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PROMULGATION

Promulgation is the act of formally proclaiming, announcing, or declaring a new statutory or administrative law such as an ordinance or resolution after its enactment. In some jurisdictions, the law cannot take effect until promulgation has occurred.

After a new law is approved, it is announced to the public through the publication of the text of the law in a government periodical and/or on official websites. As it relates to federal laws of extraordinary public importance the President of the United States of America may make an announcement through a national broadcast. Local laws are typically announced in local newspapers and published in bulletins or compendia of municipal regulations.

Ordinance No. 7002 is the official document of promulgation for the City of Olympia's Comprehensive Emergency Management Plan. Ordinance No. 7002 can be found in Appendix 6: Ordinances and Resolutions of the Comprehensive Emergency Management Plan.



City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

olympiawa.gov

March 18, 2016

To Whom It May Concern:

Ordinance No. 7002 is the official document of promulgation for the City of Olympia's Comprehensive Emergency Management Plan dated January 2016. A copy of Ordinance No. 7002 can be found in the Comprehensive Emergency Management Plan, Appendix 6: Ordinances and Resolutions.

Sincerely,

Mark Barber
City Attorney

MB:kap

MAYOR: Cheryl Selby, **MAYOR PRO TEM:** Nathaniel Jones, **CITY MANAGER:** Steven R. Hall
COUNCILMEMBERS: Jessica Bateman, Clark Gilman, Julie Hankins, Jeannine Roe, Jim Cooper



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EXECUTIVE SUMMARY

City government is charged by law to establish and maintain a program for disaster prevention, mitigation, preparedness, response, and recovery. The Emergency Management Division was established in the Olympia Fire Department to plan for and coordinate response to emergencies or disasters. All City personnel, services, and facilities are a part of the emergency management organization as required by the nature and scope of the incident.

The Comprehensive Emergency Management Plan was developed to define the policies and procedures necessary for carrying out an efficient, effective, and responsive program of emergency management that ensures the preservation of lives, protection of property, and the execution of special measures.

The duties of each City department, and various supporting agencies, are specified in the plan. Internal procedures are developed that define how those duties will be carried out under the overall coordination of the Emergency Management Division.

The plan also defines how the City of Olympia will coordinate with adjacent jurisdictions and with Thurston County; and specifies coordination protocols with state and federal disaster relief and recovery resources if needed.

For planning and organization purposes, the responsibilities have been categorized into Emergency Support Functions consistent with those of the Washington State Comprehensive Emergency Management Plan and the National Response Framework. Each Emergency support function has been assigned to a City department to ensure coordination of planning and preparedness.

The universally recognized Incident Command System is the coordination and resource management method used for coordination of emergency and disaster response and recovery in accordance with the plan.

The primary direction and control point for emergencies and disasters impacting the City of Olympia is the Emergency Operations Center located at the Fire Department Headquarters Station, 100 Eastside Street N. E. Olympia, WA. Alternate Emergency Operations sites are identified in the plan.

Operational zones that coincide with City of Olympia Fire service areas have been established to assist with coordination of response to multiple priorities. A Field Incident Command Post has been identified at a City of Olympia Fire station in each zone to serve as the coordination point for that area. The operational zone concept facilitates communication with neighborhood groups in a wide spread emergency.

This plan consists of a Basic Plan, which defines the overall disaster prevention, mitigation, preparedness, response, and recovery program for the City of Olympia, fifteen Emergency Support Functions that provide the details necessary to carry out that program, and several Appendixes and Annexes.

The plan includes provisions for periodic review and revision, and for the ongoing training, drills and exercises necessary to assure that the plan can be implemented in a time of emergency.



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WHAT IS A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN?

A Comprehensive Emergency Management Plan (CEMP) is a written basic plan with elements that address all natural and man-made emergencies and disasters that a federal, state or local government is vulnerable. An effective and efficient CEMP approaches these emergencies and disasters from an all hazards perspective, meaning rather than developing a separate plan for each threat the focus is placed on addressing the potential impacts of any given threat. For example, a potential impact could be a power outage. The outage may be caused by any number of hazards including a storm, an earthquake, an accident, etc. All hazards planning argues that regardless of the cause similar processes will be taken to restore power, therefore time and resources should not be wasted on trying to develop a plan for every possible scenario. Instead the focus should be placed on developing a general command structure and identifying critical infrastructure within the city that if compromised or destroyed could have significant impacts on life safety, property, the economy, etc.

The City of Olympia's Comprehensive Emergency Management Plan specifies the purpose, organization, responsibilities, and role of City of Olympia in the prevention of, mitigation of, preparation for, response to, and recovery from emergencies and disasters as well as the facilities, agencies, and officials involved in each of these phases of emergency management.



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A BRIEF HISTORY: EMERGENCY MANAGEMENT IN THE CITY OF OLYMPIA

The City of Olympia began providing recognized Emergency Management Services in 1980 and in 1982 an Emergency Management Plan was developed in collaboration with the City of Tumwater. Olympia Fire Chief Rambo and Tumwater Fire Chief Ridgeway authored this initial plan.

In 1995 the collaboration with the City of Tumwater concluded and consultant Bob Hamblin was brought on to develop a new Comprehensive Emergency Management Plan for the City of Olympia. In 2000, Bob Hamblin partnered with the City's Emergency Management Coordinator, Assistant Chief Wright, to conduct a comprehensive update to the 1995 Comprehensive Emergency Management Plan.

