Department
- Pullman-Moscow Regional Airport
- Washington State Department of Transportation Eastern Region
- Washington State Patrol
- Whitman County Sheriff's Office
- WSU Police Department
- WSU Facilities Operations
- Washington State Department of Natural Resources
- Whitman County Law Enforcement Agencies

External Agencies:

- Moscow Volunteer Fire Department
- Moscow Police Department
- Latah County Sheriff's Office
- Idaho Department of Transportation
- Idaho State Patrol

1.1 Purpose

Emergency Support Function (ESF) #4: Is developed to provide an organizational framework that will effectively utilize all available firefighting apparatus and personnel within the City of Pullman, Whitman County, and at Washington State University, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency or disaster.

1.2 Scope

This ESF-4 addresses all firefighting activities including the detection and suppression of wildland, rural, and urban fires occurring separately or coincidentally with a significant natural or technological disaster. These policies also address the coordination of units for the execution of specialized rescue operations and emergency medical services, and any

other events requiring fire response. The scope of this section will not attempt to address details regarding mutual aid and regional or state fire mobilization responsibilities and procedures and/or guidelines that are contained in other documents.

1.3 ESF Activation & Plan Maintenance

ESF-4 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-4 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

The primary responsibility for development and maintenance of this annex is that of the city, county, and university directors of emergency management or their designee with support from all supporting agencies and departments.

This annex should be reviewed and revised annually, unless significant changes warrant earlier revision. Continued and regular revision and updating should keep this document valid and useful. Regular testing and exercising should establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

1.4 Policies

- Fire response activities should operate under existing authorities and regulations.
- This annex is effective immediately upon approval.
- As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOP/SOGs.
- All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency or disaster, so to ensure a prompt, worry-free response and subsequent duty.

2.0 Situation & Assumptions

2.1 Situation

- Wildland fires and field fires are common within Whitman County. Human causes, both accidental and arson, and natural occurrences of lightning are the most common ignition sources. The county is located in fire weather zones typified by frequent high wind events, thunderstorms, and low relative humidity. Historic weather pattern graphs show that most of the county is subjected to high burning conditions throughout the traditional fire season.

- Mutual aid agreements exist between the participating fire services in the county which detail the support that each entity may provide in the case of a major fire and how costs will be determined and paid. State and federal cost support may be available on incidents that overwhelm local jurisdiction resource capabilities.
- Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the county EOC.
- Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and may do so when needed unless otherwise involved.

2.2 Assumptions

- Urban, rural, and wildland fires will occur within the city, county, and on university property. In the event of a major emergency or other significant event, large, damaging fires could be common.
- In a disaster, some firefighting resources may become scarce or damaged. State and other resources may be called upon. Firefighters may be requested to perform EMS and search and rescue (SAR) if resources are limited.
- Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be needed in these situations.
- Efficient and effective mutual aid among the various local, county, state, and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.

3.0 Concept of Operations

3.1 General

Fire suppression is divided into three distinct response categories:

Urban Fires:

- Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements are executed.
- Fire suppression and control assistance may, in some instances, be provided on a limited basis by state and/or federal agencies and the military by pre-established mutual aid agreements.
- If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the State Department of Natural Resources or other State Agency, the Federal Government under an emergency declaration by the President. Requests for such assistance are handled through normal Emergency Management channels.

Wildland Fires:

- Local fire departments, supporting agencies, and the Washington State Department of Natural Resources (DNR), Cooperative Fire Management Plan, take action on wildfires, regardless of land ownership, which jeopardize DNR protected lands outside incorporated cities and towns and on adjacent U.S. Forest Service and Department of the Interior protected areas.
- In those instances when a fire or fires threaten such destruction as would constitute a major disaster, federal fire suppression assistance may be made available under the Disaster Relief Act of 1974 (PL 93-288, Section 417) when requested through normal Emergency Management channels.
- A fire protection district that takes immediate action on DNR (State) protected lands outside of its jurisdictional boundaries, if such response could prevent the spread of the fire onto lands protected by the district, may be reimbursed by the state agency for its reasonable fire suppression costs that are incurred until the responsible agency takes charge.

Wildland Urban Interface (WUI):

- The WUI is that area where urban development borders or overlaps upon forest or grassland area. Fires that occur in the WUI are managed in accordance with existing mutual aid agreements and response plans.

3.2 Notifications
- Fire Services in Whitman County are initially notified by 911 Dispatch of the need to respond. On-scene assistance is likewise requested through WHITCOM. Notifications and requests for assistance should be made in accordance with established Mutual Aid agreements and the state fire mobilization plan. Requests for Fire services support to help coordinate ESF 4 activities in the EOC should be made by the EOC Manager.

3.3 Preparedness
- Review/revise/develop plans, programs, and agreements on fire-related public safety protection activities, including region-wide or interstate automatic and mutual aid response protocols.
- Develop procedures/guidelines and protocols for coordinating protective action communications with at-risk population on-scene.
- Develop plans, procedures/guidelines, and protocols for resource management in accordance with the National Incident Management System (NIMS), and include pre-positioning of resources to efficiently and effectively respond to an event.
- Establish procedures/guidelines for coordinating all public information releases through the County Public Information and/or City Public Information Officer.
- Establish criteria for relocating fire operations in the event present facilities must be evacuated.
- Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions. (See ESF #13)
- Appoint a representative to assist in the County EOC.

3.4 Response

Direction & Control:

- The ICS has been adopted and is used by many first responders and local jurisdictions in Washington State to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.
- The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all emergency operations.
- Upon determination of fire protection responsibility and the need for additional resources, management responsibility may pass from local to state or federal agencies.
- In a disaster, several ICS units may be established to manage the significant areas of need. The IC should adapt the management structure to reflect the need and complexity of the incident. A Unified Command may be established.
- The EOC may provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.
- A situation map may be maintained by the EOC Planning Section to illustrate the affected areas and any other pertinent information such as anticipated fire activity and possible evacuation routes.
- Fire agencies may request activation of the Local Incident Support Team, (LIST), or a State or Federal Incident Management Team (IMT) to assist with managing the incident.
- Fire agencies may request activation of other local agency resources, such as Search and Rescue units, or law enforcement. These resources may be made available if not otherwise occupied. All non-traditional resource requests should be made to the County EOC.
- Law Enforcement may provide traffic control, scene security, and assist with movement of people and animals in the case of evacuation.

Emergency Management (DES):

- Activates EOC or alternates and issues emergency warning(s). Coordinates with appropriate agencies, including government, public service, private and volunteer organizations.

Fire Agencies:

- Notify key staff based on information received from 911 Center, and/or the EOC.
- Activate emergency operating procedures/guidelines.
- Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
- Provide temporary power and emergency lighting at emergency scenes when needed.
- Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.
- Initiate mutual aid contingency plan, when needed.
- Provide for personnel accountability.

- Relocate fire apparatus as conditions warrant.
- Support emergency operations as defined in agency emergency operating procedures/guidelines or as requested by the EOC, such as damage assessment.

Public Information:

- Coordinate all public information, instructions, and media relations as defined in ESF #15 External Affairs.

3.5 Recovery

Emergency Management:

- Continues EOC operations until it is determined that EOC coordination is no longer necessary.
- Updates plans and procedures/guidelines based on critiques and lessons learned during an actual event.

Fire Agencies:

- Return apparatus and equipment to regularly assigned locations.
- Assist the public in recovery operations as resources allow.
- Support other recovery efforts as requested by the EOC.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.

3.6 Mitigation

- Conduct fire code inspections and coordinate with appropriate personnel for building inspections and compliance strategies.
- Conduct fire education and life safety training and education programs.
- Conduct building plan reviews to reduce or eliminate hazards.

4.0 Organization & Responsibilities

The following listed agencies are tasked with primary and/or support responsibilities. Assignments that are more specific can be found in the detailed emergency Standard Operating Procedures/Guidelines (SOP/SOG) that should be developed by each individual organization. It is understood that available resources affect agency capabilities and the size and scope of the incident and that listed tasking will be "as able" depending upon the given situation at the time.

4.1 Organization

On-Scene:

- Resources at fire scenes should be organized and managed using the Incident Command System.

EOC:

- The ESF 4 (fire) representatives in the EOC may be organized under the Operations Section as either a stand- alone "Team" or as part of a functional Group. ESF 4 personnel in the EOC will generally consist of representatives from the involved primary and support agencies as appropriate. They will communicate information between the EOC and field units, job headquarters, etc., of the ARC and other public, private and volunteer organizations as needed.

4.2 Responsibilities

The following list outlines some, but not necessarily all, of the primary and support agencies that could assist in ESF 4 operations either directly or peripherally through some other type of support.

ESF Coordinator:

- Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.

Primary Agencies:

- Maintain and review ESF 4 Annex and Mutual Aid agreements as needed.
- Implement public information and public education strategies that clearly define the resource support needs of local agencies, and how to support the program.
- If an emergency occurs within the County limits, the Fire Agency in which the emergency occurs should exercise overall authority for fire services activities and responsibilities.
- Coordinate suppression and control of fires within their respective fire protection jurisdictions (including those DNR or government lands that are contracted with the local district), and support other fire protection agencies if signatories to a mutual aid agreement, and support the provisions of all local plans, policies, and procedures/guidelines.
- Establish Incident Command.
- Support warning and evacuation efforts.
- Coordinate medical response.
- Coordinate hazardous materials response, as appropriate, upon acceptance of and within the boundaries of the incident command structure and agency training and capability.

Support & External Agencies:

Emergency Management

- To minimize the effects of an emergency/disaster and facilitate recovery efforts, LCCO DES organizes and coordinates the preparation of plans, develops and maintains the Emergency Operations Center and alternates, identifies equipment resources, and

provides training opportunities. Provide for alert and warning of persons located in the affected area.
- Serve as liaison between local jurisdictions, response agencies, and the State for requesting resources when the capabilities of local response agencies are exceeded.
- Provide for information and resource management support as needed.

Washington State Department of Natural Resources (DNR)

- Coordinates fire suppression efforts and provides resources to control wildland fires in the state on DNR protected lands.
- May provide assistance and resources for non-DNR protected lands or incidents to local jurisdictions as available.

Washington State Emergency Management Division

- Coordinate assistance to local government for fire activities and mobilization resources per the provisions of the Washington State Fire Mobilization Plan.

Washington State Patrol

- The Washington State Patrol shall serve as the state fire resources coordinator when the Washington State Fire Services Resource Mobilization Plan is invoked. This will be accomplished by mobilizing firefighting resources in support of state and local firefighting agencies. Established firefighting and support organizations, processes and procedures listed in the Washington State Fire Services Resource Mobilization Plan will be used to support firefighting activities. Responsibility for situational awareness and determination of resources needs lies primarily with the Incident Commander.

Washington State National Guard

- May provide assistance and support to incident response operations upon request through appropriate emergency management channels.

Federal Emergency Management Agency (FEMA)

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

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

- Acts as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.
- Provides protection in National Forests and assists in control of fires that threaten to spread from nearby lands into National Forests.

U. S. Department of the Interior, Bureau of Land Management (BLM)

- Provides line officer advice and guidance to fire services on BLM controlled lands.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-2011
- National Interagency and State Mobilization Guides.
- Washington State Fire Services Resource Mobilization Plan.
- Interagency Agreement IAA 10-309 between Washington State Department of Natural Resources and Washington State Department of Transportation
- Interagency Agreement IAA 11-05 between Washington State Department of Natural Resources and Washington State Department of Fish and Wildlife.
- Emergency Management Assistance Compact
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

ESF 5: Emergency Management

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- City of Pullman – Designated Emergency Coordinator (Fire Chief)
- Whitman County Department of Emergency Management
- WSU Emergency Management

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- American Red Cross (ARC)
- City Mayors
- City Council
- Law Enforcement Agencies
- Fire Fighting Agencies & Districts
- Regional Volunteer Organizations Active in Disasters (VOAD)
- Whitman County Commissioners
- Whitman County Public Health Department
- WHITCOM
- Washington State Division of Emergency Management
- WSU Facilities Services
- WSU Environmental Health & Safety and Risk Management
- WSU Cougar Health Services

External Agencies:

- Latah County Disaster Services
- University of Idaho Emergency Management

1.1 Purpose

The purpose of *Emergency Support Function (ESF) #5*: Emergency Management is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local governments. Emergency Management supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.

1.2 Scope

This ESF is most applicable to the local governmental departments and private and volunteer organizations that commonly report to the EOC during an activation. These agencies are found above as support agencies. It is applicable to all other agencies and jurisdictions in that they have a requirement to provide situation reports when their organizations has been affected by an event.

ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF 5 transitions and is responsible for support and planning functions. ESF 5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations for large-scale incidents. This includes alert and notification, staffing of the EOC, incident action planning, providing support to operations, logistics and material direction and control, information management, facilitation of request for State assistance, resource acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

1.3 ESF Activation & Plan Maintenance

ESF 5 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF 5 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- The Incident Command System (ICS) should be used in any size or type of disaster to manage response personnel, facilities, and equipment.
- The on-scene Incident Management Team (IMT) is in charge of managing the incident situation from the Incident Command Post (ICP). ESF 5 operations should support, not supersede, IMT operations.
- The IMT should establish response objectives and resources allocation priorities. The ESF 5 activities should be in support of, not duplication of, these operations.
- ESF 5 should be coordinated from the City, County, or University Emergency Operations Center (EOC) or alternate site if the EOC is non-operational.
- The EOC will be managed by the Fire Chief of the City of Pullman, County Director of Emergency Management, or the Director of Emergency Management for the University or designee.
- ESF 5 is responsible for coordinating the City, County, and University support infrastructure in the affected area in the anticipation of requirements for prevention, response, and recovery and in support of the Incident Management Team activities.
- Local governments and the departments should participate in the incident action planning process coordinated by the Incident Management Team.
- ESF 5 provides/recruits representatives to staff key positions in the EOC.
- ESF 5 staff establishes required field facilities, and arranges supplies and equipment to support response activities related to the management of disasters or emergencies.
- The EOC should make every deliberate effort to facilitate the ease with which the local governments make their reports.
- The City, County, and University emergency management supports the implementation of written mutual aid agreements to ensure a seamless resource response to affected areas.

2.0 Situation & Assumptions

2.1 Situation

Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These hazards are identified in the hazard identification and vulnerability assessment (HIVA) which is a supporting document to the CEMP.

2.2 Assumptions

• There will be an immediate and continuing need to collect, process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.
• Assessment of damage impacts and EOC operations may be delayed due to minimal staffing. Local governments impacted the most will be given priority for assistance and support as needed and available.
• During the early stages of the event, little information will be available and the information received may be vague and inaccurate; verification of this information and caution can delay response to inquiries.
• Reporting from the local level to the EOC will improve as the event matures.
• Reporting of information may be delayed due to damaged telecommunications infrastructure.

3.0 Concept of Operations

3.1 General

• The local agencies and organizations located in the EOC should work to meet the information requirements of the EOC staff. This may include receiving periodic reports from field representatives. Additionally the EOC staff may be required to request information from liaisons or coordinators to the local jurisdiction to meet a specific requirement. The EOC manager should designate an individual to oversee Information Analysis and Planning.
• The Planning Section is responsible for the management of the information received in the EOC. This section is responsible for collecting, analyzing, verifying, reporting, and displaying current information. This information may be utilized as action plans are developed.
• The local agencies represented in the EOC should develop their own reporting procedures/guidelines with their field representatives. The information requested may be necessary to meet the incident needs of the local agency and EOC staff. The information should be shared by posting status boards, making announcements, routing messages to other members of the staff, and preparing periodic situation reports (SITREPS).
• Emergency management should forward a copy of the Declaration of Emergency to the Washington State EOC by WebEOC, email, facsimile and/or hard copy.

3.2 Notifications

- The City, County, and/or University emergency management representative should notify the Support agencies of EOC activations and request that representative's report to the EOC to coordinate ESF-5 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with ESF 5 activities.

3.3 Preparedness

Primary Agency

- Prepares a standard template for Declaration of Emergency or Disaster.
- Prepares standardized reporting formats and forms, and establish reporting procedures/guidelines to include development of display boards.
- Maintains the Emergency Operations Plan (EOP) and the emergency management program of the city, county, and university. Annually reviews the plans and makes necessary corrections, changes and additions. Advise and assist other agencies, local governments, and the university in the development of emergency or disaster plans and programs in compliance with applicable city, county, university, State, or Federal laws, rules, regulations, and executive orders.
- Coordinates emergency and disaster related training and orientation to city, county, and university officials to meet the NIMS/ICS requirements and to familiarize them with emergency or disaster related responsibilities, operational concepts, and procedures/guidelines.
- Establishes and maintains an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance programs. After an emergency or major disaster declaration, local information programs should be coordinated with those at the state and/or federal government.
- Establishes and maintains a countywide capability to provide warning to the public through available warning systems such as the Emergency Alert System (EAS), city, county, and university Emergency Notification System, radio/television, sirens, text messages, cellular phones, telephone notification system, social media.
- Makes available emergency preparedness information and presentations to the public.

Support Agencies

- Maintain a working knowledge of reporting formats and procedures/guidelines.
- Participate in the training and exercise programs available to improve readiness to respond.
- Assist with the promotion of preparedness.

3.4 Response

Primary Agency

- Collects, displays, and documents the information provided to the EOC staff, this documentation is necessary for the recovery process.

- Assesses the information provided and shares with the appropriate EOC representative or State representative as needed.
- Assesses the information provided and develops and recommends action strategies.
- Coordinates and prepares periodic SITREPS and distributes as required.
- Reviews PIO statements for accuracy.
- Prepares the Elected Officials or WSU Presidential Declaration of Emergency and any amendments.
- Receives and processes requests from local government and the University for specific State and Federal emergency and disaster related assets and services.
- Coordinates city, county, and university assets to support local government and agencies in need of supplemental emergency or disaster assistance.

Support Agencies

- Collect information from their field representatives and shares with the EOC staff, as appropriate. This documentation is necessary for the recovery process.
- Assess information specific to their agency and makes recommendations to the EOC Manager on actions to be taken.
- Attend Local Emergency Planning Committee (LEPC) meetings.
- Make requests of field representatives for pertinent information.
- Review PIO statements for accuracy.

3.5 Recovery

Primary Agency

- Continues to gather information prepare and distribute SITREPs, as needed. Review PIO statements for accuracy.
- Prepares the Elected Officials declaration terminating the Declaration of Emergency.
- Creates and coordinates an ad hoc Recovery Task Force from local representatives to assist with the recovery phase operations and Continuity of Operations Plans (COOP).
- Coordinates Public and Individual Assistance programs with local, state, and federal government as needed.
- Coordinates and conducts a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to revise plans as needed for future events.
- Procures all available documentation of event for archiving.

Support Agencies

- Continue to provide information to the EOC staff, as needed.
- Coordinate with the Recovery Task Force to assist with recovery phase operations and COOP.
- Review PIO statements for accuracy.
- Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document and crucial lessons-learned.
- Procure all available documentation of event for archiving.

3.6 Mitigation

<u>Primary Agency</u>

- Mitigation activities may be conducted in the response and recovery phases as well as in the planning process for emergencies and disasters. Mitigation activities may include surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services or structural projects. The Whitman County Mitigation Plan and the University Mitigation Plan are supporting documents to the CEMP.

<u>Support Agencies</u>

- Mitigation activities should be supported through the City, County, and University planning committee and the Local Emergency Planning Committee (LEPC).

4.0 Organization & Responsibilities

4.1 Organization

- The Unified EOC is organized under the basic concepts of the National Incident Management System (NIMS), The Incident Command System (ICS) and consists of several functional areas: Policy Group, EOC Manager, Public Information, Liaison, Operations, Planning, Logistics, and Finance/Administration. Under the NIMS/ICS structure, areas of command have room to expand and contract as needed.
- Local governments and the university have the responsibility to provide support consistent with the ESFs that support the ICS structure.

4.2 Responsibilities

<u>ESF Coordinator</u>

- Initiates actions to identify, staff, and operate the EOC on a 24-hour basis as needed.
- Maintains the city, county, and university CEMP and associated plans.
- Attends LEPC meetings.
- Coordinates Public and Individual Assistance programs with local, state, and federal government as needed.
- Coordinates and conducts a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to revise plans as needed for future events.

<u>Primary Agencies</u>

- Coordinate Emergency Management support to the Incident Management Team.
- Develop procedures/guidelines on how to coordinate ESF-5 related needs.
- Ensure that personnel receive training in order to carry out their responsibilities.

- Work with support agencies to develop and maintain a working relationship and procedures/guidelines to activate needed support activities.
- Provide ongoing status reports as requested.
- Procure all available documentation of event for archiving.
- Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned.
- Assist in identifying personnel and resources to support this Annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

<u>Support & External Agencies</u>

Amateur Radio Emergency Services (ARES)
- Support emergency response operations as appropriate.
- Provide technical assistance and resources to assist in emergency response and recovery.
- Ensure all personnel are trained in necessary procedures.

American Red Cross (ARC)
- Provide mass care information to the EOC, including but not limited to feeding, sheltering, emergency assistance and distribution of supplies.
- Conduct preliminary and detailed damage assessments, in accordance with ARC procedures, and make that information available to the EOC, if requested.

City Mayors
- Participate in the Incident Command Structure as part of the decision-making policy group.
- Establish policy and make major decisions regarding emergency operations.

City Council
- Make available to the EOC legislative and policy guidance related to the response and recovery to an emergency or disaster.

Law Enforcement Agencies
- Provide security, maintain law and order at shelters and other emergency operation sites.
- Provide crowd and traffic control, as needed.
- Assist in providing emergency communication between emergency sites and EOC.

Fire Fighting Agencies & Districts
- Conduct windshield surveys and provide information to the EOC as needed.
- As requested, arrange for a fire coordinator in the EOC.
- Provide resources and personnel to support emergency response and recovery operations, as necessary.

Regional Volunteer Organizations Active in Disasters (VOAD)
- Participate in county emergency planning efforts.
- Provide resources and personnel to assist in emergency operations, as needed.

Whitman County Commissioners
- As needed, available members of the Board of County Commissioners will be available to provide policy decisions.

Whitman County Public Health
- Assist in implementing public health area command to safeguard public health and well-being.
- Provide liaison to the EOC when requested.
- Provide technical expertise and planning to the EOC.

WHITCOM
- Provide communication resources to the EOC and local agencies to aid in response and recovery of emergency operations, as needed.

Washington State Division of Emergency Management
- Coordinate resources requests from the local and county governments for state agencies.
- Provide overall coordination for individual recovery assistance programs implemented through the state.

WSU Facilities Services
- Coordinate with the EOC to provide facility services analysis for buildings, power and water, roadways and grounds.
- Communicate messages with Building Coordinators, if necessary.
- Provide status reports of building services and utilities, conditions of roadways and grounds, and other damage and operational information.

WSU Environmental Health & Safety and Risk Management
- Provide expertise to the EOC on building evacuation and personnel safety, as requested.
- Provide personnel and resources to assist in response and recovery of the emergency.

WSU Cougar Health Services
- Coordinates with EOC on status of health related issues.
- Provides available resources and personnel to assist in response and recovery of emergency operations, as requested.

ALL
- Work with the primary agency to develop and maintain a workable emergency management function.
- Develop and maintains their own SOP/SOGs for response to requests for support.
- Attend Local Emergency Planning Committee (LEPC) meetings.
- Participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned.
- Assist in identifying personnel and resources to support this Annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-5 2011
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf
- Department of Homeland Security, 2013. National Infrastructure Protection Plan (NIPP). http://www.dhs.gov/publication/nipp-2013-partnering-critical-infrastructure-security-and-resilience

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

ESF 6: Mass Care, Emergency Assistance, Housing, & Human Services

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- American Red Cross Inland Northwest Chapter
- Whitman County Department of Public Health

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- Humane Evacuation Animal Rescue Team (HEART)
- Law Enforcement Agencies
- Fire
- Pullman Regional Hospital
- The Salvation Army
- Regional Volunteer Organizations Active in Disasters (VOAD)
- Whitman County Public Health Department
- Whitman County Humane Society

- Whitman Hospital & Medical Center
- Washington State Division of Emergency Management
- Washington State Department of Social and Health Services
- WSU Dining Services
- WSU Facilities Services
- WSU Environmental Health & Safety and Risk Management
- WSU Cougar Health Service
- WSU Housing

External Agencies:

- Gladish Center
- Private Sector Partners
- Coast Transportation
- Community Action Center
- Public & Private Schools
- Pullman Recreation Center
- Schweitzer Engineering Laboratories Event Center

- **1.1 Purpose**

  Emergency Support Function (ESF) #6: *Mass Care* is developed to coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Disaster Welfare Information (DWI) system to collect, receive, and report information about the status of victims and to persons unable to provide for themselves assist with the unification of families within the affected area, and to

coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following the event.

1.2 Scope

This ESF addresses temporary short-term needs during a major emergency or disaster and the coordination of mass care through the Emergency Operations Center (EOC) and in conjunction with the American Red Cross (ARC).
Specifically, ESF-6 addresses:
- Sheltering
- Feeding
- Emergency First Aid
- Emergency and disaster assistance for individuals and families
- Human Services

1.3 ESF Activation & Plan Maintenance

ESF 6 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF 6 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

The primary responsibility for development and maintenance of this annex is that of the City of Pullman, Whitman County, and WSU emergency management with support from all supporting agencies and departments.

This annex should be reviewed and revised annually, unless significant changes warrant earlier revision. Continued and regular revision and updating should keep this document valid and useful. Regular testing and exercising should be establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

1.4 Policies

- This annex is effective immediately upon approval.
- All appropriate governmental and volunteer agency resources should be used as available.
- All services should be provided without regard to economic status or racial, religious, political, ethnic, sexual orientation, or other affiliation.
- This annex should not supersede the American Red Cross (ARC) response and relief activities.
- Priorities should be established for use of limited public transportation assets.
- As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- All organizations are responsible for the development and maintenance of their own internal operation and notification procedures. No part of this annex is intended to supplant agency SOP/SOGs.

- The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS) requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans, grants FEMA authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals, authorizes federal funds to help create pet-friendly emergency shelter facilities, and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster.
- All organizations are responsible for filling any important vacancies; recalling personnel from leaving, if appropriate; and, alerting those who are absent due to other duties or assignments.
- Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.

2.0 Situation & Assumptions

2.1 Situation

- Some of the hazards mostly likely to cause a need for mass care operations in Whitman County include, but aren't limited to fire, flood, power outage and hazardous materials emergencies. Such emergencies in neighboring jurisdictions could prompt evacuations into our community as well.
- The City of Pullman, Whitman County, and WSU recognizes that we have the ultimate responsibility for providing shelter and other mass care services to protect local residents and students displaced from their homes and/or resident halls and others who evacuate into our jurisdiction due to emergency situations.
- Mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
- The American Red Cross (ARC) independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act January 5, 1905, and the Disaster Relief Act of 1974. ARC also assumes primary agency responsibility under the National Response Framework, to coordinated federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including ARC relief operations.
- The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
- Disaster conditions are likely to require that domestic animals and livestock be evacuated and cared for. Animals (with the exception of Service Animals) are not allowed in public shelters. Sheltering for animals is addressed in ESF -11 Agriculture and Natural Resources.

- The city's, county's, and WSU's response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance should be requested.

2.2 Assumptions

- Emergencies and disasters may occur without warning at any time of day or night, and may cause mass casualties.
- Widespread damages may necessitate the relocation of victims and the need for mass care operations.
- Some victims will go to the shelters; others will find shelter with friends and relatives. Some may stay with or near their damaged homes.
- Shelters may have to open with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
- The demand for shelters may prove to be higher than what is available.
- If ARC services are not available, other volunteer organizations and religious groups may operate these facilities themselves and assume full responsibility for them.
- Essential public and private services will be continued during mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operations, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.
- Volunteer organizations that normally respond to emergencies will assist in mass care operations.
- There may be individuals with specific/special needs and issues such as cognitive disabilities, communication disabilities, disabilities and medical concerns, environmental or chemical sensitivities, hearing loss, those on life support systems, mobility concerns, psychiatric disorders, visual disabilities, and individuals with service animals that will need to be sheltered or evacuated. Every effort will be taken to accommodate individuals' functional and access needs in the shelter. For those who have medical needs that cannot be met by the shelter setting. ESF-8 Health, Medical and Mortuary Services will coordinate appropriate care and placement.
- Large numbers of spontaneous volunteers may emerge, which will require planning and training before volunteers can be released to field operations.
- Emergency operations for most human services organizations (mass care, individual assistance, sheltering, special medical needs and special needs) will be an extension of normal programs and services.

3.0 Concept of Operations

3.1 General

- The Incident Commander or the EOC staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency that prevails.
- The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. The city, county, and university should work closely

with ARC and other volunteer disaster assistance organizations, to provide temporary shelter and essential life support services for people displaced from their homes.

- The ARC representative to the EOC may function as the ESF 6 Manager.
- The ARC and other private disaster assistance organizations may be called upon to:
  - Open and manage temporary shelters for the displaced populations.
  - Activate or organize shelter teams and provide shelter kits.
  - Register those occupying public shelters.
  - Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
  - For extended shelter operations, activate a family reunification system.
- Disaster victims should be encouraged to obtain housing with family or friends or in commercial facilities.
- The Volunteer and Donations Management function should be closely coordinated with mass care operations to facilitate the use of donated goods and volunteer labor to support ESF #6 activities. For more information, see ESF #7- Resource Management.

Sheltering

Shelter Selection

- The American Red Cross is responsible for inventorying potential shelter locations and to have:
  - Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
  - Written agreements to use shelters, as appropriate.
  - Trained volunteers for mass care and shelter operations.
  - Established a communication system for communications between shelters, Red Cross HQ, and the EOC.
  - Established, with other social service organizations, a crisis counseling system.
- In an actual emergency, information concerning the shelter program including public shelter locations should be disseminated in cooperation with the designated Public Information Officer and in coordination with the American Red Cross.

Shelter Operations

- **Screening & Registration -** The purpose of screening & registration is to be able to identify evacuees with special needs or concerns, respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
  - The ARC may assist local government in the registration of evacuees who are housed in ARC shelters. The ESF 6 Team should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.
  - Reception Center (RC) may be used as a gathering place for evacuees to provide initial processing. These areas should be located along predetermined evacuation routes and sufficiently distant from the affected areas to provide ease of public access and to preclude possible relocation of the area. Guidance,

information, and if necessary and available, transportation may be provided to move the evacuees to an appropriate mass care shelter.

- The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations.
- Shelters should be opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- Shelters should be managed by individuals with shelter management training, preferably individuals who work in the facility on a daily basis. The ARC and the ESF 6 Team should jointly maintain a listing of trained shelter and mass care facility managers in the local area.
- To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- Private and Non-Government Organization (NGO) entities such as providers of mental health, developmental disabilities, and medical assistance may assist and augment the ARC in the screening and management of Shelters.
- Shelter managers are expected to provide periodic situation reports to the EOC on the status and numbers of occupants, resources needed, any problems and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- Local government is responsible for providing the following support for shelter operations:
  - o Security and, if necessary, traffic control at shelters.
  - o Fire inspections and fire protection at shelters.
  - o Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
  - o Transportation of shelter occupants to feeding facilities, if necessary.
  - o Basic medical attention, if the organization operating the shelter cannot do so.

Animals

- Only service animals (seeing-eye dogs, etc.) are allowed in ARC affiliated shelters.
- For health reasons, <u>companion animals (pets) are not allowed in emergency shelters</u> operated by the ARC and most other organized volunteer groups.
- Domestic animals/livestock (horses, goats, cows, chickens, etc.) are not allowed at public shelters.
- Depending on the situation, we may use one or more of the following approaches to handle evacuees arriving with pets:
  - o Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - o Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets in carriers may be temporarily housed. *(While there may be temporary animal shelters next to shelters for humans, this*

> *cannot always be expected. Arrangements for companion animals are generally the responsibility of the pet owners).*
>   o   Set up temporary pet shelters at the Fairgrounds.
- For large-scale events, the city and county may rely on the Humane Society to help coordinate pet shelter activities, and on the County Extension Office and other farm-related agencies or organizations for issues regarding livestock.

Feeding

- Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The ARC and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities. WSU Dining Services may be able to provide meals from a fixed facility on campus and with mobile units.

Emergency First Aid

- In the context of this plan, emergency first aid consists of basic first aid and referral to appropriate medical care provided at mass care facilities and designated sites.
- Emergency first aid services should be provided to victims and workers at mass care facilities and at designated sites within the affected area as available. This emergency first aid service should be supplementary to emergency health and medical services established to meet the needs of the victims.

Emergency and Disaster Assistance for Individuals and Families

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters.
In other cases, the ESF 6 Manager may have to identify the needs of those in public shelters to the Human Services Officer, who may be able to arrange for assistance for other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes.

Human Services

- Human Services programs assess the situation and implement an appropriate plan of action based on the resources available and the capability to assist victims.
- Crisis intervention supports the immediate short-term assistance for individuals, families, and groups dealing with the anxieties, stress, and trauma associated with a natural or human-caused emergency or disaster, including incidents of terrorism, mass criminal violence, and civil unrest. Crisis intervention is performed by qualified counselors of the public and private sectors of the counseling profession.
- Human Services programs identify special populations within the event area. Individuals such as the elderly, people with disabilities, those who communicate in languages other than English, and others, may have special needs that must be addressed. Agencies providing services to individual clientele, and group care facilities, such as group homes

for children, nursing homes, and assisted living facilities should ensure that emergency commodities provided are delivered to their clientele and facilities.

- Human service agencies coordinate victims' incident-related support services in the form of referrals to appropriate facilities and organizations, or through direct support to individuals. They can also assist by identifying special needs populations in order to notify and move individuals from harm's way to safe shelter.

Disaster Welfare Information (DWI)

- Reasonable attempts will be made to respond to disaster welfare inquiries from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas to the best of our ability.
- A Welfare Inquiry System may not be established in short duration emergencies.
- Mass care facilities assist in welfare inquires by gathering information on disaster victims though registration of victims at shelters. Assistance may also include the distribution of postcards to shelter residents for their use in contacting family members outside of the affected area. The organizations of a welfare inquiry function may vary considerably. For a small-scale operation, the local ARC chapter may provide assistance by encouraging victims to register on the ARC Safe & Well website. For a large operation, a Welfare Inquiry or Family Reunification team may be established at the EOC. The need for the welfare inquiry function and its composition depend on factors such as the number of families affected, media coverage of the event, lack of communication capabilities in the affected area, and the number deaths, injuries, and illnesses.
- Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants.

Community Points of Distribution

Whitman County Department of Emergency Management has primary responsibility for decision-making and establishment of C-PODs. A C-POD task force should consist of the following: ESF-1 (transportation), ESF-5 (Coordination Staff), ESF-6 (Mass Care), ESF-7 (Logistics), ESF-13(Public Safety and Security), ESF-15 (External Affairs), City of Pullman and Washington State University emergency management.

Special Needs Populations

- *See Support Annex 1: Special Needs Populations*

3.2 Notifications

- The EOC Manager should notify the ESF-6 Primary Agency of EOC activation and request that a representative report to the EOC to coordinate ESF 6 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to coordinate ESF-6 activities.
- The Emergency Management Director for the County or his/her deputy may activate the Emergency Notification System by using the Everbridge System and Emergency Alert System (EAS) by contacting the *Spokane Sheriff's Dispatch (509-532-8930)* to initiate

the message. Radio stations and TV stations should copy the message and interrupt regular programming for the broadcast.

- Public information on shelter openings and mass care operations should be coordinated through the county PIO, or if established, a Joint Information System (JIS) or Joint Information Center (JIC).

3.3 Preparedness

- Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- Obtain cooperation of facility owners for use as mass care facilities and protective shelters.
- Develop facility setup plans for potential shelters.
- Identify emergency feeding supplies.
- Recruit and train volunteers for mass care operations.
- Develop a liaison with other community service organization for providing mass care to the public.
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.
- Appoint a representative to assist in the County EOC.
- Implement a public education campaign regarding the importance of having a family disaster plan and a 72-hour preparedness kit.
- Develop and test emergency plans and procedures/guidelines.
- Participate in emergency management training and exercises.

3.4 Response

Pre-evacuation Phase Actions:

The following actions should be taken by the American Red Cross (ARC) and those appropriate State, County, and local agencies to support reception, sheltering, and mass care activities *during a period of potential or imminent threat of disaster or emergency:*

- Notify key personnel to allow immediate review and implementation of plans and checklists.
- Partially or fully activate the Whitman County Emergency Operations Center (EOC), if necessary.
- Open designated mass care shelters and begin to stock those facilities with food, water, medical supplies, cots, blankets, and administrative supplies.
- Notify Health Department Officials of potential staff needs to assist ARC personnel at mass care shelters.
- Coordinate with local law enforcement for security at the shelter locations. May include local private security companies.
- Provide trained staff as appropriate at reception centers and shelter(s).

- Establish primary and back-up communications between the mass care shelters and the ARC District Office. Communications should be established with the EOC if the ARC District Office is affected by the emergency.
- Establish and coordinate appropriate traffic control measures on evacuation routes to reception centers and mass care shelters.
- Coordinate the release of public information announcements and advisories regarding:
  - The need to evacuate,
  - Evacuation routes,
  - Reception center locations, and
  - Personal items to be brought to the shelters (pets are excluded).
- Arrange transportation to shelters for those having special needs, and for those without transportation.
- Alert hotels and motels in neighboring unaffected jurisdictions, so that those facilities can prepare for an influx of evacuees not wishing to utilize public mass care shelters.

Implementation Phase Actions:

The following actions should be taken after the on-set of a disaster or emergency**:**

- Take actions listed above, if not previously accomplished.
- Maintain communications between reception centers, mass care shelters and the ARC District Office.
- Advise the EOC of the number and condition of the evacuees housed in each shelter.
- Provide the following for those in the affected area who are not housed in mass care shelters:
  - Emergency supplies of food, water, clothing, and first aid.
  - Temporary congregate feeding facilities, if necessary.
- Provide food and water for emergency workers.
- Coordinate release of public announcements concerning:
  - The condition and whereabouts of persons in, or evacuated from disaster areas;
  - The availability of emergency supplies of food, water and clothing; and
  - The locations of reception centers and mass care shelters.
- Provide assistance with registration of evacuees and victims.

3.5 Recovery

- Activate family reunification systems, like the [ARC Safe & Well Website](#) (American Red Cross) or [FEMAs *NEFRLS*](#) *(National Emergency Family Registration & Locator System)*, as soon as possible.
- Continue to utilize multiple means of communicating public information and education.
- Ensure the availability of mental and behavioral health professionals.
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Provide public information regarding safe re-entry to damaged areas.
- Assist evacuees in returning to their homes with temporary housing.
- Deactivate shelters and mass care facilities and return them to normal use.

- Clean and return shelters to original condition; keep detailed records of any damages.
- Consolidate mass care shelter(s) costs, and submit these statements to the appropriate authorities for possible reimbursement.
- Coordinate with ESF 14 for Individual Assistance.
- Inform public of any follow-on recovery programs that may be available.
- For a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- Return staff, clients, and equipment to regularly assigned locations.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.
- Participate in after action critiques and reports.
- Update plans and procedures/guidelines based on critiques and lessons learned during an actual event.

3.6 Mitigation

- Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing and human services function.
- Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.
- Encourage shelter considerations in architectural design
- Conduct training & education.
- Conduct Practice Drills.
- Convey public information in multiple formats & languages.
- Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.

4.0 Organization & Responsibilities

4.1 Organization

- Assistance from the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations is expected.
- Mass Care support should be coordinated through the Emergency Operations Center (EOC). ESF-6 Agency Reps in the EOC may be organized under the ICS Operations Section either as a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident.
- The ESF-6 Team is response for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

4.2 Responsibilities

<u>**ESF Coordinator**</u>

- Maintains a resource list of all available transportation resources including locations of potential fueling points.
- Supports EOC operations and coordinates ESF-6 activities.
- Activates EOC or alternates and issues emergency warning(s). Coordinates with appropriate agencies, including government, public service, private and volunteer organizations.
- Works with other agencies to designate pick-up points, staging and reception areas, shelters and bulk distribution facilities.
- Requests shelter and mass care support from other local governments or the State if local resources are insufficient.

<u>**Primary Agencies**</u>

- Identify suitable community facilities and develop emergency Standard Operating Procedures/Guidelines (SOP/SOGs).
- Maintain list of shelters, capabilities and resources available.
- Develop shelter management and staffing assignments and supporting training.
- Set up and operate screening procedures that allows for special needs triage and results in appropriate location of residents.
- Track displaced individuals.
- Conduct mass care services as described in this annex.
- Coordinate activities with other agencies tasked for shelter operations.
- Insure adequate security is available on-site to keep the peace, protect rights and safety of residents, and to facilitate release of shelter residents.
- Facilitate family member reunification.
- Maintain communications between shelter staff and EOC.
- Document costs for reimbursement and auditing purposes as appropriate.
- Evaluate and review reimbursement and auditing purposes as appropriate.
- Evaluate and review procedures/guidelines to ensure operational readiness.
- Assist in identifying personnel and resources to support this annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

<u>**Support & External Agencies**</u>

City/County Health Department and University Health Services

- May support shelter operations by providing public health staff (as available) to assist with shelter nursing and to inspect shelters for sanitary conditions including food and water supplies, wastewater and garbage disposal.
- May assist with locating language translation services resources.

Emergency Medical Service (EMS)

- Provide on-site availability of basic and advanced life support services and emergency transportation from the shelter to hospitals.
- Assist in evacuation of Special Needs populations, as requested and able.
- Assist shelter medical operations, as needed

Pullman Regional Hospital

- May support shelter operations by assisting the ARC in coordinating medical care and resources for shelters.
- Help ARC by coordinating for nursing staff for triage and medical care and monitoring.
- Coordinate other professional medical staff as necessary for effective medical screening and care, including physicians, as necessary.
- Assist in procurement of pharmacy needs.
- May identify the need for, and request, professional mental health assistance.
- Makes notifications to residents' primary care physicians to advise status and location of residents.
- Identify and request resources, as needed, for effective medical care.
- Establish and maintain communications with support EOC personnel and local hospitals.

Law Enforcement

- May coordinate resources to support shelter security operations.
- Provide transportation for arrested individuals from the shelter.

Public Works

- Provide signage and barricades at shelter or feeding stations, as requested.

Fire Services

- Address life safety issues at shelters or feeding stations, as requested

Amateur Radio

- Provide radio communications at shelters or feeding stations, as requested

Volunteer Organizations

- Provide staff and unmet needs at shelters or feeding stations, as requested

Washington State Emergency Management Division

- Provide support to the EOC for mass care services and operations/
- Utilize State MOUs and contracts and/or obtain federal resources.

Federal Emergency Management Agency (FEMA)

- Administers assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, as Amended by the Stafford Act 2013, Section 417, when threat would constitute a major disaster.

ALL

- Develop applicable SOP/SOGs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF-6 activities.
- Provide ongoing status reports as requested by ESF-6 Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Revised Code of Washington (RCW) 38.52 – Emergency Management.
- Americans with Disabilities Act of 1990
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288) as amended
- Pets Evacuation and Transportation Standards (PETS) Act of 2006 (HR 3858)
- FEMA Disaster Assistance Policy 9523.19 Eligible Cost Related to Pet Evacuation and Sheltering, October 24, 2007.
- Washington State Comprehensive Emergency Management Plan, ESF-6 2011

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

6.3 Procedural Documents

Shelter Operations Incident Annex (To be completed)
Community Points of Distribution Annex (To be completed)

ESF 7: Logistics Management & Resource Support

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- City of Pullman Finance Department
- City of Pullman Designated Emergency Manager (Fire Chief)
- Whitman County Auditor
- Whitman County Treasurer
- Whitman County Department of Emergency Management
- WSU Business and Finance (Purchasing)
- WSU Emergency Management

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- American Red Cross (ARC)
- Law Enforcement Agencies
- Fire and Emergency Medical Services (EMS)
- Public Works Departments
- Regional Volunteer Organizations Active in Disasters (VOAD)
- WHITCOM
- Washington State Division of Emergency Management
- WSU Facilities Services

External Agencies:

- Latah County Disaster Services
- University of Idaho Emergency Management

1.1 Purpose

Emergency Support Function (ESF) #7: Logistics Management and Resource Support was developed to assist local government requiring logistical and resource support prior to, during, and/or after an emergency or disaster.

1.2 Scope

Logistics Management and Resource Support involves the provision of services, personnel, commodities, and facilities to local government during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, telecommunications, security services, contracting services, transportation services, and personnel required to support emergency activities. ESF-7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue through the

recovery phase or until the disposition of excess and surplus property, if any, is completed. No guarantee of a perfect response system is expressed or implied by this ESF. City of Pullman, Whitman County, and Washington State University can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency or disaster.

1.3 ESF Activation & Plan Maintenance

ESF-7 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-7 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- Emergency Management should operate under existing authorities and regulations. When there has been a Declaration of emergency or disaster, the City, County, and/or University may invoke temporary controls on local resources and establish priorities. These resources may include, but not be limited to, personnel, fuel, food, shelter and other resources necessary for human needs. Any controls established should be in coordination with other jurisdictions.
- City, County, and University department heads should utilize their personnel to the maximum extent possible during emergencies or disasters; this may include re-assignments, such as staffing the Emergency Operations Center (EOC) and/or participating in other response and recovery activities.
- Employees may be required either to work overtime or in non-standard capacities when responding to a disaster and should be compensated in accordance with existing rules and collective bargaining agreements. Requirements of the Fair Labor Standards Act should apply.
- When volunteers are used, initial coordination and supervision should be handled from the EOC or from a field incident command post (ICP). First, the volunteers must be registered with the County and State and have official credentials.
- Each agency should establish emergency procurement procedures and/or guidelines to ensure that resources required during an emergency or a disaster situation may be rapidly obtained. Local resources must be exhausted before State or Federal assistance is available through a Governor's or Presidential declaration.
- The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases should be made in accordance with emergency purchasing policies.
- County departments should develop and maintain their Continuity of Operations Plan (COOP) with copies available to the EOC.

2.0 Situation & Assumptions

2.1 Situation

Upon request, ESF-7 provides the operational support needed to establish the response capacity for an incident. Resource Management consists of local government

departments providing assistance to each other as well as non-government organizations (NGO) and private response efforts in the form of:

- Emergency relief supplies.
- Facility space.
- Office equipment & supplies.
- Telecommunications support.
- Contracting assistance.
- Transportation services.
- Personnel required to support immediate response activities.
- Support for requirements not specifically identified in other ESFs, including excess and surplus property

Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources using local availability. ESF-7 does not stockpile supplies.

During response operations, acquisition of these resources should be supported by pre-existing memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs), or through the execution of mission assignments between Washington State Division of Emergency Management and other support agencies.

2.2 Assumptions

- Agencies support of the response to the emergency or disaster event will be severely impacted.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- If donated goods and services are provided, Emergency Management should be responsible for managing these as part of ESF-7. Also see SA 4: Volunteer & Donations Management.
- The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.
- The City, County, and University support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources under their own authorities, including implementation of mutual aid agreements.

3.0 Concept of Operations

3.1 General

- This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.

- Actions undertaken by this ESF will likely be coordinated through the EOC.
- The County Director of Emergency Management should request that the County Commissioners proclaim a declaration of emergency when existing resources or budgeted capacities are nearing depletion, or when it is evident that the resource demands are greater than the existing capabilities.
- Normal supply procedures and/or guidelines of county government and the university procedures should be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources

3.2 Notifications

The EOC Manager, acting as the Primary Agency representative, should notify support agencies of EOC activations and request that representative's report to the EOC to help coordinate ESF-7 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities.

Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-7 team.

3.3 Preparedness

- Develop plans, procedures and/or guidelines, and protocols for resource management in accordance with the National Incident Management System (NIMS), and include pre-positioning of resources to efficiently and effectively respond to an event.
- Establish plans and systems for resource identification, typing, and inventorying.
- Establish plans and systems for acquiring and ordering resources
- Establish plans and systems for mobilizing and allocating resources
- Establish plans and systems for resource recovery and reimbursement
- Establish plans and procedures/guidelines for coordinating with non-governmental and private sector organizations for obtaining resources
- Develop plans for the establishment of logistic staging areas (LSAs) for internal and external response personnel, equipment, and supplies
- Estimate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- Participate in exercises and training to validate this annex and supporting SOP/SOGs.
- Ensure all ESF-7 personnel are trained in their responsibilities according to the departmental SOP/SOGs.