Following the comprehensive update, Deputy Chief Wright continued to maintain and update the Comprehensive Emergency Management Plan from 2000 to 2014. In early 2014 Deputy Chief Wright compiled all applicable revisions and submitted them to the State Emergency Operations Center for review. Feedback was provided suggesting major revisions and updates to format and content within the Plan.

In August of 2014, Deputy Chief Wright brought on consultant, Patrick Knouff, to undertake the major revisions and updates suggested by the State Emergency Operations Center. The revised plan was sent to the State Emergency Operations Center for review, minor edits were completed, and the plan was then presented to the Olympia City Council for adoption.

After review by the Olympia City Council, the 2016 version of the City of Olympia's Comprehensive Emergency Management Plan and the updated Hazard Identification and Vulnerability Analysis were circulated to essential personnel within the city.

The Comprehensive Emergency Management Plan has been used consistently in part and in whole for incidents like the Y2K bug in December 1999/ January 2000 and in the aftermath of the terrorist attacks on September 11, 2001. It was also used completely and extensively during several Proclamations of Emergency and Disaster locally, including major flooding in December 2007 and 2008, the Nisqually Earthquake in February 2001, and the severe winter storms of December 2006, January 2009, and January 2012.



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RECORD OF CHANGES AND CORRECTIONS

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BASIC PLAN

CITY OF OLYMPIA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISED JANUARY 2016

OLYMPIA FIRE DEPARTMENT, EMERGENCY MANAGEMENT DIVISION
100 EASTSIDE STREET, N. E., OLYMPIA, WA 98506



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WHAT IS A BASIC PLAN?

The Basic Plan provides an overview of a City of Olympia's approach to emergency operations. It details emergency response policies, describes the response organization, and assigns tasks. Its primary intended audience consists of the Mayor, City Council, City Manager, and the Emergency Operations Center staff that represent the various departments of the City. The Basic Plan provides a foundation for and guides development of the more operationally oriented support and incident annexes.

BASIC PLAN

I. INTRODUCTION

- A. **Mission:** It is the responsibility of the government of the City of Olympia, with the assistance and support of its citizens, to take appropriate action to mitigate the effects of disasters. The Comprehensive Emergency Management Plan defines the policies and procedures necessary for the preservation of lives, protection of property, and the execution of special measures needed to ensure effective and timely relief from a disaster.
- B. **Purpose:** This plan is designed to guide city government behavior before, during, and after a disaster. It develops and describes a comprehensive program that defines who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of natural, technological, and human-caused hazards.
- C. **Scope:** The City of Olympia Comprehensive Emergency Management Plan encompasses all major incidents, emergencies, and disasters, which occur within city limits, and those situations, which may involve other adjacent jurisdictions and require activation of special procedures for coordination of shared resources. The policies and procedures prescribed here, and the concept of operation established for disaster response and recovery, will apply to all hazards, regardless of the nature and scope.
- D. **Document Organization:** This plan is organized consistently with the National Response Framework.
 - 1. **Basic Plan:** The core document in the Comprehensive Emergency Management Plan with appendices.
 - 2. **Emergency Support Functions:** group resources and capabilities into functional areas that are most frequently needed in an incident response, e.g. Transportation, Firefighting, Search and Rescue, etc.
 - 3. **Support Annexes:** describe essential supporting aspects that are common to all incidents, e.g. Recovery Planning or Volunteer and Donations Management.



4. Incident Annexes: address the unique aspects of how the city responds to broad incident categories, e.g. Terrorism, Mass Evacuation, etc.
 5. The National Response Framework also includes Partner Guides, which are ready references describing key roles and actions for local, tribal, state, federal, and private-sector response partners. This local plan does not include Partner Guides.
- E. Policies:
1. The Comprehensive Emergency Management Plan and Supporting Plans and Procedures:
 - a) Details of how this plan will be implemented at all levels of City government are included in the Standard Operating Procedures developed by each City department.
 2. Delegation of Emergency Management Responsibilities: The Chief of the Fire Department has been designated as the Director of Emergency Management by the City Manager in accordance with municipal code *2.24 Department of Emergency Management*. The Chief of the Fire Department has delegated the responsibilities of the Director of Emergency Management to the Deputy Chief of the Fire Department. The Deputy Chief of the Fire Department acts as the Emergency Management Coordinator during normal operations and the Emergency Operations Center Manager/Incident Commander when the Emergency Operations Center (EOC) is activated.
 3. Nondiscrimination: No services will be denied on the basis of race, color, national origin, religion, sex, sexual orientation, age, socio-economic position, or disability. No special treatment will be extended to any persons or group over and above what normally would be expected in the way of City services under emergency conditions.
 4. Requirement for Review and Revision: A schedule will be established by the Emergency Management Coordinator for the periodic review of the plan, as well as the supporting Operations Plan, and appropriate exercises will be conducted to ensure that all elements of the plan remain current. Segments of the plan may be reviewed on an annual basis, and updated as needed.
 5. Training: Training in the implementation of the plan will be conducted at all levels to ensure that the city can effectively respond to an emergency when necessary.