3.4 Response

- Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.
- Identify existing internal, jurisdiction-specific resources available to support response and recovery operations.
- Make a determination regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.

- Provide logistical support for the operation and requests of the IC/EOC.
- Coordinate distribution of stockpile assets.
- Coordinate the handling and transporting of affected persons requiring assistance.
- Provide and coordinate the use of emergency power generation services at critical facilities.

3.5 Recovery

- Continue to render support when and where required as long as emergency conditions exist.
- Recover all deployed resources that are salvageable.
- Return resources to issuing location.
- Account for all resource use and expenditures.
- Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.
- Prioritize the repair and restoration of infrastructure so that essential services may be given first priority.
- Ensure all agencies involved in the recovery effort will ensure that detailed cost accounting is done in the event of a declared disaster and there is a potential for federal and state assistance.
- Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre- established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons- learned and to revise plans as needed for future events.

3.6 Mitigation

Develop internal Continuation of Operations Plans (COOP) to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.

A COOP plan for internal and external resources should include, but is not limited to, the following:

- Identify essential personnel and staffing for internal and external support requirements.
- Identify emergency supplies needed for personnel.
- Identify essential records, equipment, and office supply needs.
- Identify essential office space requirements.
- Identify additional transportation requirements in support of an emergency or disaster.

4.0 Organization & Responsibilities

4.1 Organization

ESF-7 Support will most likely be coordinated through the Emergency Operations Center (EOC). ESF-7 Agency Reps in the EOC will be organized under the ICS Logistics Section either as a stand-alone Team or as part of a functional Group depending upon the needs of the incident.

4.2 Responsibilities

ESF Coordinator

- Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Coordinates back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.

Primary Agencies

- Maintain and review ESF-7 and Mutual Aid agreements as needed.
- Implement public information and public education strategies that clearly define the resource support needs of local agencies, and how to support the program.
- Identify pre-positioned distribution points for resources and public assistance.
- Provide, direct, and coordinate ESF-7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the EOC, city, county, and university departments, incident management activities.
- Prioritize mission requirements in support of ESF-7, and potentially other ESFs, activated by an emergency or disaster.
- Provide communications links and hot lines for resource support and services, as requested.
- Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
- Coordinate and disseminate public information concerning resource availability through the PIO for distribution.
- Assist in identifying personnel and resources to support this Annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

Support & External Agencies

City, County, Health Department and University Health Services

- Provide available personnel and equipment for emergency or disaster work in support of this ESF.

- Conduct inspections of disaster relief food, medical and health issues to assure that they meet state health requirements.

Law Enforcement

- Provide road closure and condition information.
- Provide alternate routing plans.

Public Works/Engineers

- Provide information regarding road closures and accessibility to and from disaster.
- Provide transportation route evaluation and resources.

American Red Cross
- Provide resource support services, personnel, equipment, technical support services, information, and advisory assistance to local agencies, as requested.

Volunteer Organizations

- Request resources to local agencies to assist in the response and recovery phases of emergency or disaster operations.

ALL

- Assist in identifying personnel and resources to support this Annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-7 2013
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf

- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf
- Department of Homeland Security, 2013. National Infrastructure Protection Plan (NIPP). http://www.dhs.gov/publication/nipp-2013-partnering-critical-infrastructure-security-and-resilience

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

ESF 8: Public Health & Medical Services

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Whitman County Public Health Department
- Whitman County Coroner
- Pullman Regional Hospital
- Pullman Fire Department

- Whitman Hospital & Medical Center
- Whitman County Mental Health
- WSU Cougar Health Services

Support Agencies:

- Amateur Radio Emergency Services (ARES)
- American Red Cross (ARC)
- Civil Air Patrol (CAP)
- Department of Social and Health Services
- Funeral Directors Association
- Lifeflight
- Local Health and Medical Providers
- Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT etc.)

- Local Mental Health Providers
- Local Law Enforcement Agencies
- Lifeflight
- Schweitzer Engineering Laboratories Health Services
- Washington State Department of Health
- Whitman County EMS Council
- WSU Counseling Services
- WSU Environmental Health and Safety

External Agencies:
- Gritman Medical Hospital
- Idaho District II Public Health
- Idaho State Patrol
- St. Joseph Regional Medical Center

1.1 Purpose

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures/guidelines to accomplish coordinated public health and medical services to reduce death and injury during emergencies and restore essential health and medical services within a disaster area.

1.2 Scope

This annex provides the foundation for emergency operations by local health officials, local medical services, and the County Coroner in accomplishment of lifesaving, triage, treatment and transport of injured, patient evacuation, disposition of the dead; disease prevention and control; and other health-related measures including but not limited to:

- Assessment of health and medical needs
- Public health surveillance
- Coordination of medical care personnel
- Coordination & distribution of health and medical equipment and supplies
- In-hospital care
- Food, drug and medical device safety
- Worker health and safety
- Chemical, Biological, or Radiological hazards
- Mental health
- Public health information
- Vector control
- Potable water, wastewater, and solid waste disposal
- Victim identification and mortuary services
- Veterinary services

1.3 ESF Activation & Plan Maintenance

ESF 8 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF 8 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

The primary responsibility for development and maintenance of this annex is that of the City of Pullman, Whitman County, and Washington State University Emergency Management with support from all supporting agencies and departments.

This annex should be reviewed and revised annually, unless significant changes warrant earlier revision. Continued and regular revision and updating should keep this document valid and useful. Regular testing and exercising should establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

1.4 Policies

- This annex is effective upon approval.
- All appropriate governmental and volunteer agency resources should be used as available.
- All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- The City, County, and/or Universities response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance should be requested
- All requests from appropriate local jurisdictions to the state for medical and public health assistance should be assumed valid.
- The provision of basic and advanced life support services shall be provided as per existing standing operation procedures/guidelines, patient care procedures, treatment protocols and transfer guidelines under the Whitman County Medical Program Director Patient Care Protocols.

- The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects within the County.
- The County Health Officer (CHO) has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention, and control measures.
- As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOG/SOPs.
- All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.
- In the event of a zoonotic disease outbreak, ESF 8 should coordinate with ESF 11.

2.0 Situation & Assumptions

2.1 Situation

- As outlined in under Section F -2 Threats and Vulnerabilities of the Basic Plan, City of Pullman, Whitman County, and Washington State University is vulnerable to a host of natural, human caused and technological hazards.
- These hazards could result in mass casualties or fatalities, disruption of food and/or water distribution and utility services, the loss of water supply, wastewater, and solid waste disposal services, and other situations that could create potential health hazards or serious health risks.
- One of the primary concerns of public health officials is disease control. This involves the prevention, detection and control of disease causing agents, maintaining safe water, and food sources, and continuation of wastewater disposal under disaster conditions.
- Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
- Pullman Regional Hospital emergency room has eight emergency room beds, and has a capacity of 25 bed for a critical access hospital. Pullman Regional Hospital has just in time levels of medication. An emergency generator is available.
- Whitman Hospital & Medical Center has 25 emergency room beds, and has a capacity of 30 bed for a critical access hospital. WHMC has just in time levels of medication. An emergency generator is available.
- Schweitzer Engineering Laboratories has doctors, nurses, and a health care facility.
- City of Pullman, Whitman County, and WSU does not have large-scale morgue storage capabilities.

- City of Pullman, Whitman County, and WSU does not have a designated "Special Needs" Shelter.

2.2 Assumptions

- Emergencies and disasters may occur without warning at any time of day or night, and may cause mass casualties.
- Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
- Emergency health and medical services should be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- Public and private medical, health, and mortuary services resources located in Pullman, Whitman County, and WSU will be available for use during emergencies; however, these resources may be adversely impacted by the emergency.
- Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergencies.
- If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
- Health and medical facilities that survive emergencies with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty because of personal injuries or damage to communications and transportation systems.
- The "walking wounded" could overwhelm medical and health care facilities that remain in operation and have the necessary utilities and staff and seriously injured victims transported to facilities in the aftermath of a disaster.
- Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- In a major catastrophic event, (including but not limited to epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
- Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
- Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- The public may require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
- Some types of emergencies, like floods, may affect a large proportion of our county, making it difficult to obtain mutual aid from the usual sources.
- The damage and destruction caused by a natural or technological event may produce urgent needs for mental health crisis counseling for victims and emergency responders
- Emergency responders, victims, and others who are affected by emergencies may experience stress, anxiety, and display other physical and psychological symptoms that

may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

3.0 Concept of Operations

3.1 General

ESF 8 agencies should work together under the principles and protocols outlined in the National Incident Management System (NIMS).to provide a coordinated, consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of our citizens.

In a significant incident, provisions should be made for the following:

- Establishment of a medical command post at the disaster site.
- Coordinating health & medical response team efforts.
- Holding and treatment areas for the injured.
- Triage, treatment, & transport of the injured, as appropriate.
- Identification, transportation, and disposition of the deceased.
- Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
- Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
- Issuing health & medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
- Conducting health inspections of congregate care and emergency feeding facilities.

Depending on the size and scope of the incident, most health & medical operations will likely be conducted "on-site" under an ICS structure while the Pullman, Whitman County, and/or WSU Emergency Operations Center (EOC) may serve as the central location for ESF 8 interagency coordination, information sharing and management, and executive decision-making.

Emergency Operations established at the EOC should maintain coordination with the appropriate jurisdiction, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests may be made by telephone, radio, or face-to-face conversations rather than by formally written requests. However, documentation is essential to all emergency operations; the ESF 8 staff should document requests and actions taken, as it is critical for any potential reimbursement.

Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups or experts to be included in ESF 8 operations. They may review health and medical intelligence/information, and advise on specific strategies to be employed in order to appropriately manage and respond to a specific situation.

Throughout response and recovery activities, ESF 8 staff should evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status.

Appropriate disaster mental health services need to be made available for disaster survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.

Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type should be forwarded to the ESF 8 team in the EOC as soon as it is available to support requests for assistance and for inclusion in required reports.

Because of water supply and wastewater system vulnerability to numerous forms of contamination and the impact which prolonged shutdown of water and wastewater treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage be completed. Accurate timely estimates for required repairs should permit the health department and public works to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.

Routine health and medical services operations may continue during less severe emergencies. Direction and control of such operations should be by those that normally direct and control day-to-day health and medical activities.

External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC Manager. However, organized response units should normally work under the immediate control of their own supervisors.

In emergencies involving significant damage to local medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit should report its status and needs to a single contact point designated by the facility. This facility contact should consolidate the data provided and report it to the ESF 8 staff in the EOC.

3.2 Notifications

- Local medical facilities, Pullman Regional Hospital, Whitman Hospital & Medical Center, and the City/County Health Department should notify the City, County, and University Emergency Management Office of any threatened or occurring emergency or disaster situations that may need support coordination from the EOC.
- The appropriate Emergency Management Office should notify the ESF-8 Primary Agency of EOC activation and request that a representative report to the EOC to coordinate ESF-8 activities.

- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.
- The Whitman County Emergency Management Director of their deputy may activate the EAS by following the counties standard operating procedure.
- Target notification of residents in the affected areas may also be utilized.
- If communications are down, the most logical source of communications should be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.
- Public information on shelter openings and mass care operations should be coordinated through the City, County, WSU PIO, or if established, a Joint Information Center (JIC).

3.3 Preparedness

- Conduct planning with support agencies.
- Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop and implement emergency response and health and medical strategies
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.
- Maintain adequate medical supplies.
- Preposition response resources when it is apparent that health and medical resources should be necessary.
- Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency.
- Appoint a representative to assist in the City, County, and/or University EOC.
- Participate in emergency management training and exercises.

3.4 Response

- Activate emergency plans and mobilize emergency health personnel.
- Conduct rapid assessments for immediate response objectives.
- Determine the number and type of casualties, request additional assistance, establish staging areas and initiate triage procedures.
- Identify hospital and nursing home bed vacancies.
- Determine which normal activities and facility accommodations can be curtailed or shifted to allow for increased emergency capacity.
- Arrange for the provision of medical personnel, equipment, and supplies as needed to health and medical facilities.
- Coordinate morgue operations as required and appropriate.
- Provide staff and services for monitoring public health conditions.
- Determine needs for health surveillance programs.
- Implement disease control and prevention measures.
- Coordinate lab testing and evaluations of community environmental health conditions and provide health advisories as required or appropriate.

- Coordinate prescription drug access for healthcare facilities and individuals needing medication refills.
- Partially or fully activate the City, County, and/or University Emergency Operations Center (EOC), if necessary.
- Assist with patient evacuation and post-event relocation.
- Provide nursing staff for special needs shelters.
- Initiate on-site public education programs on the health problems associated with the emergency or disaster.
- Provide emergency public information on the health aspects of the situation in conjunction with EOC/JIC.
- Coordinate the release of public health information with City, County, University, and State Public Information Officers.
- Monitor food/drug safety, radiological/chemical/biological hazards.
- Coordinate and monitor potable water, wastewater disposal, solid waste disposal and vector control monitoring.
- Coordinate victim identification/mortuary services with the coroner.
- Coordinate mental health services as appropriate for victims and/or first responders.

3.5 Recovery

- Health authorities determine if a continuing health problem exists requiring an on-going commitment of resources; or if there is a potential for new problems developing.
- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status.
- Monitor environmental and epidemiological systems.
- Assist the Department of Ecology in determining suitable sites and acceptable procedures/guidelines for the disposal of hazardous materials.
- Monitor public and private food supplies, water, sewage, and solid waste disposal systems.
- Continue to provide Public Information on sewage and waste control, food and water supplies, insect, rodent and disease control.
- Continue to utilize multiple means of communicating public information and education.
- Support emergency services staff and operations until the local system is self-sustaining maintain provision of long-term emergency environmental activities.
- Ensure the availability of mental and behavioral health professionals
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Restore pharmacy services to operational status.
- Inform public of any follow-on recovery programs that may be available.
- Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- Identify populations requiring event-driven health, medical or social services post-event
- Return staff, clients, and equipment to regularly assigned locations.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.

- Participate in after action critiques and reports.
- Updates plans and procedures/guidelines based on critiques and lessons learned during an actual event.
- Initiate financial reimbursement process for support services.

3.6 Mitigation

- Report post-disaster analysis of the performance of essential health and medical facilities that can be used in future mitigation measures to strengthen these facilities.
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- Survey and map all Emergency Medical Services.
- Increase use of geographical information systems to identify location of all vulnerable sites or populations.
- Conduct epidemic intelligence, evaluation, and detection of communicable diseases.
- Give immunizations.
- Conduct continuous health inspections.
- Promote and encourage the use of the blood donation program.
- Conduct normal public health awareness programs.
- Conduct training & education.
- Conduct Practice Drills.
- Convey public information in multiple formats & languages.

4.0 Organization & Responsibilities

The following listed agencies are tasked with primary and/or support responsibilities. Assignments that are more specific can be found in the detailed emergency Standard Operating Procedures/Guidelines (SOP/SOG) that should be developed by each individual organization. It is understood that agency capabilities are affected by available resources and the size and scope of the incident and that listed tasking's will be "as able" depending upon the given situation at the time.

4.1 Organization

On-Scene

- On-scene Health & Medical Resources should be organized and managed using the Incident Command System.

EOC

- The ESF 8 representatives in the EOC should be organized under the Operations Section either as a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident. ESF 8 personnel in the EOC should generally consist of representatives from the involved primary and support agencies as appropriate. They should communicate information between the EOC and field units, job headquarters, and other public, private and volunteer organizations as needed.

4.2 Responsibilities

<u>**ESF Coordinator**</u>

- Provide leadership in directing, coordinating and integrating overall efforts to provide health and medical assistance to affected areas and populations.
- Evaluate the emergency, make strategic decisions, and identify resource needs and secure resources required for field operations.
- Support EOC operations and coordinates support for ESF-8 activities.
- Requests support from other local governments or the State if local resources are insufficient.

<u>**Primary Agencies**</u>

- Maintain list of resources available.
- Coordinate activities with other agencies identified in this annex.
- Coordinate and direct the activation and deployment of local agencies health and medical service personnel, supplies, and equipment and provide certain direct resources.
- Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- Document costs for reimbursement and auditing purposes.
- Evaluate and review procedures/guidelines to ensure operational readiness.
- Assist in identifying personnel and resources to support this Annex.
- Work with the City, County, and WSU Emergency Management Offices to keep this Annex up-to-date.

<u>**Support & External Agencies**</u>

Emergency Operations Center Manager

- Manage the EOC, advise the elected and appointed officials and support field operations.
- Provide public information if the PIO is not available.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with WAEMD.

Pullman Fire Department

- Develop appropriate plans for mass care situations and establish agreements with area hospitals for the routine transfer of patients and the receipt of patients, in the event of a hospital evacuation.
- Respond to the scene with appropriate emergency medical personnel and equipment.
- Upon arrival at the scene, assume an appropriate role in the ICS. Initiate ICS if it has not been established and report to 911 Dispatch.
- Assesses the emergency medical needs of current event.
- Triage, stabilize, treat, and transport the injured.

- Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
- Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.). Continue radio and/or telephone communications with hospitals.
- Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed.
- Evacuate patients from affected hospitals and nursing homes, if necessary.
- Provide liaisons to the EOC, if requested

Emergency Operations Center (EOC)

- The EOC may provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.

Hospitals

- Implement internal and/or external disaster plans.
- Advise the Health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.
- Establish and maintain field and inter-facility medical communications.
- Provide medical guidance, as needed, to EMS. □ Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
  o Casualties are transported to the appropriate medical facility.
  o Patients are distributed hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity.
  o Take into account special designations such as trauma centers and burn centers.
  o Consider the use of clinics to treat less acute illnesses and injuries.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones.

Law Enforcement

- Law Enforcement will be in charge of evacuations, perimeter security, and traffic control. Damage assessment should be reported to the EOC.
- Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician.

Public Health

Identify sources for emergency medical supplies; coordinate laboratory activities regarding examination of food, water, and air and processing of human samples for diagnostic tests.

- Investigate disease reports, establish control measures, and notify appropriate authorities to ensure preventive measures are carried out.
- Keeps all community partners advised of public health emergency.
- Make health related protective action decisions when existing codes and regulations are not pertinent to the situation.
- Assist with coordination of health investigations and facilitation of the appropriate tests to determine the extent of threat and contamination from chemicals, and/or some pathological hazards.
- Coordinate and request for, the distribution of Strategic National Stockpile medical supplies and equipment, and pharmaceuticals, as necessary.
- Ensure appropriate vaccine supply, ensure source of drug and antidotes, and supply in collaboration with hospitals/pharmacies, and the Center for Disease Control.
- Coordinate distribution and administration of these drugs.
- Maintain medical records & cumulative data related to immunizations.
- For environmental restoration, evaluates methods of disinfection and disposal with the agent of concern and determine if facility is safe. The Health Officer can issue reentry authorization when a structure has been evaluated and deemed safe.
- Issue directives and/or support the State's Department of Public Health and any other agencies in prohibiting the entry of contaminated foods and liquids into the market place for human consumption.
- Supervises all environmental health activities to assure the safety of the citizens and the protection of the environment. This would include wastewater systems, water supplies, food supplies, and air quality advisories.
- Provides for disease prevention measures including mass prophylaxis, when necessary.
- The County Health Officer provides information for disease prevention, about disease and incidence of disease, and for individuals to evaluate their risk of exposure.
- Submit required reports to state health and medical officials as required.
- Maintain journals, reports, and logs to provide a historical record of events and to support post-emergency claims for emergency expenditures.

Public Works

- Assists with damage assessments to water and wastewater treatment & delivery systems and works with Public Health to determine contingency operations.

Coroner's Office

- The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.
- Designates and supervises permanent and temporary morgues, supervises the collection, identifications, release and/or interment of the dead.

- Takes charge of all bodies or parts of bodies, and provides for the identification and disposition of the deceased.
- Ensures that supplies, equipment and resources necessary to deal with the deceased are available, to include mass casualty situations.

State Emergency Operations Center (SEOC)

- Coordinate assistance to local government and mobilization of resources per the provisions of the State of Washington Emergency Response Framework.

Federal Emergency Management Agency (FEMA)

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

ALL

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Participate in drills and exercises to evaluate local capability.
- When requested, deploy a representative to the EOC to assist with ESF-8 activities.
- Provide ongoing status reports as requested by the ESF-8 Coordinator.
- Perform other emergency responsibilities as assigned.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*
- Revised Code of Washington (RCW) & Washington Administrative Code (WAC)
- RCW.36.24.190 Medical Examiner
- RCW 38.10 Emergency Management Assistance Compact
- RCW 68.50.010 Coroner's jurisdiction over remains
- RCW 18.39.010 Definitions (Funeral Directors, Embalmers, Establishments)
- RCW 18.39.020 License Required
- RCW 18.39.215 Authorization to Embalm
- RCW 68.50.040 Deceased Effects to be Listed
- RCW 68.50.240 Records Concerning Human Remains
- RCW 68.50.300 Release of information Concerning a Death
- RCW 68.52.010 Morgues Authorized in Counties
- RCW 68.52.020 Coroners to Control Morgues

- WAC 246-500-020 Contact with Human Remains
- WAC 246-500-030 Refrigeration or Embalming
- WAC 246-500-040 Transportation of Human Remains
- WAC 308-48-030 Care of Human Remains
- WAC 308-48-031 Embalming Facilities

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-8, 2008

6.0 Appendices

6.1 Acronyms

See Appendix A

CHO – County Health Officer

DMAT – Disaster Medical Assistance Team

DMORT – Disaster Mortuary Services Team

HAZMAT – Hazardous Material

OSHA – Occupational Safety & Health Administration

PPE – Personal Protective Equipment

6.2 Definitions

Disaster Medical Assistance Team (DMAT): A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care. They are primarily a community resource available to support local and state requirements; however, as a national asset they can be federalized to provide interstate assistance. DMAT deploys to disaster sites with sufficient supplies and equipment to sustain themselves for 72 hours while providing medical care at a fixed or temporary medical care site.

Disaster Mortuary Operational Response Team (DMORT): A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters. DMORTs are directed by the National Disaster Medical System (NDMS) and are organized around the tem FEMA Regions. When activated, they work under the guidance of local authorities. DMORTs provide technical assistance and personnel to recover, identify, and process deceased remains. The teams are composed of funeral directors, medical examiners, coroners, pathologists, forensic experts, fingerprint specialists, forensic odontologists, dental assistants, and X-ray technicians. The NDMS, in

support of the DMORT program, maintains a Disaster Portable Morgue Unit (DPMU) in Gaithersburg, Maryland.

National Disaster Medical System (NDMS): A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.

ESF 9: Search & Rescue

1.0 Introduction

Coordinating Agencies:

* City of Pullman
* Whitman County
* Washington State University

Primary Agencies:

* Pullman Police Department
* Whitman County Sheriff's Office
* WSU Police Department

Support Agencies:

* Amateur Radio Emergency Services (ARES)
* American Red Cross
* Civil Air Patrol
* Latah County Search & Rescue Council
* Pullman Fire Department
* Whitman County Fire Districts
* Other Law Enforcement Agencies
* WHITCOM
* Washington State Patrol
* WSU Facilities Services

External Agencies:

* Fairchild Air Force Base
* Washington State National Guard
* Moscow Police Department
* Latah County Sheriff's Office (Latah County Search & Rescue)
* Latah County Community Emergency Response Team (CERT)

1.1 Purpose

Emergency Support Function (ESF) 9: *Search & Rescue* was developed to support search and rescue (SAR) response efforts for all hazards, including searching affected areas for victims (human and, to the extent no human remain endangered, animal) and locating, accessing, medically stabilizing, and extricating victims from the damaged area.

This annex does not include urban search and rescue (USAR) as defined in ESF-9 of the National Response Plan. USAR involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines, and collapsed trenches. For this function, see ESF-4.

1.2 Scope

This ESF is applicable to situations within the city and county when it will be necessary to provide Search and Rescue (SAR) missions for emergencies or disasters. This ESF serves as a guideline for those in command of SAR operations and should not be used as a prescribed action plan.

Many of the agencies with ESF-9 responsibilities have existing emergency plans and procedures and/or guidelines. ESF-9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures and or guidelines already in place.

1.3 ESF Activation & Plan Maintenance

ESF-9 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-9 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- Land SAR operations are initiated, coordinated and directed by the Whitman County Sheriff's Office in accordance with local and state plans. Whitman County has a Mutual Aid Agreement (MAA) in place with the Latah County, Idaho Search and Rescue Team; the Search and Rescue team is comprised of deputies and community volunteers from Whitman County and Latah County and is an affiliate of the Latah County, Idaho Sheriff's Office.
- Air SAR such as for missing or downed aircraft is the responsibility of the Washington State Department of Transportation Aviation Division with the support of the Civil Air Patrol.
- The National Incident Management System principles, in conjunction with the Incident Command System principles, are the on-scene methods for SAR operations in the county.
- Request for additional resources including special skills, expertise, or equipment are coordinated through the 911 Dispatch Center, or in large operations, by the Emergency Operations Center (EOC), when activated.

2.0 Situation & Assumptions

2.1 Situation

- Emergencies or disasters of many kinds can result in SAR operations. A mass casualty event may produce the need for large-scale SAR response. There is a wide range of outdoor activities in Whitman County, and for this reason, individual search and rescue missions not related to disasters, are common. Outdoor recreational activities such as boating, hunting, camping, hiking, and fishing may result in people becoming lost, injured, or killed.
- The widely differing terrain in the county requires a locally based SAR first response system.
- The Sheriff's Office maintains mutual aid with surround counties and State agencies from which SAR support could be called.

2.2 Assumptions

- Search and Rescue (SAR) operations will continue to increase as the population and recreational opportunities continue to grow.
- Operations may be overwhelmed during emergencies and/or disasters. Local SAR efforts may require technical assistance from other agencies, counties, and the state.
- Access to impact locations may be limited due to steep or rocky terrain, water, or structural barriers. Some areas may only be accessible by aircraft or boat.
- Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.
- Local residents and unaffiliated volunteers may initiate activities to assist in SAR operations and will require coordination and direction.

3.0 Concept of Operations

3.1 General

- Search and Rescue missions in Whitman County are conducted by trained deputies and volunteers equipped to perform many SAR functions. This volunteer work is conducted under the guidance and direction of the Whitman County Sheriff's Office.
- When a SAR mission is requested of the Sheriff's Office, the 911 Dispatch Center may call out volunteers by phone, pager, and/or radio. Communications with the Emergency Operations Center (EOC) from the rescue operations Incident Command Post should be through normal radio and telephone capabilities.
- Prior to deployment, essential information is gathered such as terrain, identification of the search area, and a detailed description of the victim and their circumstances, if available, to better prepare responders for the search. Necessary resources are identified such as K-9 units, extrication equipment, vehicles, and maps.
- SAR deployments are coordinated through the Whitman County Sheriff's SAR Coordinator and his or her staff, in conjunction with the Search and Rescue Incident Commander, and the individual SAR group leaders.
- After a SAR mission is completed, there is often an after action review (AAR) where the mission is analyzed to determine what improvements, if any, could be made for similar missions in the future.
- If a catastrophic event results in major SAR operations involving a multi-jurisdictional effort, requests may be made to Washington State Emergency Operations Center (SEOC) for extensive support.

3.2 Notifications

- The SAR Coordinator, acting as the Primary Agency representative, should notify support agencies of EOC activations and requests that representative's report to the EOC to help support ESF-9 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-9 Team.

3.3 Preparedness

- Encourage active participation of inter-agency preparedness organizations, which collaborate in SAR activities on a regular basis.
- Identify response zones, potential staging areas, and potential medical facilities with local and regional search and rescue teams and establish specialized teams.
- Prepare and maintain standard operating procedures and/or guidelines (SOP/SOGs), resource inventories, personnel rosters and resource mobilization information necessary for implementation of SAR operations.
- Ensure Mutual Aid agreements are in place with surround jurisdictions.
- Coordinate and participate in the development and presentation of training courses and exercises for ESF-9 personnel.
- Maintain liaison with support agencies.
- Pre-identify type SAR resources and identify resources from other agencies or capabilities that may assist with SAR, and plan to integrate such additional resources as necessary.
- Develop management plan to address uncertified volunteers.

3.4 Response

- Initiate mobilization procedures and/or guidelines.
- Assemble personnel and equipment at designated location.
- Transport team (personnel and equipment) to incident scene.
- Collect and analyze incident information to assist SAR capability deployment decision.
- Plan and coordinate SAR operations at incident site.
- Direct SAR resources according to the National Incident Management System (NIMS), the Incident Command System (ICS), and team policies and procedures and/or guidelines.

3.5 Recovery

- Continue to render support when and where required as long as emergency conditions exist.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes in this ESF annex and supporting plans and procedures and/or guidelines.
- Initiate financial reimbursement process for these activities when such support is available.

3.6 Mitigation

- Review the hazards most likely to affect the reservation and identify potential vulnerabilities in the SAR function
- Develop plans to overcome identified vulnerabilities (i.e. new equipment, training, mutual aid procedures and/or guidelines).
- Ensure that all equipment is regularly checked and maintained for instant deployment.

4.0 Organization & Responsibilities

4.1 Organization

- On-scene Search and Rescue Operations should be organized using the Incident Command System and should remain under the administrative control of the Sheriff's Office.
- ESF-9 support to the SAR operations, if needed, will likely take place through the County Emergency Operations Center (EOC). ESF-9 Agency Reps in the EOC should be organized under the ICS Operations Section either as a stand-alone Team or as part of a functional Group, depending upon the needs of the incident.

4.2 Responsibilities

ESF Coordinator

- Provides leadership in directing, coordinating and integrating overall County efforts to provide SAR assistance to affected areas and populations.
- Staffs and operates an ICS-compliant command and control structure to assure that services and staff are provided to areas of need.
- Coordinates and directs the activation and deployment of local agencies, SAR personnel, supplies, and equipment.
- Evaluates the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.

Primary Agencies

- Maintain and review ESF-9 annex and Mutual Aid agreements as needed.
- Prioritize mission requirements in support of ESF-9, and potentially other ESFs, activated by an emergency or disaster.
- Manage SAR and other emergency incidents in accordance with each department's Standard Operating Procedures and or Guidelines (SOP/SOGs) and under the direction of ESF-9 representatives or designee.
- Work with the EOC Team to rapidly assess the situation and take appropriate actions to support SAR operations at the scene(s).
- Assess the need to request specialized SAR resources from outside the Jurisdiction.
- Provide a liaison for SAR resources from outside the Jurisdiction, including County, State and Federal agencies.
- Continue to re-asses priorities and strategies, throughout the emergency, according to the most critical SAR needs.
- Work with the Incident Commander(s) and the EOC Team to help ensure SAR personnel deployed to the disaster scene are appropriately outfitted with the trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with ESF-3 (Public Works and Engineering) to ensure heavy equipment support to SAR operations and structural shoring required to ensure the safety of the teams.
- Coordinate with ESF-8 (Health and Medical Services) to help ensure the coordination of emergency medical assistance and victim transport.
- Assist in identifying personnel and resources to support this annex.

- Work with the city, county, and university organizations to keep this Annex up-to-date.

<u>**Support & External Agencies**</u>

Amateur Radio Emergency Services (ARES)
- As needed, use available resources to assist in SAR operations.

American Red Cross
- Provide food, water and support resources for SAR operations as requested.

Civil Air Patrol
- Provide aerial reconnaissance and ground search resources and personnel to aid in SAR operations, as needed.
- Provide NIMS trained staff personnel to assist in EOC.

Latah County Search & Rescue Council
- Provide mutual aid personnel and equipment, as requested.

Pullman Fire Department
- Conduct rescue operations and provide resources as needed.
- Provide medical aid and medical transport as needed.
- Provide incident command and staff for rescue operations or searches.
- Provide technical rescue support.

Whitman County Fire Districts
- Support SAR operations within the county when requested.

Other Law Enforcement Agencies
- Provide support in resources and personnel in SAR operations as needed.

WHITCOM
- Identify SAR missions and notify appropriate personnel of those missions.
- Seek needed responders and resources.

Washington State Patrol
- May provide additional resources to assist in SAR operations as needed.

WSU Facilities Services
- May provide status and reports on the known conditions of building services and utilities, the condition of roadways and grounds, and other damage and operational information, if requested.

ALL
- Maintain resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Develop applicable standard operation procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Deploy a representative to the County EOC to assist with ESF-9 activities.
- Provide ongoing status reports as requested by the Search and Rescue Coordinator.

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event the reimbursement from the State and the Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Participating in Emergency Management training and exercises.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-9 2013
- Revised Code of Washington (RCW 38.52)
- Washington Administrative Code (WAC 118.04)
- Fire Mutual Aid Agreements
- Fire Mobilization Plan
- ICS-Field Operations Guide
- National Prevention Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1913-25045-6071/final_national_prevention_framework_20130501.pdf
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf
- Department of Homeland Security, 2013. National Infrastructure Protection Plan (NIPP). http://www.dhs.gov/publication/nipp-2013-partnering-critical-infrastructure-security-and-resilience

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

ESF 10: Hazardous Materials

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- City of Pullman: North Idaho Regional Response Team
- Whitman County: Washington State Patrol
- WSU: Environmental Health and Safety

Support Agencies:

- Washington Department of Transportation
- Law Enforcement Agencies
- Fire and Emergency Medical Services (EMS)
- Pullman Regional Hospital
- Regional Volunteer Organizations Active in Disasters (VOAD)
- Whitman County Public Health Department
- Washington State Division of Emergency Management
- Washington State Department of Social and Health Services
- WSU Facilities Services
- WSU Cougar Health Services

1.1 Purpose

Emergency Support Function (ESF) 10: The purpose of this annex is to designate local jurisdiction responsibilities for managing emergent hazardous material incidents and other unanticipated releases and to identify local jurisdiction responsibilities for hazardous materials in order to minimize exposure and/or damage to human health and safety or to the environment caused by the actual or threated release of hazardous materials and other releases.

1.2 Scope

In the context of this plan, hazardous materials (HazMat) refer to any CBRNE (chemical, biological, radiological, nuclear, and explosive) material, regardless of source, that pose a threat to life safety, the environment, continuity of operations, and/or property.

This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within Whitman County.

Agencies responding to a HazMat release will have their own procedures. This ESF does not supersede those procedures; instead, it is designed to coordinate the efforts to the various agencies responding to the same incident.

Planning for every hazardous material contingency is beyond the scope of this ESF. This plan will provide board objectives that should provide the greatest protection of life and health, the environment, and property.

1.3 ESF Activation & Plan Maintenance

ESF-10 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-10 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

The planning in this ESF will be conducted and maintained in conjunction with SARA Title III requirements and Chapter 118-40 WAC under the auspice of the Whitman County Local Emergency Planning Committees (LEPC) and City of Pullman, Whitman County Department of Emergency Management, and Washington State University.

1.4 Policies

- Management of HazMat incidents should follow the concepts of the Incident Command System (ICS).
- The majority of actions taken at a HazMat incident should be defensive in nature and should be within the capabilities of the personnel on scene.
- The plan provides guidance for HazMat incident notification and response, off-site emergency planning/notification procedures as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-To-Know Act (EPCRA).
- Federal and state regulations require that local jurisdictions form LEPC's. It is the responsibilities of each LEPC to develop a Hazardous Materials Response Plan (HMRP).

2.0 Situation & Assumptions

2.1 Situation

- Hazardous materials are transported through the city, county, and university creating a relatively high exposure to potential HazMat incidents. An incident could occur anywhere and at any time throughout the county.
- The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.
- The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services (EMS), environmental health and other agencies.

- While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health, and the environment that will require further remediation.
- The LEPC will issue a letter annually to the Washington State Emergency Response Commission (SERC) certifying the validity and currency of the jurisdiction plan and HazMat program.

2.2 Assumptions

- A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
- Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites that produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.
- Damage to, or rupture of pipelines, transporting materials that are hazardous if improperly released will present serious problems.
- Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.
- A hazardous materials/waste release may develop slowly or occur rapidly without warning and pose a threat to the local population and/or environment. These releases may be caused by or occur during another emergency, such as flooding, major fire, or human-caused incident.
- The length of time needed to determine the scope and magnitude of a hazardous materials incident would affect protective action recommendations.
- Washington State Patrol has the responsibility for hazardous material incident command along state and interstate highway corridors and "designated political subdivisions", unless by mutual agreement that role has been assumed by another designated incident command agency.

3.0 Concept of Operations

3.1 General

- The affected political subdivision or entity has the primary responsibility for protecting life, property and environment threatened by hazardous material incidents expect in those areas specifically preempted by state or federal law. The local Fire District in coordination with Washington State Patrol in the hazardous material incident is along state and interstate highway corridors is initially responsible for initial assessment of the situation, identification of materials involved, incident coordination, securing the site, rescue and medical treatment of the injured if safe to do so, defensive measures or containment if properly trained to do so, and/or evacuation of people if endangered. Clean up is the primary responsibility of the spiller, if known.
- When local agencies (fire services or law enforcement, etc.) have Incident Command responsibilities, the state and federal functions should be to support and coordinate with the local responders, when requested.

- When outside personnel and resources are working in support of local response agencies, private, state, or federal personnel may maintain the normal chain of command and supervision. They should respond to tasks and assignments through or in conjunction with the on-scene Incident Command System.
- Response to a HazMat incident should be primarily defensive in nature and responding departments should perform only to the level trained. Primary considerations should be given to protection of the public by either evacuation or in place protection. Protection of property and environment should be secondary.
- Command of a Hazmat incident may be initially from a field command post location. The EOC may be activated if, in the opinion of the IC, direction and control of the incident can be better facilitated from there.

3.2 Notifications

- 911 Dispatch is the primary point of notification for hazardous materials incidents.
- Any individual, department or agency becoming aware of a hazardous materials incident should immediately notify Dispatch for activation of appropriate emergency response personnel. The Incident Command should ensure that the appropriate state agency is notified.
- Local industry should be educated to use 911 Dispatch immediately to make notifications of a hazardous materials incident.
- The Emergency Operations Center (EOC) should be activated, as necessary, to support the Incident Commander.
- The EOC manager should notify the ESF-10 Primary Agencies of EOC activations and request that representative's report to the EOC to coordinate ESF-10 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the ESF-10 Team.

3.3 Preparedness

- Develop and refine procedures/guidelines to be used in hazardous materials assessments.
- Prepare and maintain standard operation procedures/guidelines (SOP/SOGs), resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the primary agency.
- Maintain liaison relationships with support agencies.
- Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents.
- Conduct vulnerability analysis at critical facilities and make recommendations to improve the hazardous material storage.
- Preposition response resources when it is apparent that hazardous materials response resources will be necessary.
- Conduct/coordinate/participate in all exercises involving ESF-10
- Develop mutual aid procedures to assist with supporting issues related to a hazardous substance incident.
- Estimate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.

- Participate in exercises and training to validate this annex and supporting SOPs/SOGs.
- Ensure all ESF-10 personnel are trained to their responsibilities according to the departmental SOPs/SOGs.

3.4 Response

- Establish an isolation area and move all people out of that area.
- Establish perimeter control/ area security.
- Establish and identify command post and staging locations. Establish ICS.
- Take measures to protect the public and the safety of responders.
- Deploy appropriately trained personnel to the incident.
- Call for necessary help from mutual aid jurisdictions, U.S. Environmental Protection Agency and/or the Washington State Department of Ecology.
- Ensure that public health departments are advised and incorporated into the command system.
- Establish adequate zones for decontamination.
- Ensure personnel are adequately protected and equipped to handle hazardous material incidents.
- Monitor and direct hazardous materials resources and response activities.
- Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Coordinate with ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- Once all local resources have been utilized and expended, coordinate with the logistic section to assist in locating additional support resources.
- Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.

3.5 Recovery

- Continue to provide support as required to support the recovery phase of the incident through the appropriate incident commander.
- Continue to monitor personnel and area for contamination.
- Support community recovery activities.
- Participate in after-action briefings and develop after-action reports.
- Initiate financial reimbursement process for these activities when such support is available.
- Make necessary changes in this ESF annex and supporting plans and procedures/guidelines to improve future operations.

3.6 Mitigation

- Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials.
- Prepare site-specific plans for each facility that produces or stores extremely hazardous substances and update these plans annually or as necessary through the year.
- Participate in the hazard identification process, identify, and correct vulnerabilities.
- Continue to train personnel for hazardous material incidents.
- Develop radiological awareness programs for responders, public and industry.
- Develop emergency preparedness programs for hazardous materials incidents.

- Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

4.0 Organization & Responsibilities

4.1 Organization

Local Emergency Planning Committee

The LEPC is product of federal legislation that was passed in the wake of the Bhopal disaster in India, where more than 3,500 people died because of an accidental release of a hazardous chemical. To prevent similar occurrences in our own communities, *Congress passed the Emergency Planning and Community Right-To-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act (SARA Title III)*, in 1986.

EPCRA has four major provisions: *Emergency Planning* (Sections 301-303), *Emergency release notification* (Section 304), *Hazardous chemical storage reporting requirements* (Sections 311-312), and *Toxic chemical release inventory* (Section 313).

The role of LEPCs is to form a partnership between local government and industry as a resource for enhancing hazardous materials preparedness. Local government are responsible for the integration of hazmat planning and response within their jurisdiction. This includes ensuring the local hazard analysis adequately addresses hazmat incidents; incorporating planning for hazmat incidents into the local emergency management plan and annexes; assessing capabilities and developing hazmat response capability using local resources, mutual aid and contractors; training responders; and exercising the plan.

It is necessary for industry to be a part of this planning process to ensure facility plans are compatible with local emergency plans. Every regulated facility is responsible for identifying a facility emergency coordinator; reporting hazmat inventories annually to the SERC, LEPC, and local fire department, providing material safety data sheets (MSDS) or a list of hazardous chemicals; allowing local fire departments to conduct on-site inspection of hazmat facilities; and providing annual report of toxic chemicals released, to the EPA and the State.

LEPCs are crucial to local hazardous materials planning and community right-to-know programs. The membership comes from the local area and should be familiar with the factors that affect public safety, the environment, and the economy of the community. That expertise is essential as the LEPC advises the writers of the local emergency management plan, so the plan is tailored to the needs of its planning district. In addition to its formal duties, the LEPC serves as a focal point in the community for information and discussions about hazardous substance emergency planning, health and environmental risks.

Emergency Operations Center (EOC)

The EOC is organized under the basic concepts of the National Incident Management System (NIMS), The Incident Command System (ICS) and consists of several functional areas: Policy Group, EOC Manager, Public Information, Liaison, Operations, Planning Logistics, and Finance/Administration. Under the NIMS/ICS structure, areas of command

have room to expand and contract as needed. The EOC provides support to the scene ICS organization as requested.

<u>Incident Command System</u>

Control of the incident scene(s) should be established by local first responders from either fire or law enforcement using the Incident Command System (ICS). The ICS that will initially be established will likely transition into a Unified Command (UC) as mutual-aid partners and State and Federal responders arrive to augment the local responders. The on-scene ICS organization establishes response objectives, strategies and tactics and supervises all tactical resources working on-scene.

4.2 Responsibilities

<u>ESF Coordinator</u>

- Provide leadership in directing, coordinating and integrating overall local efforts to provide hazardous materials assistance to affected areas and populations.
- Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- Coordinate and direct the activation and deployment of local agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.
- Ensure that all first responders are trained in awareness and operations level of hazardous materials response.
- Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.
- Notify the U.S. EPA of all hazardous materials incidents and request assistance when needed.
- Maintain a list of mutual aid agencies and private contractors that are trained and qualified to response to an incident.

<u>Primary Agencies</u>

- Jointly evaluate the emergency, make strategic decisions, and identify resource needs and secure resources required for field operations.
- Monitor hazardous materials emergency response and recovery operations.
- Coordinate all federal or state hazardous materials resources into the affected areas from staging areas.
- Manage hazardous material incidents in accordance with each department's Standard Operating Procedures/Guidelines (SOP/SOGs).
- Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical hazardous materials needs.
- Demobilize resources and deactivate the ESF-10 upon direction from the Incident Commander.
- Assist in identifying personnel and resources to support this annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

Support & External Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF-10 activities.
- Provide ongoing status reports as requested.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that federal or state reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.
- Assisting in identifying personnel and resources to support this annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Hazardous Materials Incidents RCW 70.136
- Transportation of Hazardous Materials, WSP authority Chapter 46.48 RCW.
- Oil and Hazardous Substances Spill Prevention and Response RCW 90.56.
- FEMA, Guide for All-Hazard Comprehensive Planning Guide (CPG-101)
- SARA Title III – Emergency Planning & Community Right-to-Know Act.
- Washington State Comprehensive Emergency Management Plan, ESF-10

6.0 Appendices

6.1 Acronyms

6.2 Definitions

ESF 11: Agriculture & Natural Resources

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Whitman County Extension Service
- Whitman County Health Department
- Whitman County Sheriff's Department
- Whitman County Local Law Enforcement Agencies
- Washington State Department of Agriculture (WSDA)
- Washington State Department of Fish and Wildlife (WSDFW)
- Washington State Department of Health (WSDOH)

- Washington State Department of Ecology
- Washington State Department of Natural Resources
- U.S. Department of Agriculture (USDA)
- Washington State University College of Agricultural, Human and Natural Resource Sciences
- Washington State University College of Veterinary Medicine

Support Agencies:

- Local Veterinarians
- Whitman County Humane Society
- Whitman County Animal Control
- Whitman County Department of Public Works
- Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT etc.)
- Washington Military Department

- Eastern Washington State Historical Society
- Washington State University Office of Research Assurance (Animal Safety)
- Washington Voluntary Organizations Active in Disasters (VOAD)
- American Red Cross (ARC)
- Latah County, Idaho

Primary State Agencies:

- **Provision of Supplemental Nutrition Assistance Program by the Food and Nutrition Service**
  Department of Social and Health Services (DSHS)
- **Agricultural Health**
  Department of Agriculture (WSDA)
  Department of Fish and Wildlife (WDFW)
  Department of Health (DOH)
- **Assurance of the Safety and Security of the Commercial Food Supply**
  Department of Agriculture
  Department of Health

- **Protection of Natural, Cultural, and Historic (NCH) Resources**
  Department of Archeology and Historic Preservation (DAHP)
  Department of Ecology (ECY)
  Department of Fish and Wildlife (WDFW)
  Department of Natural Resources (DNR)

- **Animal and Agricultural Emergency Management**
  Department of Agriculture (WSDA)
  Department of Fish and Wildlife (WDFW)
      Department of Health (DOH)

1.1 Purpose

Emergency Support Function (ESF) 11: Agriculture & Natural Resources supports local and State authorities and other Federal agency efforts to provide nutrition assistance; control and eradicate any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of animals and agriculture during an emergency response or evacuation situation.

ESF-11 identifies the responsibilities of organizations that are charged with oversight of food and water supplies in the case of a disaster or emergency affecting human beings.

ESF-11 also identifies and organizes the resources available to address animal care in the event of either a natural or a manmade disaster or in the case of a Foreign Animal Disease (FAD) outbreak. As such, it includes coordinating animal evacuation, sheltering, and health care.

1.2 Scope

ESF 11 includes five primary functions:

- **Providing nutrition assistance:** Includes working with State and local agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Food Stamp Program.
- **Agricultural Health:** Includes implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. Ensures, in coordination with ESF 8 – Public Health and Medical Services, animal/veterinary/wildlife/ carcass disposal issues in natural disasters are supported.
- **Ensuring the safety and security of the commercial food supply:** Includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations. This ESF does not include the distribution of emergency food supplies to the public when shortages are experienced. Mass Care is covered under ESF-6.
- **Protecting NCH resources:** Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore natural and cultural resources and historic properties (NCH) resources. This includes providing post event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources.
- **Providing for the safety and well-being of household pets:** Supports Whitman County Humane Society, The City of Pullman, and Whitman County Emergency Management together with ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF 8; ESF 9 – Search and Rescue; and ESF 14 – Long-Term

Community Recovery to ensure an integrated response that provides for the safety and well-being of animals involved in disasters.