- a) The Emergency Management Coordinator is responsible for coordination of disaster preparedness and response training, and for coordination of the development of plans and procedures within each department to ensure that all roles can be performed as intended.
 - b) A comprehensive training program will be conducted to ensure skill development and awareness of roles and responsibilities for City elected officials, incident management staff, department heads and key personnel, operational personnel, business leaders, and others with emergency response and recovery roles.
 - c) Provisions may be made for accelerated and expedient training to correct any deficits during a disaster should time and circumstances permit.
6. City Employees: It is anticipated that Employees will not be able to function efficiently or effectively if the status of their household is unknown or in doubt. Therefore, City employees are excused from all disaster response activities until they can confirm the health and safety of their immediate family.
 7. Suspension of Day-to-Day Activities: Day-to-day functions that do not contribute directly to the disaster operation may be completely or partially suspended for the duration of the public emergency. The efforts that would normally be required for those functions will be redirected to accomplish disaster management tasks and essential functions.
 8. Mutual Aid: Should local government resources prove to be inadequate during a disaster operation; requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency-negotiated mutual aid agreements and compacts. Such assistance may take the form of equipment, supplies, personnel, or other capabilities. All mutual aid agreements and compacts will be entered into by duly authorized officials and will be formalized in writing whenever possible. Thurston County will coordinate with and support other political jurisdictions within and outside Thurston County in emergency and disaster prevention, mitigation, preparedness, response and recovery efforts as resources allow.



9. Public Education: A program of public awareness is essential to the preparedness posture of the community. Self-help can substantially reduce the burden on emergency response organizations in time of emergency. Members of the community who are prepared to deal with the impacts of disaster for the first seventy-two hours or more will release emergency resources to deal with the more critical needs of disaster victims.
 - a) The Fire Department: Emergency Management Division, in concert with the America Red Cross and other appropriate social service agencies, will coordinate a program of public education in disaster preparedness.
 - b) Maximum use of neighborhood groups will be made in the effort to educate our citizens on how they can help themselves in times of major emergency.
10. Distribution of the Comprehensive Emergency Management Plan:
 - a) The City of Olympia Comprehensive Emergency Management Plan will be distributed to each Department Head, and a copy will be provided to the State EOC for review as required by law.
 - b) Copies of the City Comprehensive Emergency Management Plan will be distributed to all departments and personnel with identified key roles. The Emergency Management Coordinator shall keep a record of all holders of the plan and a system implemented for publishing and issuing changes or revisions to all plan holders will be established. In addition, copies of this plan may be provided to libraries and other suitable repositories to allow for public access to community emergency policies, plans, and procedures. An Electronic copy may also be made available through the City's website.
11. Continuity of Government: In the event that a City official charged with specific functions or duties becomes unable to perform, regardless of the cause, lines of succession must be established to ensure the continuity of emergency operations. Policies and procedures will be adopted to ensure the timely designation of successors for all key personnel in order to assure continuity of leadership.
 - a) Emergency Management Coordinator: In the absence of the Emergency Management Coordinator appointed by the Director of Emergency Management, the Chief of Police will assume those duties. In the absence of the Chief of Police, the Director of Public Works will assume those duties.



- b) City Department Heads: Each City department head will establish procedures for succession of leadership within the department in the absence of the director. The department heads will ensure that all designated successors are familiar with their emergency responsibilities according to this plan.
 - c) Temporary Seat of Government: In the event that the primary meeting place of the City Council is not inhabitable because of an unforeseen emergency condition, the designated EOC is the official location of government. When conditions warrant, relocation to a temporary seat of government in an adjacent city may be necessary. Relocation of other City services may also be necessary when operations cannot be conducted at their primary location. First and second alternate business locations should be determined, and procedures developed to provide for emergency relocation.
 - d) Protection of Essential Records: Each department will identify and take the necessary steps to protect essential records.
- F. Authorities:
- 1. Local:
 - a) Olympia Municipal Code 2.24.
 - b) Inter-local Cooperative Agreement for Emergency Management among Thurston County, Bucoda, Lacey, Olympia, Rainier, Tenino, Tumwater, Yelm and the Nisqually Indian Tribe.
 - c) Ordinances and Resolutions can be found in Appendix 6: Ordinances and Resolutions.
 - 2. State:
 - a) Chapter 38.52 Revised Code of Washington.
 - b) Chapter 35.33 Revised Code of Washington.
 - c) Chapter 43.43 Revised Code of Washington.
 - d) Chapter 68.08 Revised Code of Washington.
 - e) Washington Administrative Code 118.04.
 - f) Washington Administrative Code 118.30.
 - 3. Federal:
 - a) The Disaster Relief Act of 1974, Public Law 93-288 as amended.



- b) The Superfund Amendments and Reauthorization Act of 1986, Public Law 99-499 as amended.
- c) Emergency Planning and Community Right-to-know Act.
- d) Code of Federal Regulations Title 44.
- e) United States Code Title 42: Chapter 68.
- f) Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- g) Volunteer Protection Act of 1997, Public Law 105-19 as amended.
- h) Homeland Security Act of 2002, Public Law 107-296 as amended.
- i) Homeland Security Presidential Directive 5.
- j) Homeland Security Presidential Directive 8.
- k) National Response Framework.

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

- A. Hazards and Disaster Conditions: The City of Olympia is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, dam failure, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, tsunamis, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to directly or indirectly impact the City.
 - 1. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The City can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas and food.
 - 2. The City of Olympia Hazard Identification and Vulnerability Analysis, published separately, provides information on the potential hazards that may require coordinated response under some or all of the provisions of the plan.
- B. Emergency Management: Comprehensive emergency management includes activities to mitigate, plan/prepare for, respond to and recover from the effects of a disaster. Implementation of this comprehensive emergency management plan will reduce disaster-related losses.