1.3 ESF Activation & Plan Maintenance

- ESF-11 is activated upon notification of a potential or actual incident that require a coordinated response and support to help ensure one or more of the following:
    - o the availability and delivery of food products;
    - o food safety;
    - o appropriate response to an animal or plant disease or pest;
    - o the protection of natural and cultural resources and historic properties; and/or
    - o the safety and well-being of household pets.
- Actions initiated under ESF-11 are coordinated and conducted cooperatively with local, State, Federal incident management officials and with private entities, in coordination with the Joint Field Office (JFO) Unified Coordination Group, the Regional Response Coordination Center (RRCC), and the National Response Coordination Center (NRCC) as required.
- ESF-11 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.
- The ESF 11 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- Actions undertaken by ESF-11 should be coordinated with the local EOC. Local government will expend available resources prior to seeking regional or state assistance through the EOC. The exception to this may be during an Agricultural Health Emergency. The response to and management of Agricultural Health Emergencies develop conversely to traditional disasters or large-scale emergencies. Response to natural or man-made disasters normally develop from point of incident through the different layers of response entities, i.e. city to county, county to state, state to federal. Foreign animal/plant and highly contagious diseases are usually discovered locally, with initial response decisions made at the state and federal level and then coordinated with the local jurisdictions. (See Appendix B)
- Unless unique circumstances exist, the provision of food and water should be accomplished through the mass care function and activities (ESF-6).
- If the situation occurs where a severe lack of available food for residents does exist, local governments and Whitman County Emergency Management may work with the local commercial food distribution system to provide an acceptable supply and distribution system.
- Requests for food and water should be made to local sources before requesting outside help from mutual aid partners.
- The County will encourage individuals to maintain personal or family home reserves of food and water and personal medications and hygiene items to last five to seven days.
- While Incident Command will assist as possible with animal issues, the priority will remain the protection of the health and safety of citizens. It is essential that animal owners remain responsible and accountable for their livestock and pets.
- Animal and plant disease and pest responses will be conducted in collaboration and cooperation with State authorities and private industries to ensure continued human

nutrition and animal, plant, and environmental security, and to support local economy and trade.

- Actions initiated under ESF-11 to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources will be guided by the existing internal policies and procedures/guidelines of the agencies providing support for the incident.
- Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible.
- Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters.
- Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.

2.0 Situation & Assumptions

2.1 Situation

- An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.
- The State and University systems have nationally recognized labs and experts in both plant and animal disease that can support the County's identification, isolation, control, and eradication efforts. (e.g. Washington State Animal Disease Diagnostic Laboratory (WADDL).
- Numerous plant and animal diseases exist that could affect the County through natural, accidental, or intentional introduction.
- The State Department of Archaeology and Historic Preservation (DAHP) is primarily responsible for protecting archaeological resources.
- Damage to cultural and historic resources may be caused by precipitous or uniformed action to demolish resources following flooding, fires, or other emergencies. Stabilization and repair of resources may require funding and special expertise over an extended period.

2.2 Assumptions

- No guarantee is implied by this plan. Because assets and personnel may be overwhelmed, the city, county, and university can only endeavor to make every reasonable effort to respond to a hazardous event based on the situation, information, and resources available at that time.
- Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.
- A significant emergency may deprive substantial numbers of local residents from access to safe and reliable supplies of food and water.
- Some animal diseases are very contagious (foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting animals and people.
- Livestock, wildlife, birds, plants and/or crops may be affected. Plants and/or animals may die of the insect/disease and/or need to be destroyed/depopulated.

- Production capability and/or value may become severely limited. Such an event could greatly affect the economic stability and viability of the city, county, university, state, and possibly, the country.
- The time between the reporting of a disease and its identification as an emergency is critical. A highly contagious disease could spread rapidly through a county and state via markets, product movement, and fomites (people, vehicles, etc.)
- The city, county, and university's resources would be rapidly depleted if the outbreak involved multiple premises or large areas.
- Some landowners, individuals or groups may strenuously object to depopulation of animals or destroying of plants. Some people may not consider the threat of the disease valid and may take actions counterproductive to control and eradication efforts.
- Some plant diseases are very infectious to other plants and can be very difficult to identify, isolate, control and eradicate.
- Displaced persons will be cared for in emergency shelters. Food and water inventories of these shelters will be quickly depleted. Food banks and other charitable food sources will not have sufficient inventories to meet other food needs.
- Any prolonged power outage will place fresh or frozen food at immediate risk or render it unsafe.
- Emergency shelters will not have the facilities to care for household pets.
- Volunteers will want to help and can make a significant contribution to the effort.

3.0 Concept of Operations

3.1 General

- In accordance with the Coordinated Comprehensive Emergency Management Plan (C-CEMP), the Basic Plan provides overall guidance for emergency planning within the City of Pullman, Whitman County, and Washington State University. All operations will function in cooperation of the National Incident Management System (NIMS) to assure a comprehensive approach to emergency management is achieved.
- The response to and management of animal disease events develop conversely to traditional disasters or large-scale emergencies. Response to natural or man-made disasters normally develop from point of incident through the different layers of response entities, i.e. city or county, county to state, state to federal. Foreign animal/plant and highly contagious diseases are usually discovered locally, with initial response decisions made at the state and federal level and then coordinated with the local jurisdictions.
  - o If a possible foreign animal/insect/crop/disease is confirmed on a premise, the state veterinarian, WA Department of Agriculture and the Federal Area Veterinarian in Charge become the Unified Command. As a Unified Command, they would coordinate the response with local, other state and federal agencies.
  - o Operations would be carried out under state and federal authority and supervision, but with local assistance.

Food and Water

See Appendix A

- The EOC will work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).
- The EOC should coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.
- Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated per ESF 15 External Affairs.
- If the situation warrants, the lead and support agencies in the EOC should work closely with the state and federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps.

Safety and Security of Commercial Food Supply

See Appendix B

Natural, Cultural, and Historical Resources

See Appendix D

Animal Health Care

- The city, county, and university's capability for providing expedient health services to injured pets and livestock is limited; these services may have to come from local veterinary hospitals and animal clinics.
- Local veterinarians and the Humane Society should coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities that are close to people temporary shelters.
- Pet owners are encouraged to plan for emergency pet care to include, food and water supplies, medicines, and travel cages.
- Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the city, county, and university must commit all local resources prior to requesting assistance from the federal or state government.
- Local law enforcement may assist local veterinarians if the decision is made to employ euthanasia for critically injured animals.
- The City, County, and University may rely upon volunteers to assist in the care and identification of animals separated from their owners.
- County Extension Offices, which serve as the County's technical advisor on agricultural matters and animal health issues related to livestock should work with the Health Department to monitor livestock and crops for disease and the potential for further infection.

- The County Fairgrounds may serve as a temporary boarding facility for domestic livestock.

3.2 Notifications

The County Extension Service Agent, actin as the Primary Agency representative, should notify support agencies of EOC activations and request that representative's report to the EOC to help coordinate ESF-11 activities.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activates.

Depending on the nature and location of the emergency, state, and federal representatives may also become critical members of the ESF-11 team.

3.3 Preparedness

- Develop Standard Operating Procedures/Guidelines (SOPs/SOGs) and checklists to support ESF-11 activities.
- Maintain an accurate roster and activation procedures of personnel assigned to perform ESF-11 duties during a disaster.
- Maintain current food resource directories to include maintaining points of contact.
- Identify likely transportation needs and coordinate with ESF-1
- Ensure all ESF-11 personnel integrate NIMS principles in all planning. It is recommended, primary action officers for all ESF-11 agencies should complete ICS 100, 200, 700 courses.
- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
- Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- Develop mutual aid agreements with government agencies, professional associates and private agencies and organizations with personnel and equipment to support ESF-11 activities.
- Ensure all ESF-11 personnel are trained in their responsibilities according to their departmental SOPs.
- Participate in exercises and training to validate this annex and supporting SOPs.
- Work with ESF 7 to:
  - Establish plans and systems for resource identification, typing, and inventorying.
  - Establish plans and systems for acquiring and ordering resources
  - Establish plans and systems for mobilizing and allocating resources
  - Establish plans and systems for resource recovery and reimbursement
  - Establish plans and procedures/guidelines for coordinating with non-governmental and private sector organizations for obtaining resources.
  - Develop plans for the establishment of logistic staging areas (LSAs) for internal and external response personnel, equipment, and supplies
  - Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise

3.4 Response

- Activate plans.
- Establish communications between EOC and Incident Management Team to determine resource needs to support incident response and operations
- Request appropriate declarations of emergency.
- Initiate bio-security measures.
- Develop incident-specific communications plan.
- Identify appropriate locations for disposal, and obtain appropriate permits for animal depopulation and crop operations.
- Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.
- Ensure communication lines are established and participants are clear on what actions need to be taken if a highly contagious disease or insect is suspected or confirmed.
- Provide assistance to established pet shelters.
- Coordinate donations and volunteers wishing to assist in operations.
- Maintain records of all activities conducted, costs, and hours worked by paid and volunteer personnel.
- Ensure communication lines are establish and participants are clear on what actions need to be taken if a highly contagious disease or insect is suspected or confirmed.

3.5 Recovery

- Provide immediate assistance as needed to land owners affected by the animal health emergency or plant health emergency.
- Assist in decontamination efforts and ensure cleanup is completed.
- Help maintain movement restrictions as required by local, state, and federal authority.
- Assist in issuing and tracking of special permits and licenses.
- Work with producer groups to assist in recovery efforts.
- Continue to render support when and where required as long as emergency conditions exist.
- Participate in after-action reports and meetings.
- Make changes to plans and procedures/guidelines based on lessons learned.

3.6 Mitigation

- Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
- Conduct training and awareness campaigns to inform local veterinarians, game wardens, game biologists, and other animal professionals of the basic clinical signs of a highly contagious disease or other diseases or insects of concern.
- Develop or enhance public information on highly contagious diseases or insects and other diseases of concern for producers, brokers, transporters, and other parties who may be involved in raising, selling, buying, or transporting livestock, poultry/birds, wildlife, or agricultural products.

4.0 Organization & Responsibilities

4.1 Organization

The Washington State Department of Agriculture in collaboration with identified stakeholders and legal authorizes (local, state, federal and tribal), take the lead in managing animal and/or plant health emergencies in Washington State. The above-mentioned departments, the U.S. Department of Agriculture, and other local, state, and federal agencies often collaborate in these functions and operate under unified command in management of a foreign animal or plant disease incident.

While the State may take the lead, local elected and appointed officials will likely be included in the Unified Command in order to help organize and coordinate the capacities and resources of local government, municipalities, private organizations, and the private sector to facilitate the delivery of services, technical assistance, expertise, and other support for emergency operations within this ESF.

4.2 Responsibilities

<u>ESF Coordinator</u>

- Works with primary and support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases for an emergency or disaster.

<u>Primary Agencies</u>

- Develop applicable SOPs, guidelines and/or checklists detailing the assigned functions.
- Exercise overall responsibility for the coordination of ESF-11 activities.
- When requested, deploy a representative to the EOC to assist with agriculture and natural resources activities.
- Ensure procedures/guidelines are in place to inspect the food supply and ensure food safety.
- Provide surveillance for food-borne disease.
- Coordinate with appropriate agencies for emergency food inspections and distribution.
- Test and/or dispose of contaminated food, livestock and agriculture sources.
- Maintain ongoing agriculture surveillance of affected communities in order to rapidly identify and address agriculture-related problems.
- Coordinate agriculture assessments at the disaster site to determine agriculture needs and priorities.
- Coordinate agriculture emergency response and recovery.
- Advise the EOC of health hazards.
- Identify sites/facilities for boarding and/or quarantining pets, if possible.
- Determine resources available for natural, historic, and cultural resources protection.
- Assist in identifying personnel and resources to support this Annex.
- Work with support agencies to keep this Annex up-to-date.

Support & External Agencies

- Develop applicable SOPs, guideline and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with agriculture and natural resources activities.
- Setup local treatment centers for injured animals.
- Assist in the identification of found animals.
- Assist in identifying personnel and resources to support this Annex.
- Work with the Primary Agencies and the Whitman County Department of Emergency Management to keep this Annex up-to-date.

Command Staff

Incident Commander/ Unified Command
- Conduct scene assessments
- Establish objectives and response priorities
- Make ICS positions appointments based on the needs of the incident.
- Provide overall incident leadership and management

Public Information Officer
- Provide incident information to the public, media, and stakeholder agencies and industries.
- Coordinate with Joint Information Center to ensure accurate information releases and rumor management and misinformation.

Liaison Officer
- Serve as POC for supporting and cooperating agency representatives

Safety Officer
In addition to the general safety responsibilities, be concerned with specific hazards related to the response to an animal/plant health emergency
.
- The disease agent maybe zoonotic
- Animals can cause serious injury, especially when frightened.
- Barn surfaces can be slippery and cause falls.
- Firearms may have to be used to slaughter some animals
- Captive-bolt guns can be dangerous if mishandled
- Tranquilizer and euthanasia drugs have to be secured.
- Needles need to be disposed of properly.
- Dust/material management to reduce spread of diseases, chemicals, etc.

General Staff

In addition to the usual general staff responsibilities, responsibilities specific to an animal/plant health emergency may include:

Operations Section
Depending upon the situation and nature of the disease, some or all of the following operations would need to be completed for each infected premise. Functional Groups could be formed to carry out these operations.

Quarantine – movement of animals/crops and people on and off premise is restricted.

Bio-Security – proper bio-security measures (personal protection equipment, disinfections procedures, etc.) are in place on the premise and are being used by all people involved in the incident.

Enforcement – access to premises is restricted and movement restrictions within control zones are enforced.

Epidemiological investigation – investigation is thorough and complete, and all trace-out information is gathered.

Risk assessment – assessment is based upon disease characteristics, climate and weather conditions, epidemiological data, etc., and is an evaluation of risk and rate of spread to other animals, and possibly, people.

Surveillance – all premises within control zones are included in surveillance activities and all trace-outs are investigated.

Valuation – a fair appraisal of all animals/crops that need to be depopulated or destroyed is required. Valuation may also have to include appraisal for feedstuffs, products and facilities.

Animal depopulation – animals are properly handled and humanely destroyed. A veterinarian should supervise the depopulation.

Disposal of plants and animals – a proper method of disposal is determined based upon the nature of the disease, availability of needed equipment, environmental considerations, etc.

Cleaning and disinfections – the extent of C&D depends upon the characteristics of the disease. May include all personnel, equipment, surfaces, buildings, feedstuffs, products, waste, etc. and may take weeks.

Recovery – efforts may take months and may involve personal, social, emotional, financial, and political aspects. Even after animals have been depopulated, or crops destroyed, movement restrictions within control zones may still be required. Animal/plant movement may require special permits or licensing.

Planning Section
Planning activities unique to an animal and plant health emergency may be:

Situation Unit – special requirements of this unit may be preparation of maps used to establishing zones of control around an infected or problem premise. In addition, mapping may be used to help identify animal owners within the infected and surveillance zones.

Documentation Unit – follow-up investigations and trace-outs is essential to prevent further spread of the disease. Indemnity claims require special documentation.

Technical Specialists – specialists may be needed for disease investigation, database systems, mapping, environmental assessment, animal welfare, crop needs, feedstuffs, wildlife monitoring, vaccination evaluation, etc.

Finance and Administration Section
Special responsibilities may include indemnity, licensing and permits for animals and plant movement.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*
- WAC 246 Department of Health as it relates to food and water safety and standards
- WAC 16 Department of Agriculture as it relates to animal and crop diseases and pests
- RCW 27.53, Archaeological Sites and Resources, establishes penalties for disturbing known archeological sites on either public or private land without a permit from DAHP. WA 25-48 establishes procedures for issuing permits.
- RCW 27.44 Indian Graves and Records, describes procedures for responding to discoveries of human skeletal remain and establishes penalties for knowing disturbance of Native Indian cairns, graves and rock markings.
- RCW 68-50, Human Remains, requires notification of the County Medical Examiner when human remains are discovered.

5.2 References

- *See Page 39 of the Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-11
- Washington State Department of Archaeology and Historic Preservation
- National Protection Framework. July 2014 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/1406717583765-996837bf788e20e977eb5079f4174240/FINAL_National_Protection_Framework_20140729.pdf
- National Response Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf
- National Mitigation Framework. May 2013 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1914-25045-9956/final_national_mitigation_framework_20130501.pdf
- National Disaster Recovery Framework. September 2011 https://s3-us-gov-west-1.amazonaws.com/dam-production/uploads/20130726-1820-25045-5325/508_ndrf.pdf

6.0 Appendices

6.1 Acronyms

See Appendix A Acronyms of the Basic Plan

6.2 Definitions

None Identified

See Appendix B Definitions of the Basic Plan

ESF-11 Appendix A: Food & Water

1. SITUATION

A significant emergency or disaster will deprive substantial numbers of people access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may totally or partially destroy food products stored in the affected area.

2. INTRODUCTION

2.1 Purpose

The purpose of Appendix A is to provide for the management and distribution of food supplies and water to the affected public and emergency responders during and following a major emergency or disaster event. Appendix A addresses coordination of the provisions of the USDA Food and Nutrition Service (USDA-FNS) which includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies and, under a presidential declaration, authorizing the disaster supplemental nutrition assistance program.

2.2 Scope

This ESF outlines procedures/guidelines to support and supplement activities defined in ESF 6- Mass care, Housing and Human Services. This ESF is applicable to situations within the county when it will be necessary to provide emergency feeding to large groups of people. Also included is the provision of distribution of bulk food and water to the disaster event site.

3. POLICIES

- Unless unusual circumstances exist, the provision of food and water will be accomplished through the mass care function and activities. Procedures as outlined in ESF 6- Mass Care, Housing, and Human Services will be applicable.
- Requests for food and water will be made to local sources before requesting outside help.
- Request for outside assistance in obtaining bulk food and water supplies will be made through the Whitman County Department of Emergency Management to the State Emergency Operations Center (SEOC)
- The EOC will work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).
- The EOC should coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.
- Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated per ESF-15 Public Information.

- If the situation warrants, the lead and support agencies in the EOC should work closely with state and federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps.

4. CONCEPT OF OPERATIONS AND RESPONSIBILITIES

- During the first 72 hours of an emergency, shelters and individuals are expected to rely on their own resources and those available in their immediate area, for food and water.
- All requests for food and water will be processed through the Whitman County Department EOC to the Washington State Emergency Management Division EOC. Whitman County DEM will coordinate information on food supplies, monitor the situation and identify any potential shortfalls that exist or might occur.
- Organizations operating shelters will keep the Whitman County EOC advised of their needs and anticipated needs for food and other supplies.
- In the event or a situation that would prevent normal procurement, delivery and distribution of adequate food to the Whitman County area, the legislative authority of the county, in cooperation with the local food providers, may procure and assist in transporting emergency food supplies through any available sources or means.
- In the event potable water distribution is necessary, the Whitman County DEM will work with other agencies, such as the local fire services, and the Whitman County Health Department, WAEMD/EOC or National Guard to provide emergency water supplies.
- The Whitman County Health Department will provide the inspections, testing, public education, and other actions necessary to insure the safety and sanitation of food and water supplies. The Whitman County Health Department will continue to monitor all volunteer food services for as long as those services continue to provide food and water to the public.
- Whitman County Health Department will continue to provide status reports and guidance to the Whitman County EOC on health issues within the county.
- Public information activities related to the emergency food supplies will be coordinated between the mass care operation, Whitman County DEM, local food retailers and the Whitman County Public Information Officer (PIO).
- Local government may support local food retailers in operations necessary to maintain adequate food supply and distribution.
- As long as any volunteer organizations feed victims and/or emergency workers, they must maintain daily contact with the Whitman County EOC advising of their needs as well as the number of meals being served. When an organization decides to close down a food distribution center they must advised the Whitman County EOC. Any unused food remaining after the operation has closed will be transferred or disposed of as directed by the Whitman County EOC.
- Public Information Officer will provide emergency information and instructions to the public, through the media, of locations and hours of operation of any facility feeding victims and/or emergency workers. The public is to be advised when any feeding facility ceases operation.

ESF-11 Appendix B: Assurance of the safety and security of the commercial food supply

1. SITUATION

A significant emergency or disaster will deprive substantial numbers of people access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.

2. INTRODUCTION

2.1 Purpose

The purpose of Appendix B is to assure the safety and security of the commercial food supply during an emergency or disaster and includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.

2.2 Scope

This ESF outlines procedures/guidelines to support and supplement activities defined in ESF 6- Mass care, Housing and Human Services. This ESF is applicable to situations within the county when it will be necessary to provide emergency feeding to large groups of people. Also included is the provision of distribution of bulk food and water to the disaster event site.

3. POLICIES

- The Food Safety, Animal Health, and Consumer Services Division, Washington Department of Agriculture and Washington Department of Health will be notified immediately by the local public health agency, the State Warning and Notification Center, or any other means.
- The Food Safety Program Manager will coordinate directly with the department of Health. The two primary agencies will notify the Food Safety and Inspection Service (FSIS) and the State Emergency Operations Center (EOC).
- The Food Safety and Inspection Service (FSIS) are activated upon notification of the occurrence of a potential or actual Incident of National Significance by the Department of Homeland Security (DHS) that a Federal response is warranted.
- Actions undertaken are guided by and coordinated by State, and local food safety officials, emergency preparedness and response officials, and homeland security officials and existing WSDA an WDOH internal policies and procedures.

ESF-11 Appendix C: Natural, Cultural and Historical Resources

1. SITUATION

Natural, cultural or historic preservation and restoration issues may arise during an emergency or because of a disaster. Areas covered include terrestrial and aquatic ecosystems; biological resources, including fish and wildlife; threatened and endangered species, and migratory birds; historic and prehistoric resources; mapping and geospatial data; geology; hydrology, including real-time water flow data; data on earthquakes and other natural hazards; on- and offshore minerals; energy; and coal mining.

2. INTRODUCTION

2.1 Purpose

The purpose of Appendix D is to provide for protection, preservation and restoration issues of natural, cultural and historic sites affected by emergencies and/or disasters within the county. If the emergency threatens such sites, the county will work to ensure appropriate measures are taken to protect them.

2.2 Scope

This ESF outlines procedures/guidelines to support and supplement activities for the purpose of the protection of NCH resources. This ESF is applicable to situations within the county when NCH resources are threatened by an emergency or disaster.

3. POLICIES

- Whitman County EOC will coordinate with local, state, tribal and federal partners to protect, preserve and restore identified NCH sites. This may include appropriate response actions to preserve, conserve, rehabilitate, and inform long-term recovery of NCH resources.
- The county will coordinate with post event assessment efforts to assess damage to NCH resources.
- Structures registered in the national historical registries, or those structures eligible for inclusion in those registries, may be subject to special considerations.
- There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements.
- Cultural heritage institutions (such as museums, libraries, archives, records repositories, and historical societies) should be encouraged to develop emergency plans, including having contingency plans in place for their collections in the event of a disaster or emergency. Nonprofit networks, such as the Heritage Emergency National Task Force, can provide information on cultural and historic resources at risk.

4. CONCEPT OF OPERATIONS AND RESPONSIBILITIES

- Whitman County DEM will coordinate information and requests pertinent to this function during an emergency or disaster and assist state, tribal and federal resources.
- The county will assist the public in recovering treasured heirlooms damaged by disasters by directing the public to online information and organizations that can provide advice and assistance.
- The Whitman County DEM will monitor response operations to protect sensitive resources and minimize damage to natural and cultural resources.
- The Whitman County DEM will coordinate with ESF #3 on the removal of debris affecting NCH resources.
- Heritage Emergency National Task Force: The Task Force is a voluntary partnership of 42 national service organizations and Federal agencies created to protect cultural heritage from the damaging effects of natural disasters and other emergencies. Co-sponsored by Heritage Preservation and DHS/FEMA, it:
- Helps cultural institutions and sites obtain needed resources during disasters by facilitating the identification of organizations, agencies, and individuals that can provide such resources.
- Coordinates with the Advisory Council on Historic Preservation and local, state, tribal, territorial, insular area, Federal, and private-sector entities to identify priority disaster-specific policy initiatives, such as emergency appropriations, programmatic agreements, or program alternatives to address specific disaster conditions.
- Provides support to cultural institutions by facilitating the identification of subject matter experts in NCH resources.
- Assists the public in recovering treasured heirlooms damaged by disasters by directing the public to online information and organizations that can provide advice and assistance.

ESF 12: Energy

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Avista Utilities
- Inland Power Company
- WSU Facilities Services

Support Agencies:

- Law Enforcement Agencies
- Fire and Emergency Medical Services (EMS)
- Pullman Public Works
- Whitman County Roads Department
- Regional Volunteer Organizations Active in Disasters (VOAD)
- Washington State Division of Emergency Management
- WSU Environmental Health & Safety and Risk Management
- Schweitzer Engineering Laboratories

1.1 Purpose

Emergency Support Function (ESF) 12: The purpose of this annex is to provide for effective use of available electric power, water resources, telecommunications, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster. The City of Pullman, Whitman County, and Washington State University includes commercial and public utilities in their coordination of damage assessments, operational capabilities, and restoration actions.