1. Initial response by City of Olympia government and cooperating agencies will be to take actions that have the greatest life-saving potential under the circumstances. Employees from a variety of city departments and offices are trained to staff the EOC as needed.
 2. Some emergencies and disasters occur with sufficient advance notice, providing time to take preparatory actions. Other emergencies will occur without notice. If an emergency or disaster occurs with little or no advance warning, then it will take time to staff and activate the EOC.
 3. Mutual aid and interagency agreements are in place to provide resources not ordinarily available and a means to officially assist neighboring agencies. In addition, partnerships for resource sharing with local businesses and other organizations may be pursued as appropriate. When local resources are exhausted or overwhelmed, the City of Olympia may request additional resources through the State EOC. In responding to a disaster, the city is prepared to implement the provisions of RCW 38.52.110 regarding utilization of public and private resources.
 4. Federal assistance will be available for disaster response and recovery operations under the provisions of the National Response Framework and Public Law 93- 288, when certain criteria are met.
- C. Provision of City Services: The city will endeavor to maintain essential services as soon as and as long as possible. Conditions may be of such magnitude and severity that some or all city services may be lost. The city will be unable to fulfill all emergency requests under these conditions.
- D. Citizen Responsibility: Emergency response assets and systems may be overwhelmed immediately following a disaster causing significant delays in service. The major disaster elements of this plan are based on the premise that there may be a minimum of 5 days or more before outside help can be expected. Consequently, families and businesses should develop their own disaster plans that are supplemented by the acquisition of essential supplies, in order to be self-sufficient for a minimum of 5 days.
- E. Limitations:
1. Emergencies can be foreseen or unexpected, and in either circumstance they often retain levels of unpredictability that make emergency response difficult, complicated, and in some cases impossible. Consequently, the CEMP does not guarantee a perfect response despite its all hazards approach. Assets and personnel may become overwhelmed in an emergency, and the city can only attempt to respond based on the situation and resources available at the time.



2. If the city is not able to meet all emergency needs of its citizens under these extreme circumstances, then Emergency Management will prioritize the delivery of assistance based on the greatest need as apparent at the time.

III. CONCEPT OF OPERATIONS

A. General:

1. The Emergency Management Coordinator is responsible for the organization, administration, and operation of the CEMP.
2. The disaster functions of city personnel is provided in greater detail in the Roles and Responsibilities section, but will generally parallel normal day-to-day activities and responsibilities when possible.
3. Overall direction, control and coordination will be established through the Olympia EOC.

B. Emergency Management: There are four phases of emergency management that may occur simultaneously or independently depending on the nature and scope of the incident. For example, recovery projects often include elements of prevention and mitigation like rebuilding structures using current building codes, and response often includes recovery measures like debris removal. These phases are cyclical in nature, and lessons learned from an incident might be applied in preparedness efforts for future emergencies and major disasters.

1. **Prevention and Mitigation:** Activities that identify risks and hazards to either substantially reduce or eliminate the impact of an incident usually through structural measures. Prevention and mitigation activities often have a long-term or sustained effect. In many cases, prevention and mitigation activities occur in the recovery stage of a major disaster. Some examples of prevention and mitigation include: building codes that address risks such as fires, high winds, or earthquakes; zoning rules that restrict construction in floodplains; rebuilding damaged structures with more resilient materials; flood mapping to identify low lying areas and relocating homes and structures located in floodplains and flood prone areas; and dams and levees that help prevent flooding.



- a) Hazard Mitigation Plan: A Hazard Mitigation Plan may be developed and implemented which should establish interim and long-term actions to eliminate potential hazards, or reduce the impacts of those hazards. The Emergency Management Coordinator or a designee with assistance from the Director of the Department of Community Planning and Development or a designee are responsible for hazard mitigation planning and coordination.
 - b) Pre-Incident Impact Analysis: A pre-incident impact analysis may be conducted, utilizing the hazard identification process, to establish goals and objectives for short term and long-term recovery. The impact analysis for each identified hazard should include:
 - 1) Health and safety.
 - 2) Regulatory and contractual requirements.
 - 3) Environmental impact.
 - 4) Economic impact.
 - 5) Good will.
2. Preparedness: Distinct from prevention and mitigation, rather than focusing on eliminating or reducing risks, the general focus of preparedness is to enhance the capacity to respond to an incident by taking steps to ensure personnel and entities are capable of responding to a wide range of potential incidents. Preparedness activities may include: training; planning; procuring resources, such as food, water, and medication stockpiles; intelligence and surveillance activities to identify potential threats; and exercising to assure the adequacy of planning efforts and the use of after-action reports to improve emergency response plans.
- a) Preparedness activities specific to the City of Olympia include maintenance of this plan and supporting plans and procedures, as well as drills and exercises as a means of testing the plan. In addition, inter-local agreements necessary for coordination with adjacent jurisdictions have been established, and an EOC for direction and control of emergency operations has been developed. A public education program for distribution of disaster survival information has also been established.
 - b) City departments will prepare by becoming familiar with the CEMP, developing internal procedures for disaster response and recovery, and participating actively in disaster preparedness training and exercises.



3. Response: Activities comprised of the immediate actions to save lives, protect property and the environment, and meet basic human needs. Response is activated and utilized incrementally as required by the nature and scope of the emergency. Response involves the execution of emergency plans and related actions, and may include: evacuating victims; deployment of response teams, medical stockpiles, and other assets; and establishment of Incident Command operations.
 - a) Upon notification of a hazardous incident impacting the City, the Emergency Management Coordinator or a designee will evaluate the situation and recommend activation of the appropriate portions of the CEMP.
 - b) The EOC may be activated to coordinate the response of City resources.
 - c) Damage assessment information will be collected through the EOC, and forwarded to the State EOC as needed.
 - d) City resources will be activated as needed to respond to emergency needs.
 - e) Operational Zones: Regional incidents may require dividing the city into operational areas in order to best coordinate response to multiple priorities. These operational areas provide efficient coordination and communication with the citizens at risk.
 - 1) Coordination: A Field Incident Command Post has been identified and will be established at a fire station in each operational area. That facility will serve as the central direction and control point for City response within the area, in cooperation with the EOC. The EOC Manager/Incident Commander will determine if the operational zone system needs to be activated in response to an emergency.
 - 2) Neighborhood Communication: Neighborhood groups will be advised of the operational area concept, and instructed to coordinate their needs at that location when Incident Command has activated Field Incident Command Posts.



- f) City Personnel and Resource Marshaling Points: In the event of a breakdown in communications systems, disruption of transportation routes, or any other situation that might cause temporary disruption of the emergency management direction and control system, any City fire station, or the police substation, may serve as a Field Incident Command Post, staging area, communications center, or marshaling point for City employees and resources until coordination can be established at the primary EOC.
 - g) Assigned Duty Station: All City personnel will be assigned a primary disaster duty station where they will be required, by department procedures, to report following a major emergency. Wherever possible, the assigned duty station will be their normal place of business. The EOC is not a primary duty station unless the employee is assigned to the EOC. Personnel who report their availability for duty will be assigned initial response duties for Shift A or be released for duty for Shift B.
 - h) Automatic Response/Standing Orders: Automatic response procedures will be observed by City personnel when communications systems are inoperable and employees become aware of an emergency by direct observation or through the community warning system. All employees will report to their primary assigned duty station, or alternate assembly point as necessary.
 - i) Personnel Identification and Accountability: Procedures are established for the identification of all City personnel, and for the real time accountability of those personnel while engaged in incident related activities.
4. Recovery: Activities intended to restore essential services and repair damages caused by the event. Recovery activities may include: the reconstitution of government operations and services e.g., emergency services, public safety, and schools; housing and services for displaced families and individuals; and replenishment of stockpiles. The emergency management organization is incrementally demobilized during this phase, with the long-term recovery activities integrated into the day-to-day functions of City government.



- a) Recovery Activities specific to the City of Olympia include activation of the City of Olympia Recovery Group, establishment of ad hoc partnerships with other jurisdictions, federal and state agencies, and the private sector, to advise and assist in development of recovery plans, and coordination with the State EOC and the Federal Emergency Management Agency.
- C. Priorities: Emergency management priorities will be based on the prevailing situation and on-scene circumstances. The following priorities have been established and are listed from greatest to least.
 - 1. Protect human life and public health.
 - 2. Protect public property and infrastructure.
 - 3. Protect the economy.
 - 4. Protect the environment.
 - 5. Provide reasonable assistance to individuals to protect private property consistent with constitutional requirements and city functions and funding.
- D. Warning: When there is a demonstrated need, particularly if timeliness is critical to protect life and property, the city may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, and resources available. Supplemental measures will focus on enhancing or amplifying the warning being provided through existing sources. For more information see ESF-2: Communications.
- E. Public Information: It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City departments and offices will coordinate the development and dissemination of all disaster-related public information through the EOC's Public Information Officer. For more information see ESF-15: External Affairs.
- F. Mutual Aid Agreements: When a dangerous situation exists that exceeds or threatens to exceed the city's ability to respond, the EOC will request assistance from neighboring jurisdictions through activation of inter-local and mutual aid agreements. If disaster response requirements exceed or threaten to exceed these combined capabilities, or if the requested assistance is unavailable, then the EOC will request assistance from the State EOC. The State EOC will coordinate assistance from the state and the federal government. Assistance may be requested with or without a formal declaration of local emergency.



- G. Federal Proclamation of Disaster or Emergency: As local incidents progress and it is clear that state capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Disaster Relief Act of 1974, Public Law 93-288 as amended. The Disaster Relief Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, businesses and disaster victims to support response, recovery, and mitigation efforts following Presidential emergency or major disaster proclamations.
1. A major disaster proclamation could result from any natural or manmade event that the President determines warrants supplemental federal aid. A federal emergency proclamation is more limited in scope and without the long-term federal recovery programs of a major disaster proclamation.
 2. When local conditions are such that a federal disaster proclamation may be appropriate, the Federal Emergency Management Agency (FEMA) will deploy a liaison to the State EOC to provide technical assistance including:
 - a) Assist in coordinating initial regional and field activities.
 - b) Assess the impact of the event, gauge immediate state needs, and make preliminary arrangements to set up operational field facilities.
 - c) Coordinate federal support until a Joint Field Office (JFO) is established.
 - d) Assist in establishing a Joint Information Center (JIC) to provide a central point for coordinating emergency public information activities.
 3. FEMA may deploy an Incident Management Assistance Team (IMAT). IMATs are interagency teams composed of subject-matter experts and incident management professionals. IMAT teams make preliminary arrangements to set up federal field facilities and initiate establishment of the Joint Field Office (JFO).
 4. The JFO is the central coordination point among local, tribal, state, and federal governments, as well as private sector and nongovernmental entities that are providing recovery assistance. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support to the disaster recovery that may extend beyond the incident site.
- H. Direction and Control:



1. Emergency Management: Final responsibility for emergency management direction and control rests with the Olympia City Council. A program of emergency management has been established to carry out that responsibility through the use of City personnel, services and facilities. The Council assigns executive responsibility to the City Manager, and the Chief of the Fire Department has been designated as the Director of Emergency Management for carrying out the detailed implementation of the plan and program. The Chief of the Fire Department has delegated these responsibilities to the Deputy Chief of the Fire Department. The Deputy Chief of the Fire Department acts as the Emergency Management Coordinator during normal operations and the EOC Manager/Incident Commander when the EOC is activated.
2. Incremental Activation: Upon the occurrence of an emergency incident requiring immediate coordinated action to preserve order or public health, activation of all or portions of this plan is appropriate. In order to provide for the rapid activation of special direction and control procedures, this plan can be implemented incrementally according to the nature and scope of the incident. Response for levels of incident severity are:
 - a) Level 1: Unusual occurrences, where interagency coordination is needed, but can probably be dealt with using existing City resources without outside help or mutual aid assistance. They also must be short term in nature and limited in scope.
 - 1) Activation: May be activated by the Duty Supervisor of the Fire Department, Police Department, or the Department of Public Works.
 - b) Level 2: Situations that are larger in scope and require the use of mutual aid resources or special procedures for dealing with the emergency. This level of activation is appropriate for incidents involving more than one jurisdiction.
 - 1) Activation: May be activated by the Emergency Management Coordinator or the City Manager.
 - c) Level 3: Broad scope emergencies with long-term impact, representing a significant threat to life and property.
 - 1) Activation: Declaration of Emergency by City Council, authorizing and directing all City resources to be assigned to the emergency response and recovery effort.



3. Emergency Operations Center (EOC): Overall direction, control and coordination of City response to an emergency, under the provisions of this plan, will be carried out at the City EOC located at the Olympia Fire Department, Headquarters Station - 100 Eastside Street, N. E., Olympia. The Emergency Management Coordinator will be responsible for ensuring operational readiness of the EOC. The EOC will provide the capability to receive and disseminate warnings and emergency public information to the general public, collect and analyze damage effects data, maintain contact with supporting EOC's in the cities of Lacey and Tumwater, Thurston County, and the State of Washington, provide direction and control of local response and recovery resources, and continue self-sufficient operations for at least fourteen days.
 - a) Space and Equipment: The EOC has adequate space to accommodate key City officials, department heads, support staff and others who are responsible for ensuring that essential services and functions continue under emergency conditions. The EOC has an emergency generator and a fourteen-day supply of fuel in place to support operations.
 - b) Communications Capability: The EOC is equipped with the communications equipment necessary to effectively mobilize and coordinate City resources, and to communicate with Thurston County EOC and the State EOC. EOC communications are supplemental to the communications provided by Thurston County Dispatch.
 - c) Alternate Emergency Operations Center(s): In the event that the primary EOC becomes inoperable or inaccessible as a result of the incident, alternate EOCs will be established at one of the following locations:
 - 1) Public Works Maintenance Shop located at 1401 South Eastside Street.
 - 2) Olympia Fire Department Station 2 located at 330 Kenyon Avenue North West.
 - 3) Olympia Fire Department Station 3 located at 2525 22nd Avenue South East.
 - 4) Police Department substation located at 221 Perry Street North West.
 - 5) City Hall located at
 - 6) A location designated by the Emergency Manager/Incident Commander.



- d) EOC Staffing: The Emergency Management Coordinator will staff the EOC during an emergency with sufficient personnel to perform the necessary duties according to the staffing plan. Each City department will provide the necessary personnel and facilities to support the coordination of emergency response and recovery. Designated Department Heads may be assigned to functional units within the Incident Command System under the coordination of the EOC Manager/Incident Commander or Unified Command.
 - e) Notification: The Emergency Management Coordinator will establish procedures to ensure that the proper notifications are made when the EOC is activated. In addition, procedures will be established to notify all personnel who have emergency management duties. Provisions should also be made for notification of non-emergency personnel. When possible, EOC staff will be recalled via an employee call down procedure. To avoid duplication and confusion, only those assigned to the EOC should report to the EOC when it is activated.
4. Field Incident Command Post (ICP): If an incident occurs in a specific limited area within the city, a Field ICP may be established for on-scene coordination of emergency response. The EOC may be activated at minimum staffing to act as support to the site specific situation. The EOC Manager/Incident Commander, in such events, may be located at the CP rather than the EOC.
 5. Incident Command System (ICS): The standardized mechanism used to accomplish emergency management at the local level. The foundational elements of ICS are Command, Operations, Planning, Logistics, and Finance and Administration.
 6. Command: Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident. The City of Olympia breaks from traditional ICS Command by having an EOC Manager/Incident Commander and Field incident Commanders. The EOC Manager/Incident Commander or Unified Command commands EOC activities that support the Field Incident Commanders. Field Incident Commanders perform the functions of the Operations Section and are not under the command of the EOC Manager/Incident Commander. Within the EOC the Operations Section Chief/ Field Operations Liaison and additional liaison staff for each activated Unit represent the Operations Section. For more information see ESF-05: Emergency Management.