1.2 Scope

The term 'energy/utility' includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy/utility systems and system components. All energy/utility systems are considered critical infrastructure.

- Assessments of current energy/utility capabilities, capacities, and reserves within the City of Pullman, Whitman County, and Washington State University
- ESF-12 collects, evaluates, and shares information on energy/utility system damages and estimates on the impact of energy/utility system outages within the affected areas.

- ESF-12 also provides information concerning the energy/utility restoration process such as projected schedules, percent of completion of restoration, geographic information on the restoration and other information as appropriate.
- ESF-12 facilitates the restoration of energy systems through legal authorities and waivers.
- ESF-12 also provides technical expertise to the utilities, conducts field assessments, and assists government and private sector stakeholders to overcome challenges in restoring the energy system.

1.3 ESF Activation & Plan Maintenance

ESF-12 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-12 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- Restoration of normal operations at energy facilities is the responsibility of the facility owner(s), managers and operators. Local government support while desired may be limited.
- All energy/utility providers, whether publicly or privately owned, should be prepared to respond to energy related needs resulting from an emergency or disaster. Many utilities work under an agreement that may mandate Emergency and Preparedness Plans.
- ESF-12 addresses significant disruptions in energy/utility supplies for all hazards, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, planned interruptions, or unusual economic or international political events.
- EFS-12 address the impact that damage to an energy system in City of Pullman, Whitman County, and/or Washington State University may have on energy/utility supplies, systems, and components in other districts relying on the same system. Consequently, energy/utility supply and transportation problems can be within the City of Pullman, Whitman County, the University, intrastate, interstate, and international.
- Normal supply procedures/guidelines of city, county government, and university process should be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.

2.0 Situation & Assumptions

2.1 Situation

- Emergencies, both natural and manmade can have profound effects on the public and privately owned utilities in the City of Pullman, Whitman County, and Washington State University. The ability to quickly restore damaged water, power, natural gas, telephone and sewer systems is essential to maximizing the life safety, health, and minimizing the economic impact of a disaster.
- The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed a capability to provide, reroute, and restore power under even the most extreme circumstances.

- The occurrence of a major disaster could destroy or disrupt all or a portion of the City's, County's, and/or University's energy and utility systems.
- Water supply systems within the City, County, and University are either publicly or privately owned and are organized at municipal, district, or local private levels. Since these systems are not normally interconnected, emergency planning for water utilities is concerned with restoration efforts.
- Natural gas across the County is distributed by major natural gas companies through common pipelines originating in other states and Canada.

2.2 Assumptions

- The occurrence of a major disaster could destroy or damage portions of the city's, county's, and/or university's energy and utility systems and disrupt petroleum supplies.
- Widespread and possibly prolonged electric power failures could occur in a major disaster.
- The transportation, media and telecommunications infrastructures will be affected.
- Delays in the productions, refining, and delivery of petroleum based products may occur as a result of transportation infrastructure problems and loss of commercial power.
- There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards.
- Water pressure may be low, hampering firefighting and impairing sewer system function.
- City and County Public Works departments, under an emergency proclamation, will require the authority to go on private property to evaluate and shut-off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

3.0 Concept of Operations

3.1 General

- This ESF should be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
- Normal energy and utility resources should be used to meet immediate local needs. If shortages exist, requests should be submitted through normal emergency management channels. Actions may be taken or directed to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, should be used to meet immediate and essential emergency needs (e.g. hospitals, shelters, emergency operations, food storage, etc.).
- The EOC should collect information on damaged utility and energy resources and for identifying requirements to repair those systems.
- Energy and utility information should be provided in accordance with ESF-15 so that the public may receive accurate and official information on the status of utilities.

3.2 Notifications

- The EOC manager, acting as the Coordinating Agency representative, should notify support agencies of EOC activations and request that representative's report to the EOC to help coordinate ESF-12 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-12 Team.

3.3 Preparedness

- Develop and maintain a complete directory of all utility services and products associated with this ESF.
- Ensure the availability of necessary equipment to support energy and utilities activities.
- Coordinate the establishment of proprieties to repair damaged energy services and the provision of temporary, alternate or interim sources of portable generators and other utilities.
- Promote mutual assistance agreements with the vendors of all utility services.
- Develop and maintain alert rosters, plans, policies and SOP/SOGs necessary to support the implementation of this annex.
- Identify, train and assign personnel to execute missions in support of ESF-12.
- Participate in an exercise at least annually to validate this annex and supporting annexes.

3.4 Response

- Establish communication between EOC and Incident Management Teams to determine resource needs to support incident response and operations.
- Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- Administer, as needed, statutory authorities for utility priorities.
- Apply as necessary local, state and federal resources in accordance with established priorities to restore utility services.
- Provide emergency information, education and conservation guidance to the public in coordination with ESF-15.
- Assist local, state and federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations.
- Coordinate with ESF-13 for security and protection of supplies.

3.5 Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Support restoration activities.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after action reports.

- Make necessary changes in this ESF annex and supporting plans and procedures/guidelines.

3.6 Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
- When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- Implement a public awareness campaign regarding energy and utilities safety in emergencies
- Develop internal Continuation of Operations Plans (COOP) to identify resources needs and to identify resource that can be provided to local agencies during response and recovery phases of an emergency or disaster event.
- A COOP plan for internal and external resources should include, but not limited to, the following:
    - o Identify essential personnel and staffing for internal and external support requirements.
    - o Identify emergency supplies needed for personnel.
    - o Identify essential records, equipment, and office supply needs.
    - o Identify essential office space requirements.
    - o Identify additional transportation requirements in support of an emergency or disaster.

4.0 Organization & Responsibilities

4.1 Organization

- ESF-12 Support will most likely be coordinated through the Emergency Operations Center (EOC). ESF-12 agency reps in the EOC should be organized under the ICS Operations Section either as a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident.

4.2 Responsibilities

ESF Coordinator

- Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phase of an emergency or disaster.
- Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.
- Maintain liaison with local utilities, including the ability to contact representatives on a 24-hour a day basis.
- Declare an emergency and regulate water and utility usage in times of shortages, as appropriate. Assure priority supply to meet essential emergency needs.
- Coordinate all public information, instructions, and media relations as defined in ESF-15 Public Information.

Primary Agencies

- Maintain and review ESF-12 and Mutual Aid agreements as needed.
- Coordinate assistance to support local utility and energy providers, as requested.
- Comply with the established priority scheme relating service restoration. Prepare for the curtailment or reduction of customer service in order to maintain critical or priority systems and service to critical facilities.
- In conjunction with the EOC, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Coordinate initial damage assessments and provide information necessary for compiling damage and operational capability reports.
- Prepare appropriate disaster assistance forms for submittal to appropriate state and federal agencies.
- Prioritize mission requirements in support of ESF-12, and potentially other ESFs, activated by an emergency or disaster.
- Coordinate and disseminate public information concerning resource availability through the PIO for distribution.
- Assist in identifying personnel and resources to support this annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date

Support & External Agencies

Law Enforcement Agencies
- Provide traffic control for utility service providers if needed.
- Assist in scene control and life safety operations.
- Assist in securing areas that may be unsafe, such as downed power lines or gas leaks.

Fire and Emergency Medical Services (EMS)
- Conduct initial scene control and life safety operations.
- Establish incident command.
- Dispatch fire-based hazardous materials teams, if necessary.

Pullman Public Works
- Develop working relationships with appropriate local energy companies.
- Support clearance of debris from public jurisdictions to allow utility services providers access to restore service.
- Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.

Whitman County Roads Department
- Clear roads and bridges for the transportation of emergency repair teams and equipment.
- Provide available resources to aid in response and recovery.
- Communicate situation awareness to EOC.

Regional Volunteer Organizations Active in Disasters (VOAD)
- Provide available resources to aid in the response and recovery of an emergency or disaster.

Washington State Division of Emergency Management
- Coordinate with appropriate agencies to provide supplemental energy and utility resources.
- Supports EOC with needed resources and operations.

WSU Environmental Health & Safety and Risk Management
- Provide EOC with status and assessment of hazards or unsafe conditions, as needed.
- Coordinate with EOC to provide messages and information on all departments regarding safety conditions and requirements to protect personal safety, health and limit exposure.

ALL
- Maintain and control water, sewer, and solid waste systems within local jurisdictions.
- Perform damage assessment on systems and identify problems or shortfalls in water supply. Report findings to the EOC.
- Within available resources, protect existing water supplies and restore damaged systems.
- Assist in identifying personnel and resources to support this annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-12

6.0 Appendices

6.1 Acronyms

See Appendix A

6.2 Definitions

See Appendix B

ESF 13: Public Safety & Security

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- City of Pullman – Pullman Police Department
- Whitman County – Whitman County Sheriff's Office
- WSU – WSU Police Department

Support Agencies:

- City Mayors
- City Council
- Washington State Patrol
- Law Enforcement Agencies
- Fire Fighting Agencies & Districts
- Regional Volunteer Organizations Active in Disasters (VOAD)
- Whitman County Commissioners
- Whitman County Emergency Management
- WHITCOM
- Washington State Division of Emergency Management
- WSU Facilities Facilities
- WSU Environmental Health & Safety and Risk Management
- WSU Office of Emergency Management

1.1 Purpose

Emergency Support Function (ESF) 13: *Public Safety & Security* annex provides guidance for the organization of law enforcement resources in the City of Pullman, Whitman County, and Washington State University to respond to emergencies exceeding normal law enforcement capabilities. Specifically, ESF-13 Public Safety and Security discusses:

- Emergency law enforcement and security activities
- Operational and personnel security
- Augmentation of local law enforcement resources
- Law enforcement command and control structure
- Coordination with State and Federal law enforcement resources
- Liaison between response operations and criminal investigation activities

This ESF annex assigns responsibility and provides coordination between all of the law enforcement agencies operation during times of emergencies and disasters within the City, County, and University. This coordination is to ensure the safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries and facilities.

Emergency law enforcement should be an expansion of normal operations and responsibilities. Each jurisdictional area may provide law enforcement functions and assist in similar functions outside of tis normal area of operations as needed to meet demands of the situation. It is not the intent of this plan, however to provide assistance for the county at the expense of the local jurisdictions. Each agency has the authority and responsibility to determine whether activation outside of normal jurisdictional lines would present a threat to local needs. If additional support is required of law enforcement agencies inside incorporated areas, that support may include traffic control, evacuation movement, search and rescue operations (ESF-9) and security for vital facilities and supplies. In the event of a national security crisis, law enforcement resources from the federal or even the state level may not be available to provide support.

1.2 Scope

This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources in an emergency or disaster situation. This includes normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous areas. Capabilities within this ESF support incident management requirements including critical infrastructure protection, security planning, technical assistance, and public safety in both pre- and post-incident situations.

1.3 ESF Activation & Plan Maintenance

This ESF is typically activated in situations requiring extensive assistance to provide for public safety and security. ESF-13 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF-13 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

- The Incident Command System (ICS) should be used at all emergency or disaster incidents. At declared Law-Enforcement incidents, the senior law-enforcement of the jurisdiction should be the Incident Commander (IC) until command is formally transferred or transitioned to Unified Command.
- The Sheriff (or designee) should function as the law enforcement IC for emergencies, disasters, and catastrophic events occurring within unincorporated areas of Whitman County.
- The Chiefs of Police (or designee) should function as the law enforcement IC for emergencies, disasters, and catastrophic events occurring within their jurisdictions.
- A law enforcement-orientated emergency, disaster, or catastrophic event is any large-scale emergency where the maintenance of law and order is the primary focal point, (i.e., hostage or terrorist activity, riot, and civil disturbance).

2.0 Situation & Assumptions

2.1 Situation

- The City of Pullman, Whitman County, and the University are each susceptible to a multitude of natural and man-caused disasters and emergency events. These disasters, depending on their magnitude, have the ability to damage infrastructure, structures and lifelines that may rapidly overwhelm the capacity of city, county, and university agencies to assess the disaster and response effectively of basic and emergency human needs.
- During any type of disaster or large-scale emergency, law enforcement officers may be faced with the challenge of demands for assistance to the public which far exceed capacities, compounded by such factors as high emergency call volume, physical constraints such as fatigue and critical incident stress, impassible roadways from flooding, angry citizens, looting, rescue needs and a multitude of injured victims. The law enforcement services may have increased demands placed on their agencies and with high expectations of success.

2.2 Assumptions

- General law enforcement problems are compounded by disaster related community disruption, restriction of movement, affected communications and facilities, and a shortage of law-enforcement resources.
- The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance should be requested through local and state emergency management channels and the operations of mutual aid agreements.
- The availability of resources will have a profound effect on agencies ability to perform tasked activities.

3.0 Concept of Operations

3.1 General

- In time of an emergency or disaster, law enforcement agencies are called upon to perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications access, traffic control and enforcement of emergency traffic regulations.
- When local law enforcement resources are exhausted, supplemental assistance may be requested through local and state emergency management channels.
- Law enforcement units provided by other levels of government will remain under the administrative control of the parent agency while they may be under the operational control of the requesting agency of Incident Management Team (IMT).
- In order to facilitate coordination between and among the participating units and agencies, the Incident Command System should be utilized.
- The Incident Commander, regardless of rank, has the authority to request support and assistance from mutual aid partners from the County EOC.

- Law enforcement agencies should have a representative at the EOC. The primary law enforcement jurisdiction, or jurisdiction in which the emergency or disaster originates, should send a representative to the EOC unless they have authorized another agency to represent them.

3.2 Notifications

- The Primary agency will usually notify support agencies through 911 dispatch if they need on-scene assistance.
- The EOC manager will usually notify support agencies of EOC activations and request that representative's report to the EOC to help coordinate ESF-13 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-13 Team.

3.3 Preparedness

- Develop and maintain Standard Operating Procedures and/or Guidelines (SOP/SOGs) and checklists to support emergency law enforcement operations.
- Ensure emergency personnel call-up and resource lists are current and available to the emergency management Director (or designee) for the City, County, and University.
- Strive to ensure that all law enforcement personnel within the jurisdiction, including regulars, reserves, or auxiliaries, are trained to the appropriate NIMS/ICS level, in traffic control and evacuation procedures and/or guidelines, and in search and rescue operations.
- Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.
- Review plans and procedures and/or guidelines and assure that all law enforcement personnel are informed of existing or revised procedures and/or guidelines.
- Ensure mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.
- Ensure the availability of necessary equipment to support law enforcement activities.
- Participate in emergency management training and exercises.

3.4 Response

- Assist with the dissemination of warning and notifications as time and resources allow.
- Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.
- Respond as required on a priority basis.
- Secure the prisoner population in the detention center during a disaster situation.
- Secure incident site(s).
- Activate mutual aid if needed.
- Support damage assessment activities.
- Coordinate activities with other responding agencies.
- Coordinate law enforcement agencies responding from outside of the jurisdiction.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.

- Conduct other specific response actions a dictated by the situation.
- Document expenditures for disaster or emergency related activities and report to the EOC.

3.5 Recovery

- Continue to render support when and where required as long as emergency conditions exist.
- Demobilize resources.
- Return equipment and vehicles to response ready condition.
- Document costs and provide copies to the EOC.
- Review plans and procedures and/or guidelines with key personnel and make revisions and changes.
- Participate in after-action briefings and develop after-action reports.

3.6 Mitigation

- Participate in hazard identification process, identify, and correct vulnerabilities in the public safety and security function.
- Develop safety programs, to include disaster situations, and present them to the public.

4.0 Organization & Responsibilities

4.1 Organization

- On-scene Public Safety & Security Operations should be organized using the Incident Command System and remains under the tactical control of the lead law enforcement agency having jurisdiction.
- ESF-13 support to on-scene operations, if needed, will likely take place through the Emergency Operations Center (EOC). ESF-13 Agency Reps in the EOC should be organized under the ICS Operations Section either as a stand-alone Team or as part of a functional Group, depending upon the needs of the incident.

4.2 Responsibilities

ESF Coordinator

- Coordinate capabilities, resources, and assets necessary to alleviate impacts on citizens and public entities caused by an emergency or disaster.
- Provide a representative to the EOC with the authority to coordinate law enforcement functions.
- If advanced notice of the incident is available, develop a plan and briefing for all agencies involved.
- Maintain necessary mutual aid agreements for law enforcement services.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Coordinate documentation of emergency activities and recovery of funds.

Primary Agencies

- Restore/maintain law and order.
- Coordinate activities with support agencies.
- Provide expertise on public safety to Incident Command.
- Support Incident Management Teams in the field.
- Provide reports from field personnel on damage assessment through windshield surveys.
- Control traffic during and after emergencies and maintain access and egress routes.
- Maintain order in and around emergency or disaster scene; safeguard property in and around scene (as time & resources allow).
- Investigate all crimes committed.
- When requested, deploy a representative to the EOC to assist with public safety and security activities.
- Coordinate security for the EOC if necessary.
- Recommend the evacuation of endangered populations.
- Inform the public of evacuation orders including door-to-door notification of persons in affected area, and warning the public using mobile public address systems. Provide security, if resources are available, to evacuated property.
- Assist the coroner in investigation, identification, recovery and management of deceased persons.
- Control re-entry into controlled or evacuated areas as needed and able.
- Manage law enforcement resources to provide assistance upon request from other jurisdictions (as time and resources allow).
- Develop applicable Standard Operating Procedures and or Guidelines (SOP/SOGs), guidelines and/or checklists detailing the accomplishment of assigned functions.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Provide incident documentation, reports and financial information to the EOC when appropriate.
- Assist in identifying personnel and resources to support this annex.
- Work with support agencies to keep this annex up-to-date.

Support & External Agencies

Washington State Patrol
- Assist the EOC and law enforcement agencies in law enforcement operations.
- Coordinate and maintain liaison with the appropriate state departments.
- Provide communications support, as needed.

Law Enforcement Agencies
- Establish pre and post incident plans and protocols, identifying incident perimeters, safety standards, response, traffic control and public warning systems.
- Develop evacuation procedures and emergency evacuation operations.
- Assist in maintaining traffic control, as needed.

Fire Fighting Agencies & Districts
- Assist law enforcement in emergency evacuations of affected areas.

- Assist with the transport of persons with functional needs, the elderly, or the handicapped.

Regional Volunteer Organizations Active in Disasters (VOAD)
- Provide mass care assistance, as requested.
- Use available resources to assist in the response and recovery of disasters and emergencies.

Whitman County Emergency Management
- Activate the EOC and issue emergency notifications, as needed.
- Serve as contact for regional, state and federal emergency assistance.

WHITCOM
- Receive 9-1-1 calls within prescribed service area.
- Provide notifications to the first response agencies, elected officials and neighboring dispatch centers, when necessary.

Washington State Division of Emergency Management
- Serve as primary point of contact with the EOC for requests for specific state and federal disaster resources and services.

WSU Facilities Services
- Coordinate with law enforcement via EOC to provide information into the known status of building services and utilities, the conditions of roadways and grounds and other operational information.

WSU Environmental Health & Safety and Risk Management
- Provide expertise on hazards, safety concerns, and public health concerns.
- Report status and assessment of hazards, unsafe conditions and public health risks to the EOC.
- Provide messages and information regarding safety conditions and requirements to protect personal safety, health and limit exposure, if needed.

WSU Office of Emergency Management
- Provide assistance and expertise to aid in emergency response and recovery.
- Disseminate emergency related information to the campus public via WSU Emergency Alert Notification System, if requested.

ALL
- Provide assistance and expertise as appropriate and in coordination with ESF departments and agencies.
- Provide ongoing status reports as requested by the ESF-13 Coordinator.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Perform other emergency responsibilities as assigned.
- Assist in identifying personnel and resources to support this annex.
- Work with the city, county, and university organizations to keep this Annex up-to-date.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-13

6.0 Appendices

6.1 Acronyms

- *See Appendix A*

6.2 Definitions

- *See Appendix B*

ESF 14: Long-Term Community Recovery

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- Pullman Public Works Department
- Whitman County Public Works
- Whitman County Auditor

Support Agencies:

- Local Law Enforcement Agencies
- Local Fire and EMS Agencies
- Local Hospitals and Clinics
- Pullman Transit
- Whitman County Assessor
- Whitman County Health Department
- Whitman County Human Services

- Whitman County Humane Society
- WSU Capital Planning and Development
- WSU Facilities Services
- WSU Housing and Dining
- Washington State Emergency Management Division

External Agencies:

- Private Sector Partners
- Utility Providers
- American Red Cross
- Volunteer Organizations Active in Disasters

- Palouse Amateur Radio Club
- Latah County Disaster Services
- Idaho State Patrol
- Latah County Sherriff's Office

1.1 Purpose

This annex provides the framework for a coordinated effort of the community to recover from the adverse physical, economic, and environmental effects of a disaster. Those efforts may be both short and long term in nature, with goals including the restoration of vital life-support systems; appropriate reclamation of damaged infrastructure, private property and the environment, and rebuilding of damage suffered by the local economy.

1.2 Scope

ESF 14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF 14 may provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area. Activities within the scope of this function include:

- Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Work with City, County, University departments; other local governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.
- Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.
- Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Establish procedures/guidelines for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
- Facilitate recovery decisions making across ESFs. Also, facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning across ESFs.

1.3 ESF Activation & Plan Maintenance

ESF 14 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. ESF 14 will likely be activated for large-scale incidents that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This ESF may also be activated for smaller scale incidents when necessary.

The primary responsibility for development and maintenance of this annex is that of the City, County, and University Emergency Management Offices, with support from all supporting agencies and departments.

This annex should be reviewed and revised annually, unless significant changes warrant earlier revision. Continued and regular revision and updating should keep this document valid and useful. Regular testing and exercising should establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

1.4 Policies

- This annex is effective upon approval.
- All appropriate governmental and volunteer agency resources should be used as available.
- All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- The EOC will usually coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions and public entities, and forward the information to state emergency management for a determination of whether the City, County, and/or University will be recommended for federal human services assistance, public assistance, or both.

- Whenever The City of Pullman, Whitman County, and/or Washington State University qualifies for state and/or federal human services disaster assistance, individuals, families, and business will be referred to applicable state, federal, and/or community programs.
- When individuals, families, and business do not qualify for state or federal assistance, or whenever the city, county, and/or university declares a local emergency which is not followed by a state or federal declaration, assistance will be provided in accordance with existing policy and programs or by community programs.
- Public damage and response costs should be borne by the incurring organization. Reimbursement will be provided through state and federal programs, as available.
- Mitigation grant applications will be the responsibility of the requesting organization and must be approved by the City Council and/or County Commissioners, and/or the University President.
- As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- All organizations are responsible for the development and maintenance of their own internal operating and notification procedures/guidelines. No part of this annex is intended to supplant agency SOP/SOGs.
- All organizations are responsible for filling any important vacancies, recalling personnel from leave, if appropriate, and alerting those who are absent to other duties or assignments.
- Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.

2.0 Situation & Assumptions

2.1 Situation

- The City of Pullman, Whitman County, and Washington State University are vulnerable to a host of disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity.
- In the event that such damage occurs, planned damage assessment and recovery procedures/guidelines are essential for returning the community to normal after a major emergency or disaster.
- Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
- The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
- The Washington State Division of Emergency Management may assist with both individual assistance and public assistance programs.

2.2 Assumptions

- All appropriate disaster declarations will be made in a timely manner.
- Given the City of Pullman, Whitman County, and WSU's limited resources to accomplish recovery operations, the state and federal governments will play a major role, substantially supplementing the city, county, and universities efforts.
- Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- There may be long-term shelter requirements to house city, county, university, and other populations following a disaster situation.
- A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional and hazard specific appendices of this plan, and the planning considerations addressed in this annex.
- Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- Many types of public, private, and volunteer assistance will be offered following an extreme emergency that will involve unique management challenges and further test the city, county, and university sheltering and feeding capacities.
- Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific city, county, and/or university department rather than an EOC section. Specially qualified persons/agencies from the public and private sectors may be appointed to perform functions unique to large-scale recovery operations.
- Under certain conditions, such as lengthy recovery from a flood or earthquake, City of Pullman, Whitman County, and Washington State University will seek inclusion in a Presidential Declaration so to qualify for assistance in the form of federal emergency funds and equipment, if qualified.