- a) EOC Manager/Incident Commander: The Emergency Management Coordinator shall act as the EOC Manager/Incident Commander in the execution of these plans and procedures. Where appropriate to the nature and scope of the emergency, designated personnel will be included in a Unified Command. The authority of the EOC Manager/Incident Commander is limited to those powers specifically granted by statute or derived from this plan. The final executive authority for Incident Command is held by the City Manager.
7. Operations: Conducts operations to reach the incident objectives. Establishes tactics and directs all operational resources. The lead agency is determined by the nature of the incident. Operations may establish a Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit.
8. Planning: Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation. The lead agency is determined by the nature of the incident. Planning may establish a Situation Unit, Documentation Unit, and Damage Assessment Unit.
9. Logistics: Arranges for resources and needed services to support achievement of the incident objectives. The lead agency is determined by the nature of the incident. Logistics may establish a Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit.
10. Finance and Administration: Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses. The lead agency is the Department of Administrative Services. Finance and Administration may establish a Procurement Unit, Cost Tracking Unit, Telecommunications unit, Information Services Unit, and Employee Welfare Unit.
11. Designation of the EOC Manager/Incident Commander: The Emergency Management Coordinator shall act as EOC Manager/Incident Commander for the purposes of executing these procedures. The addition of certain department heads to the Unified Command shall be done when appropriate. Designation of the EOC Manager/Incident Commander or unified command may be based on the following criteria:
 - a) The specific or implied authority or responsibility as identified in this plan; or assignment by the City Manager on a case-by-case basis.
 - b) The recognized training and expertise of the official.



- c) The largest commitment of resources, e.g. equipment, facilities, personnel; a service intensive incident e.g., law enforcement, fire, public works.
12. Incident Action Plan (IAP): An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
- a) The Operations and Planning Section Chiefs brief on situation and resource status.
 - b) The Liaison Officer discusses safety issues.
 - c) The EOC Manager/Incident Commander sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
 - d) If the incident requires, the Operations Section Chief/Field Operations Liaison develops geographic control lines and division boundaries.
 - e) The Operations Section Chief/Field Operations Liaison specifies tasks for each Operations Section Unit that supports incident objectives.
 - f) The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
 - g) The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
 - h) The Logistics Section Chief develops resource orders.
 - i) The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
 - j) The Finance and Administration Section Chief provides financial update.
 - k) The Liaison Officer discusses interagency liaison issues.
 - l) The Public Information Officer discusses information issues.
 - m) The EOC Manager/Incident Commander finalizes, approves, and implements the IAP.



- n) All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.
13. Staff: The EOC Manager/Incident Commander based on the requirements of the incident activates the ICS staff. Staffing assignments should be made on the basis of qualifications for the duties assigned, independent of rank or affiliation. Staff assignments may include:
- a) Deputy Incident Commander: Provides shift coverage for the EOC Manager/Incident Commander and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
 - b) Public Information Officer: Coordinates incident related media relations and information dissemination.
 - c) Liaison Officer: Provides for inter-agency and inter-jurisdictional coordination.
 - d) Operations Section Chief/Field Operations Liaison: Coordinates operations directly applicable to the primary mission.
 - e) Planning Section Chief: Collects, evaluates and displays information needed to understand the current situation, predicts probable course of events, and prepares alternative strategies.
 - f) Logistics Section Chief: Provides facilities, services, and material support for the incident.
 - g) Finance and Administration Section Chief: Coordinates all financial and cost analysis aspects of the incident.
14. Coordination with Other Jurisdictions:
- a) Coordination with Thurston County will be through the Thurston County Department of Emergency Management at the county EOC.
 - b) Coordination with the City of Tumwater and the City of Lacey will be through their identified EOCs.
 - c) Coordination with the State Emergency Operations Center.

IV. ROLES AND RESPONSIBILITIES



- A. City of Olympia: All personnel, services, and facilities of the City of Olympia become part of the Incident Command System as needed in times of community crisis. As much as practical, the day-to-day organization of City departments will be maintained for disaster operations, unless otherwise detailed by this plan. The city's Incident Command System Structure can be seen in Appendix 4: Incident Command System Structure.
1. The Mayor: During a community emergency, the Mayor will coordinate the activities of the City Council to ensure full support of the response and recovery activities.
 2. City Council: The legislative body of the City establishes and maintains an organization for emergency management in accordance with the provisions of Chapter 38.52 Revised Code of Washington; and ensures that the necessary policies and procedures are in place to carry out an effective disaster prevention, mitigation, preparedness, response, and recovery program for the City of Olympia.
 3. The Emergency Management Committee: Consists of the City Manager, supported by as many of the department heads, their designees, or other City personnel as the City Manager feels are necessary to ensure effective representation from the departments with emergency response and recovery assignments. The purpose of the Emergency Management Committee is to provide guidance and support in the development and maintenance of a comprehensive program of emergency management.
 4. Disaster Recovery Group: Similar to the Emergency Management Committee, the Disaster Recovery group consists of the City Manager, supported by as many of the department heads, their designees, or other City personnel as the City Manager feels are necessary to ensure effective recovery. The Disaster Recovery Group will be convened as soon as designated members are released from emergency response duties to assume active coordination of disaster recovery. Recovery directed activities might overlap emergency response activities provided that the immediate needs of the community are being met. Recovery activities include:
 - a) Organize and staff the recovery effort.
 - b) Coordinate the recovery of vital records and the restoration of records keeping capabilities.
 - c) Coordinate recovery resource procurement.
 - d) Coordinate public information as it relates to the recovery effort.
 - e) Coordinate emergency debris and waste removal.