3.0 Concept of Operations

3.1 General

- Immediately after an emergency/disaster, response activities to save lives and protect property should have the highest priority. However, recovery activities can be conducted concurrently with response and should commence as soon as possible. Gradually, as the requirement for emergency response diminishes, the need for recovery activities should become the focal point.
- Recovery and restoration actions following any emergency or disaster should be determined by the specific event. Recovery plans are based on the damage assessment; an awareness of what shape the recovery should take in the rebuilding of infrastructure, the environment and the economy; and the resources available for that rebuilding. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. The City of Pullman, Whitman County, and WSU should lead the recovery activities for their jurisdictions.
- The recovery process can be split into long-term and short-term activities; but some activities can occur in both. In addition, there is no clear distinction of when short-term recovery activities end and long-term begins.

- o Short-term recovery efforts typically focus on restarting critical community elements such as utility, economic, and social systems in order to meet people's immediate needs.
  - o Long-term recovery efforts include resumption of full services; large-scale repair and replacement work; economic and resource re-stabilization; organization's re-adaptation; and assessment of the event. Hazard mitigation is often part of the long-term recovery effort. Hazard mitigation actions are those taken to permanently eliminate or reduce the long-term vulnerability to human life and property from hazards. Long-term recovery may go on for years until the entire disaster area is completely redeveloped, either as it was before the disaster or for the entirely new purposes.
- Recovery activities may continue long after the EOC has been closed, requiring the activities to be coordinated and managed from different locations.
- The responsibility for coordination of disaster recovery efforts in the City of Pullman, Whitman County, and WSU rests primarily with each emergency management office. Responsibility for making local policy decisions remains with the local and appointed officials. Responsibility for actions of local, state, and federal, and volunteer personnel remains with those organizations.
- During major incidents, the Emergency Operations Center (EOC) will likely have been activated for the response and short-term recovery phases of the emergency and should continue to be used for transition into longer-term recovery activities. Ongoing activities related to the implementation of ESF 14 may be coordinated from other locations.

Recovery Functions

The following functions should be addressed as part of the Recovery process and assigned to the appropriate ICS Section.

Animal Control/Sheltering: Provide policies and procedures/guidelines addressing animal control and sheltering following a disaster. Include sheltering, feed, and release of pets, livestock and wild animals.

Business Resumption: Provide policies and procedures/guidelines to facilitate the re-establishment of normal commercial business activities following a disaster. Includes policies/procedures/guidelines for deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance.

Communications/Automation: Provide the communications and automated data processing abilities for direction and control of recovery activities as well as for continued daily operations. This includes identifying actions to protect current resources, procedures/guidelines for prioritizing and sharing limited resources, and identifying additional resources for procurement. Communications/Automation resources include, but are not limited to city/county/university and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, copiers and computers.

Continuity of Government: Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services.

Damage Assessment: Ensures that procedures/guidelines and expertise are available to assess the safety and serviceability of essential government and university facilities (e.g. EOCs, shelters, hospitals, police and fire stations, schools, highways, bridges, airports, public works etc.), commercial buildings and residential occupancies. Establishes building/structure accessibility/usability. Damage Assessment should begin as the incident is occurring and afterwards, until the full scope of the damage is known.

Debris Management: Provides for the removal, temporary storage, and disposal of disaster-related debris including hazardous and other contaminated materials. Coordinates with waste haulers, transfer stations, landfill sites and other disposal facilities.

Demolition: Ensures that appropriate polices, agreements, and procedures/guidelines are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.

Disaster Assistance: Provides policies and procedures/guidelines for, and information concerning, federal, state, local, private, and non-profit disaster assistance programs.

Documentation & Record Keeping: The scope of an extreme emergency calls for deliberate and comprehensive administrative controls. Eligibility for federal assistance is dependent on accurate documentation. Proper documentation with regard to such things as Damage Assessment, Grant Applications, and Costs must be provided to the appropriate entities.

- Records should be maintained on all aspects of the recovery effort. Figures and facts should be as accurate as possible and will support post-recovery audits. Original copies of records and reports should be retained for the City of Pullman, Whitman County, and Washington State University, only copies should be sent forward to the State and Federal agencies. Reports to WA EMD should be sent by both WebEOC and by messenger (hard copies).
- Verification of claims is enhanced by photographic evidence and by individual identify verification using driver's licenses. Individual identify verification is of particular importance for disposition of food stamps, other benefits, and to control reentry operations.

Donations Management: Provides for coordination of donations to disaster victims, including informing the public, through the PIO, of specific items needed. Works with business, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services.

Engineering/Construction: Provides technical advice and evaluations, engineering services, construction management and inspection and contracting services during the disaster recovery period.

Environmental Services: Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, river levels, and advice on solid waste disposal and environmental permitting.

Fatality Management: Some disasters may produce mass fatalities, which require a significant amount of management and resources. The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.

Financial Management: Provides guidance and procedures/ guidelines for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Also assesses disaster impacts on municipal bonds and insurance, examines taxation issues such as property reassessment and coordination of cost recovery activities including grant applications for governmental entities.

Human Resource Management: Provides for coordination of human resource support during disaster recovery activities. Includes assistance with staffing of the EOC and other coordination centers (e.g. call centers), coordination of city, county, and university volunteers (including multi-lingual services), continuation of employee assistance and family contact/support programs and employee education regarding disaster reimbursement policies.

Individual Assistance: Whitman County may assist State and Federal officials in the establishment of Disaster Application Centers (DAC). Such centers are the focal point for making federal assistance available to qualified individuals, families, and businesses. Assistance for qualifying individuals and families is provided through the Individual and Family Grant Program (IFGP); businesses may qualify for emergency funds from the Small Business Administration (SBA).

Infrastructure Management:

- Repair/Restoration: Prioritize essential public facilities and provides for coordination of personnel and resources necessary to make temporary or permanent repairs to them.
- Relocation: Includes locating and leasing temporary office and storage space and the retrieval of needed resources from damaged buildings.

Legal Program Management: Ensures all of the city, county, and universities criminal and legal obligations are met. Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g. state or federal).

Mental Health/Counseling: Provides for social and psychological counseling for disaster survivors, emergency services workers, and disaster recovery workers.
Preservation of Records: Provides guidance, information and procedures/guidelines for the salvaging of damaged vital records and documents as well as the restoration of information and record systems.

Public Assistance: Restoring damaged public property, and property owned by certain non-profit organizations, is within the scope of Public Assistance. When approved at the Federal level, such assistance can be offset 75% of the cost of repairs or replacement of a

damaged facility or infrastructure asset, such as a road, bridge or sewer line. The State and local jurisdictions must provide the funds for the remaining 25%.

After a "Presidential Declaration", damage survey reports (DSRs) required to support receipt of Federal emergency funds are developed and provided to the State by survey teams comprised of a Federal representative, a State representative, and a local representative. These DSRs are forwarded by the State to FEMA.

Public Information: Provides channels for educating the public on actions to take during the recovery period. Collects, controls, and disseminates public safety, public service and general assistance information. Minimizes the impact of misinformation, rumors, etc. Organize "Town Hall" meetings. Coordinates with own agency staff, other agencies, the EOC, public information phone centers, and the media.

Resource Management: Provides for coordination for the materials, personnel, equipment and facilities for disaster recovery activities.

Rezoning and Land Use: Ensures ordinances, policies, and procedures/guidelines are in place to allow expeditious zoning and land use decisions following a disaster. Includes procedures/guidelines for building moratoria, fast track permitting, permit restrictions, fee waivers and coordination, and oversight of repairs to historic buildings.

Temporary and Long-Term Housing: Provides for relocation of citizens displaced by a disaster and ensures that housing is available throughout the recovery period.

- Emergency housing: (Response) the housing of displaced persons for a short period.
- Temporary housing: Refers to temporary quarters for displaced people to live until permanent housing can be found for them.
- Long-term housing: permanent replacement housing.

Transportation: Provides transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster recovery activities. Includes maintenance and repair of transport vehicles. Also provides for public transport for dislocated citizens and for coordination of public transportation systems during recovery activities.

Utilities: Provides for the facilitation and coordination of efforts to fully restore utility services following a disaster. Includes phone, power, and water, cable, and sanitation.

Volunteer Coordination: Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers.

3.2 Notifications

The emergency operations manager, or designee, should notify the Primary and Support agencies as necessary and request that appropriate representatives report to the EOC. These representatives should form one or more recovery team to assist the ESF 14 Coordinators.

3.3 Preparedness

- Develop and maintain a liaison with county, city, state, federal agencies and organizations that can provide assistance in recovery and restoration activities.
- Develop and maintain procedures/guidelines to recover from emergencies and disasters including cost documentation.
- Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- Identify damage assessment team members.
- Ensure all personnel are aware of their emergency responsibilities.
- Develop and maintain Standard Operating Procedures/Guidelines (SOPs/SOGs) and checklists to support ESF 14 activities.
- Ensure personnel notification and call-up lists are current.
- Include disaster recovery activity in exercises and training.

3.4 Response

- Identify all damages and losses and prepare an action plan for recovery activities.
- Activate the city, county, or university EOC or other facility to coordinate recovery activities.
- Assemble and forward all necessary reports and requests for assistance to appropriated federal and state agencies.
- Coordinate recovery and restoration activities tribal, county, city, university, state, and federal program representatives.
- Prepare relevant recovery and restoration instructions and information for public information distribution.
- Work with the private sector to ensure the disaster related needs of the business community are met.
- Conduct other specific response actions as dictated by the situation.

3.5 Recovery

- Continue to work with all individuals and organizations affected by the event.
- Support community recovery activities.
- Work with the state and federal government to administer disaster recovery programs.
- Schedule after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies.
- Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines.

3.6 Mitigation

- When repairing and restoring services and facilities, investigate alternative plans and activities to potentially reduce future damages and impacts.
- Investigate possible mitigation grant projects for reducing future disaster damage and losses.
- Develop and enforce adequate building codes.

- Develop and enforce adequate land use regulations.
- Develop hazard analysis.
- Develop potential mitigation measure to address the hazards identified in the analysis.

4.0 Organization & Responsibilities

4.1 Organization

- Recovery activities should be coordinated through the EOC. An ICS structure should be organized to maximize the efficient use of available resources and ensure the completion of recovery objectives.
- All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

4.2 Responsibilities

ESF Coordinator

- Recruit dedicated semi-professional volunteers to assist in damage assessment efforts.
- Coordinate training for members of a Damage Assessment Team (DAT).
- Establish point of contact with local officials to determine approximate areas affected and extent of damage.
- Alert and activate the damage assessment teams and provide briefings.
- Work to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery.
- Serve as liaisons to state, federal, volunteer, and private agencies providing assistance and implementing recovery programs. Depending on the type, scope and duration of the event, these agency representatives may become critical members of the City, County, and University recovery team.
- Work with state and federal officials to ensure that mitigation initiatives are considered in rebuilding and redevelopment when feasible and practical.
- Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, state, and federal assistance is made available to address important community issues.

Primary Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with long-term community recovery and mitigation activities.
- Provide ongoing status reports as requested by the ESF 14 Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.

- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.
- Document costs for reimbursement and auditing purpose.
- Evaluate and review procedures/guidelines to ensure operational readiness.
- Assist in identifying personnel and resources to support this Annex.
- Work with the City of Pullman, Whitman County, and Washington State University to keep this Annex up-to-date.

Support & External Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide assessment teams to document or verify public and private damage relating to long-term restoration and mitigation.
- Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate.
- Provide short-term shelters, food, volunteers and other resources and send a representative to the EOC if necessary.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document al costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.

Washington State Emergency Management Division (WAEMD)

- Coordinate assistance to local government and mobilization or resources per the provisions of the Draft Washington Restoration Framework - 2013

Federal Emergency Management Agency (FEMA)

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

5.0 Authorities & References

5.1 Authorities

- *See Page 36 of Basic Plan.*

5.2 References

- *See Page 39 of Basic Plan.*
- Washington State Restoration Framework, 2013

6.0 Appendices

6.1 Acronyms

ARC – American Red Cross
ARES – Amateur Radio Emergency Services
ATF – (Bureau of) Alcohol, Tobacco, & Firearms
CERT – Community Emergency Response Team
COOP/COG – Continuity of Operations/ Government
DAC – Disaster Assistance Center
DSR – Damage Survey Reports
FBO – Faith Based Organization
NGO – Non-Governmental Organization
PDA – Preliminary Damage Assessment
VOAD- Voluntary Organizations Active in Disasters

6.2 Definitions

Individual Assistance – Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.

Public Assistance – Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

Attachment 1: Post – Disaster Economic Checklist

- ☐ Appoint a Recovery Branch Director
- ☐ Appoint an Economic Recovery Group Supervisor for business recovery. This person should be familiar with the local business community and create a task force to drive the recovery process
- ☐ Organize a meeting between the pubic, merchants, FEMA, SBA, IRS, utility companies, and local and state government officials, and university officials as necessary
- ☐ Select business officials who will act as liaison officers with their colleagues, such as the directors for the Pullman Chamber of Commerce
- ☐ Establish priorities for the recovery process
- ☐ Establish a telephone hotlines for merchants and the public to answer business related questions
- ☐ Ensure that structures housing business are re-evaluated by the building department following major damage
- ☐ Consider chain link temporary fencing to cordon off damaged or destroyed areas. Plywood fencings has a negative psychological effect.
- ☐ Whenever possible provide safe space for merchants to return to business. Safe government buildings and tent pavilions are options.
- ☐ Ask local media to publish stores on business damaged and to list the temporary locations of businesses.
- ☐ Consider special transportation or parking services to encourage shopping
- ☐ Consider putting events like the farmer's market at a safe downtown location such as an available parking lot to encourage a return to the central business district
- ☐ Inform merchants, including bankers, all economic recovery decisions
- ☐ Explore sources of federal funding beyond FEMA. Have a plan for contributions from private, non-profit sources

Att**achment 2: Local Recovery Planning Considerations**

Information Needs – A variety of information is needed to ensure a comprehensive recovery plan.

- **Damage Assessments**
    - Critical facilities assessment
    - Initial assessment (situation assessment)
    - Occupancy inspections
    - Preliminary Damage Assessment (PDA) (Federally-declared disasters)
    - Detailed Assessment (Federally –declared disasters)
- **Personal Needs Assessment:** The personal needs assessment is typically conducted by the American Red Cross and provides basic information on the extent of the impact the incident had on the general public.
- **Economic and Job Based Assessment**
    - Analysis of major employers
        - Determine major employers
            - Manufacturing facilities
            - Service based businesses
            - Agricultural businesses
            - Commercial and retail establishments
        - Request information on their likelihood of resuming business, when resumption may occur and at what percentage of former capacity.
        - Assess need for economic base and job generation activities.
        - Develop partnerships with business representatives to pursue sources of public and private assistance for small businesses.
    - Assess impact on public and private finance
        - Estimate remaining tax base.
        - Revise estimates of revenues.
        - Estimate costs of disaster generated projects and activities.
        - Identify likely sources of disaster funds.
        - Determine impact on revenues if property tax assessments are revised based on degree of damage sustained.
        - Project revisions to current and next year's budget.
        - Identify potential means of increasing revenue.
- **Public Information Needs**
    - Identify recovery information that needs to be passed on to the public.
    - Identify/develop means of providing the necessary information.
        - Media
        - Flyers
        - Public address systems
        - Door to door
        - County Websites
        - "Town Hall" meetings
        - Establish information centers around the county where information can be posted and where people can go and ask questions.
- **Assistance needs**: Identify functional areas that may require city, county, university, state, or federal assistance to complete recovery activities. Such activities may include:
    - Debris removal
    - Demolition

- o Building Inspections
- o Hazardous materials removal and disposal
- o Temporary housing
- o Law enforcement and security
- o Fatality management
- **Recovery Administration**
    - o Existing plans (i.e., Economic Development, Capital Improvements, and Mitigation) should be incorporated as much as possible into the redevelopment portion of the recovery plan.
    - o Submit appropriate reports to the state.
    - o Evaluate the City, County, and Universities ability to deal with and manage recovery.
        - ▪ Review current organizational mechanisms and determine if any new ones are needed (e.g., housing authority, redevelopment authority, recovery management office or team).
        - ▪ Identify additional requirements on City, County, and University staff land services that may require augmentation of existing staffing levels with additional hires of full or part time employees or the contracting for the services of private vendors.
            - • Permitting
            - • Data entry into GIS or other City, County, University information systems
            - • Building/ code inspections
            - • City, County, and/or University representation at the numerous meetings with Federal, State officials as well as local residents and business organizations, to address recovery progress and concerns
        - ▪ Identify consultants and other specialists that could augment City, County, and University staff to pursue grant assistance funds or support other specialized functions.
        - ▪ Identify mitigation measures that could be taken or must be taken (e.g., building codes and land use regulations) during recovery.
        - ▪ Facilitate involvement of Business and Industry in the recovery process.
    - o Documentation, especially records of expenditures, needs to be maintained.
    - o Identify changes to policies, procedures/guidelines and the City and County Codes and University policies that would be necessary to facilitate an effective recovery process.
- **Building and Construction**
    - o Create or revise building codes and standards as needed to conform to redevelopment and mitigation plans and any other government requirements. Code revisions and compliance with the revisions may be essential to ensure continued eligibility for future disaster assistance from the state and federal governments.
    - o Explain and enforce the new standards.
    - o Develop means to license, monitor and otherwise "control" the large number of contractors that will be operating in the city, county, and/or university on both new constructions and repairs.
    - o Identify how to manage the increase demand on the permit process.

- **Housing**
  - Identify, condemn, secure and demolish unsafe homes and multi-residential buildings.
  - Assess amount of unstable housing.
  - Identify sources of temporary housing units.
  - Identify sources of permanent housing units.
  - Determine changes that may be needed to existing codes and ordinances to:
    - Ensure reconstruction is done in accordance with the appropriate ordinances, standards, and plans.
    - Protect renters from unwarranted displacement land/or financial hardship because of unlawful or unfair actions by landlords.
  - Include development of low and moderate-income housing in redevelopment plans.
  - Determine possibility of reductions in property tax assessments based on degree of damage sustained.
  - Take into consideration past social and neighborhood patterns.
    - Recognition of previous housing patterns
    - Preferences of former residents regarding street and neighborhood patterns.
    - Priorities for former residents to return to reconstructed neighborhoods.
- **Businesses**
  - Based on incident information, city, county, and university plans and ordinances identify usable business locations and establishments.
  - Consider temporary zoning exemptions in areas where businesses could set up temporary operations while their permanent facilities are being repaired/rebuilt.
  - Identify the availability of government assistance to aid impact business, and pass the information on to business owners.
- **Health, Welfare, and Public Assistance**
  - Estimate the need for Social and Health (physical and mental) services and determine possible providers of the service.
  - Estimate need for welfare, food assistance and unemployment benefits.
  - Identify potential sources for funding of services, as needed.
- **Environmental and Ecological**
  - Air quality versus open-air burning
  - Verifying water quality from wells and reservoirs and ensuring adequate supplies of potable water available
  - Handling of solid wastes
    - Debris management and resumption of normal solid waste pickup and recycling services
    - Use of temporary transfer sites, debris reduction sites and the possible need for additional landfill space
    - Identifying and remediating contaminated soils
    - Collection, containment, identification and disposal of hazardous materials, including household products, industrial waste, and biohazard materials
    - Assessment and recovery options for affected natural resources (wildlife, fish, plants)

Attachment 3: ICS Section Responsibilities:

Command

☐ Maintains a close interface with State agencies both in the EOC and at Washington State Emergency Management Division, to facilitate city, county, university recovery operations and to monitor recovery of State facilities and infrastructure located in the City of Pullman, Whitman County, and Washington State University. (UC)

☐ Coordinates and manages a vigorous and accurate public information program regarding recovery assistance and instructions, facility locations, resource distribution points, and reports on recovery progress. (PIO)

☐ Increases public awareness of potential fraud, scams, and other schemes that historically follow in the path of disaster situations. (PIO)

☐ Provide a locator service to answer inquiries about people in the disaster area. (PIO)

Operations

☐ Develops and implements tactical goals for recovery operations.

☐ Conducts damage assessments and places safety-warning markers and barriers at unsafe structures. (*All departments and agencies should actively participate in this activity in the interest of public safety, thus complementing the efforts of the public works departments*).

☐ Restores damaged public facilities. (*Repairs to public facilities and infrastructure should begin as soon as possible. Priority should be given to those facilities most critical to normal emergency response operations, such as roads, bridges, public water and sewer treatment facilities, etc.*)

☐ Established and manages (as necessary):
   ☐ Potable water distribution points
   ☐ Garbage disposal locations
   ☐ Tree and other debris disposal locations
   ☐ Portable toilet facilities

☐ Coordinates with the PIO regarding dissemination of instructions and information concerning the above facilities.

☐ After a "Presidential Declaration" has been declared, participates in the conduct of surveys and development of reports to support receipt of federal emergency funds.

☐ Manages shelters (*ARC*)

Logistics Section

☐ Evaluates, designates, and prepares suitable locations, such as public parks and recreations areas, where State or Federal provided mobile homes might be placed. Evaluations should include road access, water, sewer, drainage, and access to electrical power.

☐ Assists State and Federal authorities in the designation and establishment of Disaster Application Centers.

☐ Surveys the City, County, and University and identifies facilities (e.g. schools, warehouses, airport hangars, etc.) which may be utilized as storage and/or distribution point for food supplies, clothing, and construction materials, etc.

☐ Surveys the City, County, and University and identifies "drop-off" points (e.g. parks, empty lots, fields, etc.) where the public can deposit debris.

☐ Coordinates security measures to prevent theft or loss of emergency equipment or resources.

Planning Section
- Ensures that damage assessment and major events are being recorded.
- Assists City, County, and University authorities in the development of facts and documentation needed to support a request for a Presidential Declaration; assists Federal authorities after such a declaration.
- Provides regular reports to the city council, mayor, county commissioners, and university administration.
- Coordinates all volunteer agencies and personnel.

Finance/ Administration Section
- Establishes an expendable trust fund to receive and record all monies in support of disaster recovery.
- Identifies all monies received by source of funds.
- Provides detailed record of expenditures within this expendable trust fund.
- Establishes an applications process for citizens who seek use of donated funds.

Attachment 4: Disaster Assistance Programs

Assistance Available With or Without a Presidential Disaster Declaration:

o Federal Assistance: Many federal establishments may be able to provide assistance without a presidential declaration. The following types of federal assistance may be provided with it is lifesaving assistance or performed under specific agency statutory authorities:
   ▪ Search and Rescue (US Coast Guard)
   ▪ Flood Protection (US Army Corps of Engineers)
   ▪ Fire Suppression (FEMA and individual states)
   ▪ Emergency Conservation (Farm Service Agency)
   ▪ Disaster Loans for Home owners and Business (Small Business Administration)
   ▪ Repairs to Federal Aid System Roads (US Department of Transportation)
   ▪ Tax Refunds (Internal Revenue Service)
   ▪ Pre-declaration Emergency Assistance (Department of Defense)

o Nongovernmental Assistance: After an emergency/disaster, individuals and families may have emergency needs such as food, water, medical assistance, shelter, clean up help, clothing, and transportation. Multiple nongovernmental organizations are available to assist City of Pullman and Whitman County residents and University faculty, staff, and students with these needs. The Care & Shelter Group in the EOC should work with the American Red Cross and/or specific community organizations to match available assistance with those affected by disaster. This coordination can be provided prior to, or without a Presidential Disaster Declaration.

Individual Assistance after a Presidential Disaster Declaration: Once a Presidential Disaster Declaration is made, there are many federal resources made available to assist residents and businesses affected by the disaster. This assistance is managed through the Federal Emergency Management Agency (FEMA) and falls into the following eight categories:

o Low-Interest Loans: Most, but not all, federal assistance is in the form of low interest loans to cover expenses not covered by state or local programs, or private insurance. People who do not qualify for loans may be able to apply for a cash grant. The Farm Services Agency (FSA) and the Small Business Administration (SBA), offer low interest loans to eligible individuals, farmers and businesses to repair or replace damaged property and personal belongings not covered by insurance.
o Assistance for Individuals and Households: This program, which may include cash grants of up to $25,000 per individual or household, includes:
   ▪ Housing Assistance
   ▪ Lodging expenses reimbursement (for a hotel or motel)
   ▪ Rental assistance (cash payment for a temporary rental unit or a manufactured home)
   ▪ Home repair cash grant
   ▪ Home replacement cash grant
   ▪ Permanent housing construction in rare circumstances
   ▪ Other Needs Assistance
   ▪ Medical, dental, funeral costs
   ▪ Transportation costs
   ▪ Other disaster-related needs
o Veterans Benefits: The Department of Veterans Affairs provides death benefits, pensions, insurance settlements and adjustments to home mortgages for veterans.

o Tax Refunds: The Internal Revenue Service (IRS) allows certain casualty losses to be deducted on federal income tax returns for the year of the loss or through an immediate amendment to the previous year's return.

o Excise Tax Relief: Businesses may file claims with the Bureau of Alcohol, Tobacco and Firearms (ATF) for payment of federal excise taxes paid on alcoholic beverages or tobacco products lost, rendered unmarketable or condemned by a duly authorized official under various circumstances, including where the President has declared a major disaster.

o Unemployment Benefits: Disaster Unemployment assistance and unemployment insurance benefits may be available through the state unemployment office and supported by the U.S. Department of Labor.

o Crisis Counseling: The purpose of the crisis-counseling program is to help relieve any grieving, stress, or mental health problems caused or aggravated by the disaster or its aftermath. These short-term services provided by FEMA as supplemental funds granted to state and local mental health agencies, are only available to eligible survivors of presidentially declared major disasters. Crisis counselors are often on-hand at Disaster Recovery Centers (when they are established). Eligible survivors may also learn more about where crisis-counseling services are available via the media, and FEMA's Recovery Times newsletters. The American Red Cross, the Salvation Army, other nongovernmental organizations, as well as churches and synagogues also offer crisis-counseling services.

o Free Legal Counseling: The Young Lawyers Division of the American Bar Association, through an agreement with FEMA, provides free legal advice for low-income individuals regarding cases that will no produce a fee (i.e., those cases where attorneys are paid part of the settlement that is awarded by the court). Cases that may generate a fee are turned over to the local lawyer referral service.

Public Assistance after a Presidential Disaster Declaration: The Public Assistance Program offered by FEMA provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain private nongovernmental organizations. The federal share assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The state determines how the nonfederal share (up to 25%) is split with the applicants. Local jurisdictions are responsible for up to a 2 million levy for the local share.

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental federal disaster grant assistance is classified as either emergency work or permanent work.

FEMA's Public Assistance Program is the primary source of grant to state and local governments for emergency work such as debris removal, evacuations, sandbagging, search and rescue operations and security. These governments, as well as certain nongovernmental organizations, are also eligible for FEMA grants to repair or replace public facilities that are not covered by other federal agency programs when a Presidential Declaration is in effect.

Emergency Work:
o Debris removal from public roads and rights-of-way as well as form private property when determined to be in the public interest.
o Emergency protective measures performed to eliminate or reduce immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

Permanent Work:
- Work to restore an eligible damaged facility to its pre-disaster design. Work ranges from minor repairs to replacement.
- Categories of permanent work include:
  - Roads, bridges and associated features, such as shoulders, ditches, culverts, lighting and signs. The U.S. Department of Transportation, Federal Highway Administration, can provide financial and technical assistance for repair or reconstruction of highways on the Federal Aid System, forest highways, park roads and trails and other similar projects damaged by the disaster.
  - Water Control Facilities including drainage channels, pumping facilities, and the emergency repairs of levees.
  - Buildings including their contents and systems.
    - The Office of Elementary and Secondary Education, U.S. Department of Education, can provide grants to restore public schools damaged or destroyed by disaster that are declared by the President. The agency also may provide grants to construct minimum public schools facilities to take the place of a destroyed non-public school that will not be replaced
  - Utility Distribution Systems, such as water treatment and delivery system; power generation facilities and distribution lines; and sewage collection and treatment facilities.
  - Public Parks, Recreational Facilities and other facilities, including playgrounds, swimming pools and cemeteries.

Hazard Mitigation Assistance: Assistance may also be made available for hazard mitigation projects and activities. Through technical assistance and the Hazard Mitigation Grant Program (HMGP), FEMA can assist local jurisdictions and eligible nongovernmental organizations in identifying and implementing appropriate measures to reduce the severity of future disasters. The HMGP can fund up to 75% of the cost of approved projects.

ESF 15: External Affairs

1.0 Introduction

Coordinating Agencies:

- City of Pullman
- Whitman County
- Washington State University

Primary Agencies:

- City of Pullman Mayor
- City of Pullman City Council Representative
- City of Pullman Chief of Police
- City of Pullman Fire Chief
- Whitman County Commissioners

- Whitman County Sherriff
- WSU Marketing & Communications
- WSU Police Public Information Officer
- WSU College of Veterinary Medicine Public Information Officer

Support Agencies:

- Pullman Police Department
- Pullman Fire Department
- Pullman-Moscow Regional Airport
- Pullman Transit
- School Districts
- Washington State Department of Transportation Eastern Region
- Washington State Patrol

- Whitman County Sheriff's Office
- Whitman County Public Health
- Whitman County Coroner
- WSU Police Department
- WSU College of Communications
- Pullman Regional Hospital
- North Central Information Network (Joint Information System)

External Agencies:

- Moscow Police Department
- Latah County Sheriff's Office
- Idaho Department of Transportation
- Local Media
- Palouse Amateur Radio Club (ARES)

1.1 Purpose

Emergency Support Function (ESF) 15 – External Affairs is responsible for keeping the public informed concerning a threatened or actual emergency and to provide protective action guidance as appropriate to save lives and protect property.

This plan supports the Incident Command System (ICS) Public Information Officer (PIO) function and the Joint Information System (JIS). The joint information system is to coordinate information before it is release to the public and the news media.

1.2 Scope

ESF 15 resources coordinate actions to provide public information support to local incident management operations and elements. It identifies the support positions necessary for coordinating communications to the public. This ESF applies to all local agencies and departments within the City of Pullman, Whitman County, and Washington State University that may require public information support during emergencies or disasters.

Many agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures/guidelines. ESF 15 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures/guidelines already in place.

1.3 ESF Activation & Plan Maintenance

ESF 15 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF 15 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

The primary responsibility for development and maintenance of this annex is that of City of Pullman, Whitman County, and Washington State University emergency management with support from all supporting agencies and departments.

This annex should be reviewed and revised annually, unless significant changes warrant earlier revision. Continued and regular revisions and updating should keep this document valid and useful. Regular testing and exercising should establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

1.3 Policies

- The City of Pullman, Whitman County, and Washington State University will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery.
- Life-safety information and instructions to the public have first priority for release.
- Mission assignment to departments or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.
- City of Pullman, Whitman County, and Washington State University are entitled to release information concerning their emergency actions. Any releases prepared by the emergency operations center, city, or town that quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.
- This annex is effective upon approval.
- All appropriate governmental, university, and volunteer agency resources should be used as available.
- All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- The City, County, University response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance should be requested.

- All requests from appropriate local jurisdictions to the state for medical and public health assistance should be assumed valid.
- All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOG/SOPs.
- All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- Personnel designated as on-scene responders or representatives to the emergency operation center should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.

2.0 Situation & Assumptions

2.1 Situation

- The City of Pullman, Whitman County, and Washington State University is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best take action to them.
- During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
- The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warning and priority emergency instructions to the public. The Everbridge Emergency Notification System can also be activated within the city and county. Washington State University will activate the Everbridge Emergency Notification System as the principal means to disseminate emergency notification to the university community. These systems are designed to provide a 24-hour warning point to the public for emergencies and disasters. The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio.
- Target notification of affected areas is also used for public alert & warning.

2.2 Assumptions

- Emergencies and disasters may occur without warning at any time of day or night, and may cause mass casualties.
- A public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.

- In an emergency, the public will demand information about the emergency and the protective actions to be taken.
- Local print and broadcast media will cooperate in broadcasting, publishing, and posting on the web detailed disaster-related instructions to the public.
- There may be individuals with specific/special needs and issues such as communication disabilities, hearing loss, visual disabilities, and individuals with limited English proficiency that will need to receive disaster-related instructions. Every effort will be taken to accommodate individuals' functional and access needs in distributing information associated with emergencies. Responding agencies will provide multiple notifications via multiple outlets to incorporate persons with functional needs.
- Normal means of communications in affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
- Responding agencies will provide information to reduce public concerns about the incident and response activities.
- Sufficient trained support personnel will be available to help coordinate public information and interface with the media and other agencies.
- Demands for information from media outside the jurisdiction will be significantly increased in a disaster.
- State-level news releases should be coordinated with the designated public information officer from the City, County, and University and not conflict with local-level release.
- Rumor management procedures directed by the designated public information officer from the City, County, and/or University should prevent incorrect information from affecting emergency response activities.
- The EOC PIO maintains listings of media contacts and Emergency Alerts System (EAS) networks and relies on those contacts and networks for the dissemination of Emergency Public Information.
- Messages will be coordinated through establishment of a Joint Information System (JIS), with the assistance of ESF 5- Emergency Management.
- During a city, county, and university wide large disaster, a Joint Information Center (JIC) may be established to coordinate the dissemination of information about all city, county, and university, state, and federal disaster response and recovery programs.
- Information is one of the first causalities of a disaster. Rumors often abound and information is usually sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information may cause confusion. The public may accept as valid rumors, hearsay and inaccurate information that may cause unnecessary fear and confusion.

3.0 Concept of Operations

3.1 General

- The local agencies of City of Pullman, Whitman County, and Washington State University are committed to a proactive public information program before, during and after a disaster or emergency.
- Emergency notification to citizens should be made as soon as possible via the Emergency Alert System (EAS) and/or the Everbridge System, target notifications, mobile PA systems, and local radio/TV broadcasts. The director of the emergency management department for the county or city or his/hers deputy should follow their

standard operating procedures (SOPs) to activate the EAS or Everbridge System to initiate a public broadcast message.

- As soon as possible, updates important information should also be placed on the relevant City, County, and University websites (Public Safety, Public Health, WSUAlert, etc.)
- City of Pullman, Whitman County, and Washington State University public information and education programs should endeavor to:
    o Provide support throughout the five missions of emergency management: prevention, protection, mitigation, response, and recovery.
    o Provide the public with accurate, timely, and easily understood event-related information concerning protective actions, route restrictions, health notices, and emergency assistance information.
    o Management of rumors to the best of the PIOs ability.
    o Coordinate information releases with all participating public and private agencies, emergency responders, and all levels of government to support public officials and media representatives in satisfying the public's demand for accurate and consistent information.
    o Limit public information activities to City, County, University specific events and actions. Federal and State governments are responsible for information related to their jurisdictions.
- The City, County, and University Incident Command System (ICS), Emergency Operations Center (EOC), and Joint Information Center (JIC) should support public information, not further complicate it.
- The designed City, County, and University PIO or their alternate will work together and the lead PIO should represent the jurisdiction that has suffered the greatest impact from the incident. The lead PIO or an alternate may serve as a spokesperson for the EOC and/or the Incident Commander (IC) during an emergency. Organizations not represented by the EOC may use their own PIO but should coordinate messages through the JIC as appropriate.
- The designed City, County, and University PIOs should issue news releases on behalf of coordinated response after coordinated current information with other agencies. Members of the EOC and cooperating partners should receive copies of all releases. EOC and/or IC approval is required before issuing policy-related news releases. All press releases will be posted to City, County, and University websites.

Joint Information Center (JIC)

- The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.
- The purpose of a JIC is to:
    o Gather and coordinate information and serve as the "hub" for the release of timely, accurate, consistent and useful disaster related information.
    o Allow all involved organization to speak with "one voice" providing consistent messages to the public.
    o Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquires to the JIC.

- o Ensure the ability exists to answer direct inquiries from the public.
- o Monitor media coverage to verify the accuracy of information being disseminated.
- o Be proactive in responding to the disaster related information needs of all audiences.
- o Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence.
- The JIC will be established and managed by the incident commander, area commander or an authorized Federal official, according to NIMS.
- In most cases, the JIC will be located in close proximity to the EOC. However, it may be located anywhere the support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the internet, fax, or face-to-face communications. This will ensure a coordinated and consistent message is developed, therefore operating under the Joint Information System (JIS).
- Once a JIC is established, news releases, instructions, or official information originated by the various participating organizations should be channeled and verified through the JIC to ensure less risk of conflicting statements.
- The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing should be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller incident might only require one or two people performing all of the necessary tasks.
- Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly.
- At a minimum, the following functions must be performed regardless of these variables:
  - o Establish and maintain contact with local radio, television and print media;
  - o Develop and disseminate written information such as news releases, fact sheets and other reports as needed;
  - o Schedule news conferences or interviews with department heads and other officials; brief them if appropriate;
  - o Provide interview opportunities that meet the unique needs of each medium (television, radio, print);
  - o Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities;
  - o Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information;
  - o Exchange information with elected officials, voluntary organization, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates;
  - o Provide ongoing information to and coordination with City, County, University, State, and Federal elected and appointed officials.
- PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

- The PIOs working is the JIC have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.
- Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This should ensure an adequate number of PIOs are available to support emergency public information activities.
- The JIC should be declared operational when the designed County PIO, or alternate, is present, as well as sufficient personnel to perform incoming inquires and administrative functions.
- The JIC, when operational, should serve as a location where most incident-related inquiries from the citizenry may be directed. Some inquires, such as those involving claims, may be routed to another location.

Rumor Management

- Rumor management is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

  "We will not confirm until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time."

Confidential Information

- Confidential information is not to be released. This includes:
  - The name of victims or fatalities prior to notification of next-of-kin. (Identification and cause of death should not be released without authorization from the Coroner.)
  - Home phone numbers of city, county, university, or volunteer emergency worker personnel, and unpublished city, county, university numbers.
- Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
  - Personal conjecture about the course of the emergency or the conduct of response.
  - Speculation.
  - Demeaning information/statements.
  - Information that might compromise the effectiveness of response and recovery.

Media Access to the Scene

- Every effort should be made to allow the media access to the disaster area, consistent with safety.
- In cooperation with the EOC and on-scene personnel, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
- The Public Information Officer should not allow media access to the Emergency Operations Center (EOC) except under limited, controlled circumstances, and only with

prior approval of the Incident Commander or EOC manager. Before being admitted to the EOC, media representatives should display appropriate identification and should be escorted by a member of the Public Information staff.

- If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a "staged" photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.
- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personal are housed and disconnected the telephones to ensure privacy.
- Victims and families should have access to public officials without having to face media. Try to provide secure entrance to the administrative offices, or arrange a briefing/interview room away from the media.
- The media may be allowed access to response personnel at the discretion of the Incident Commander, only if such an interview does not interfere with response efforts.
- Response personnel should not comment on the incident without the knowledge and consent of the Public Information Officer or IC.

3.2 Notifications

- The EOC manager should notify the City, County, and University PIOs of EOC activation and request that they (or a designee) report to the EOC to coordinate ESF 15 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.
- The City or County Director of Emergency Management or his/her deputy may activate the Emergency Alert System (EAS) following their SOPs. Radio stations and TV stations should copy the message and interrupt regular programming for the broadcast.
- The City, County, University emergency management or designee can activate the Everbridge Mass Notification System as necessary to target messaging out to the public.
- If communications are down, the most logical source of communications should be the local ARES organization, which is able to provide portable and self-sustained HAM Radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.

3.3 Preparedness

- Develop plans, procedures/guidelines, and policies for coordinating, managing, and disseminating public information effectively under all hazards and conditions.
- Develop plans, procedures/guidelines, and policies for coordinating, managing, and disseminating alerts and warnings effectively under all hazards and conditions.
- Develop programs and systems to process the inflow of public-related information from all sources in a timely fashion.
- Develop plans, procedures/guidelines, programs and systems to rapidly manage rumors by correcting misinformation.

- Develop community-based mechanisms to support providing prompt, accurate information to the public in the dominant languages of the community and languages and formats appropriate for those with limited language competence, disabilities, cultural or geographic isolation, or vulnerabilities due to age.
- Develop emergency plans that are a community-based and include outreach and education to the public, through community and faith-based organizations and other institutions, to promote individual preparedness based on the risk in their communities.
- Establish neighborhood pre-disaster and post-disaster information centers at schools, the work place, libraries, shopping centers, places of worship, and other community institutions, to provide information on evacuations and the location of disaster assistance sites.
- Develop and implement public information, alert/warning, and notification training and exercise programs.
- Conduct planning with support agencies.
- Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop pre-scripted messages in multiple formats.
- Identify possible locations for a JIC and press conferences.
- Develop staffing procedures/guidelines and checklists for the JIC.
- Develop and maintain a list of equipment needed to activate the JIC.
- Ensure all departments have trained staff to support the JIC.
- Ensure all local media outlets are pre-identified and contracts established. Brief them regularly on emergency public information procedures/guidelines.
- Ensure emergency responders are familiar with public information procedures/guidelines and know how and when to refer the media to the appropriate field of JIC personnel for information.
- Encourage media involvement in the exercise design process and planning.

3.4 Response

- Activate emergency plans and mobilize emergency personnel.
- Conduct rapid assessments for immediate response objectives.
- Coordinate with the EOC and primary and supporting agencies to develop a flow of information, including situation reports, health advisories, and other public information release concerning the response efforts.
- Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.
- Provide evacuation instructions and shelter locations.
- In coordination with the EOC Team, release emergency information as dictated by the situation.
- Implement a proactive public information strategy to ensure the media's needs are being met.
- Conduct media briefings on a regular basis.
- If the situation dictates, activate and staff the JIC.
- After coordination with the City, County, University PIOs, release information regarding the emergency or disaster to other departments, agencies, and the media and the public.

- Resolve any conflicting misinformation and manage rumors.

3.5 Recovery

- Provide public information on recovery efforts.
- Continue to utilize multiple means of communication public information and education.
- Provide news releases with major emphasis on:
  - Types and locations of emergency assistance available including contacts, phone numbers, location(s) (e.g. food and water points), information concerning disaster recovery centers (DRC), and trash and debris disposal instructions;
  - Public health notices;
  - Restricted areas;
  - Movement or travel restrictions;
  - Contacts and phone numbers for missing persons information;
  - Contacts and phone numbers for local non-emergency assistance; and
  - Public safety notices.
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Coordinate with the appropriate agencies to deactivate the JIC.
- Inform the public of any follow-on recovery programs that may be available.
- Return staff, clients, and equipment to regularly assigned locations.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.
- Participate in after action critiques and reports.
- Update plans and procedures/guidelines based on critiques and lessons learned during an actual event.
- Initiate financial reimbursement process for support services.

3.6 Mitigation

- Conduct hazard awareness programs.
- Conduct public information education programs.

4.0 Organization & Responsibilities

The following listed agencies are tasked with primary and/or support responsibilities. Assignments that are more specific can be found in the detailed emergency Standard Operating Procedures/Guidelines (SOP/SOGs) that should be developed by each individual organization. *It is understood that agency capabilities are affected by available resources and the size and scope of the incident and that listed taskings will be "as able" depending upon the given situation at the time.*

4.1 Organization

If the situation dictates, emergency public information activities should be coordinated from a Joint Information Center (JIC). Activating a JIC should help City, County, University departments and participating organizations coordinate their activities and help ensure consistent and accurate information is disseminated.

4.2 Responsibilities

ESF Coordinator

- Provide leadership in directing, coordinating and integrating overall efforts to provide public information to affected areas and populations.
- Appoint a PIO.
- Conduct vigorous public awareness campaigns to educate the public or dangers from potential hazards and provide them with information on the actions necessary to save lives and protect property. Stress hazard awareness and personal preparedness.
- Meet regularly with members of the media to foster a close working relationship.
- Familiarize the media with this annex. Consider their recommendations to improve it.
- Evaluate the emergency, make strategic decisions, and identify resource needs and secure resources required for field operations.
- Collect and coordinate information from all private and public sources to monitor overall response.
- Disseminate emergency information and instructions to the public, to include, if necessary, twenty-four hour telephone numbers.
- Involve the media in exercises and critiques.
- Test the EAS and Everbridge Notification System at least annually.
- Conduct and/or coordinate regular press conferences at the JIC.
- Inform the public through the EAS for the Everbridge Notification System. Ensure that the EAS and Everbridge are not overly used to cause undue public concern.
- Determine the need for an activate JIC.
- Support EOC operations and coordinate support for ESF 15 activities.
- Request support from other local governments for the State if local resources are insufficient.

Primary Agencies

- Maintain list of resources available.
- Coordinate activities with other agencies identified in this annex.
- Provide maps, charts, status sports, photos, schematics, or other displays that clarify the emergency or disaster situation in support of press conferences and/or briefings.
- Monitor media broadcasting articles to check for accuracy. Monitor and log incoming calls for information and rumor management.
- Notify all affected jurisdictions and stakeholders of the operational and situational conditions and provide frequent and regular status updates.
- Provide updates for local websites regarding the scope of the emergency or disaster, the impact to the reservation, emergency action steps, evacuation, collection sites, water and food distribution, etc.
- Coordinate communication resource requests outside of mutual aid agreements with the EOC.
- Document costs for reimbursement and auditing purpose.
- Evaluate and review procedures/guidelines to ensure operational readiness.
- Assist in identifying personnel and resources to support this Annex.

- Work with the City, County, and University Emergency Management to keep this Annex up-to-date.

<u>Support & External Agencies</u>

Pullman Police Department
- Participate in press conferences and briefings upon request.
- Monitor and log incoming calls for information and rumor management. Monitor media broadcasts and articles for accuracy.
- Perform other emergency responsibilities as assigned.

Pullman Fire Department
- Participate in press conferences and briefings upon request.
- Perform other emergency responsibilities as assigned.

Pullman-Moscow Regional Airport
- Provide emergency related information and services to the public, as requested.

Pullman Transit
- Provide emergency related information and services to the public, as requested.

School Districts
- Provide emergency related information and services to the public, as requested.

Washington State Patrol
- Participate in press conferences and briefings upon request.
- Perform other emergency responsibilities as assigned.

Whitman County Sheriff's Office
- Monitor and log incoming calls for information and rumor management. Monitor media broadcasts and articles for accuracy.
- Perform other emergency responsibilities as assigned.

Whitman County Public Health
- Assist the PIO and JIC by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public.
- Participate in press conferences and briefings upon request.

Whitman County Coroner
- Participate in press conferences and briefings upon request.

WSU Police Department
- Participate in press conferences and briefings upon request.
- Monitor and log incoming calls for information and rumor management. Monitor media broadcasts and articles for accuracy.
- Perform other emergency responsibilities as assigned.

WSU College of Communications
- Monitor and log incoming calls for information and rumor management. Monitor media broadcasts and articles for accuracy.

Pullman Regional Hospital
- Participate in press conferences and briefings upon request.

North Central Information Network (Joint Information System)
- Interrupt regular programming and report emergency information requests by the JIC.
- Provide services and information to the public regarding disaster and emergency response and recovery.

ALL
- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Maintain updated resources inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Participate in drills and exercises to evaluate local capability.
- When requested, deploy a representative to the EOC to assist with ESF 15 activities.
- Provide ongoing status reports as requested by the ESF 15 Coordinator.
- Assist the PIO and JIC by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public.
- Participate in press conferences and briefings upon request.
- Monitor and log incoming calls for information and rumor management. Monitor media broadcasts and articles for accuracy.
- Interrupt regular programming and report emergency information requests by the JIC.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.

5.0 Authorities & References

5.1 Authorities

- *See Page 36 Basic Plan.*

5.2 References

- *See Page 39 Basic Plan.*
- Washington State Comprehensive Emergency Management Plan, ESF-15; September 2008

6.0 Appendices

6.1 Acronyms

- See Appendix A

6.2 Definitions

Joint Information Center (JIC) – A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.

Joint Information System (JIS) – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and managing rumors and inaccurate information that could undermine public confidence in the emergency response effort. (NIMS)

Public Information – Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. (NIMS).

Special Needs Populations – Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally deployed. This population requires specialized assistance in meeting daily needs and may need special assistance during emergencies.

Target Notification – The WHITCOM 911 Dispatch Center calling residents with emergency information, Emergency Management making notifications via the Everbridge notification system or IPAWS.

SECTION 3: INCIDENT SPECIFIC ANNEXES

Annexes Pending