- f) Coordinate restoration and salvage.
 - g) Act as the point of contact with the Federal Emergency Management Agency to ensure maximum benefits from disaster programs for individuals and public entities.
5. City Manager: Responsible for the overall direction and control of the Emergency Management program. In an emergency as needed, the City Manager will provide a liaison to the City Council, a necessity for ensuring full support and concurrence with the response and recovery effort.
6. Department Heads: The head of each City department is responsible for the following:
- a) Appointing a liaison and alternates to work with the Fire Department: Emergency Management Division in the development and maintenance of this plan.
 - b) Establishing and maintaining department policies and procedures necessary for the coordination of department resources required for the carrying out of their emergency assignments.
 - c) If assigned a primary role, develop and maintain Standard Operating Procedures that define how that role will be implemented.
 - d) Make key staff available for disaster training and assignment.
 - e) Establish policies and procedures for assessing and reporting damage to facilities and injury to personnel to the EOC.
 - f) Establishing policies and procedures for identification and preservation of essential records to facilitate the re-establishment of operations during and following a disaster.
 - g) Designating a primary and alternate location from which to establish direction and control of department activities during a disaster.
 - h) Establish policies and procedures for organizational chain-of-command and succession of authority during a disaster.



7. Emergency Management Coordinator: Develop and maintain the City of Olympia Comprehensive Emergency Management Plan under the guidance provided by the City Manager; and advise the City Manager on matters regarding the disaster prevention, mitigation, preparedness, response, and the recovery posture of the city. The Emergency Management Coordinator is a member of the Fire Department: Emergency Management division, which is established under the provisions of Municipal Code 2.24 for the purpose of meeting the requirements of Chapter 38.52 Revised Code of Washington. In addition to the previously mentioned responsibilities the Emergency Management Coordinator will:
 - a) Coordinate the necessary training, drills and exercises needed to ensure effective implementation of plans and procedures under crisis conditions.
 - b) In times of emergency, execute the appropriate elements of the plan, and assume direction and control.
 - c) Establish and maintain a primary and alternate EOC, for the purpose of centralized coordinated direction and control of City response.
 - d) Coordinate emergency management planning with the cities and towns of Thurston County as well as Thurston County through the Thurston County Emergency Management Council.
 - e) Activate the EOC depending upon the nature and scope of the incident. The EOC will:
 - 1) Collect, record, analyze, display and distribute information.
 - 2) Disseminate public information and warning regarding emergency impacts on the city.
 - 3) Coordinate city emergency activities with public utilities, volunteer and civic organizations, and the public.
 - 4) Ensure optimum use of resources.
 - 5) In regional disasters coordinate response and recovery efforts with adjacent jurisdictions and agencies through existing plans and procedures, under the supervision and guidance of the Thurston County Division of Emergency Management.



8. The City Communications Manager: In the Incident Command System the City Communications Manger acts as the Public Information Officer and must develop an emergency public information capability to be activated in the event of an emergency.
 - a) The Public Information Officer with the Communications Team will be the central point of coordination and dissemination of all news releases and other information released to the public regarding the city response to the emergency.
 - b) The City Communications Manager will support the Mayor, City Council, City Manager, and department directors in their public information and public confidence roles. For more information see ESF-15: External Affairs.
9. Fire Chief: Assign qualified senior Fire Department personnel to the Operations Section in the EOC, and assume coordination of all incident related fire and emergency medical service activities. For more information see ESF-4: Firefighting and ESF-8: Public Health and Medical Services.
10. Police Chief: Assign qualified senior Police Department personnel to the Operations Section in the EOC, and assume coordination of all incident related law enforcement activities. For more information see ESF-13: Public Safety and Security.
11. City Attorney: Act as legal advisor to the City Council, the City Manager, and the emergency management organization.
12. Director of the Department of Community Planning and Development: Responsible for the coordination of all disaster analysis and incident data collection. Qualified Department of Community Planning and Development personnel may be assigned to the Planning Section in the EOC, and will assume coordination of the plans and incident information elements as needed, including Damage Assessment. The Department of Community Planning and Development may be the lead agency during the recovery period. For more information see ESF-05: Emergency Management and ESF-14: Long Term Community Recovery.
13. Director of the Department of Administrative Services: Responsible for establishing fiscal control of the disaster response and recovery effort as specified in the plan. Qualified personnel will be assigned to the Finance and Administration Section in the EOC.



14. Director of the Department of Public Works: Responsible for coordination of all public works, engineering and utilities activities during an emergency. Qualified personnel may be assigned to the Operations Section in the EOC to assume coordination of the appropriate functional units. Specific Public Works personnel may also be assigned to the Logistics Section as needed. For more information see ESF-1: Transportation, ESF-3: Public Works and Engineering, and ESF-7: Logistics, Management, and Resource Support.
 15. Director of the Parks, Arts, and Recreation: Responsible for the coordination of the early stages of emergency mass care until activation of American Red Cross capabilities. Qualified Parks, Arts, and Recreation personnel may be assigned to the Logistics Section in the EOC to ensure coordination of resources. Some department resources may be assigned to the Public Works Department. For more information see ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services.
 16. Director of the Human Resources Section: Responsible for coordination of City employee welfare and assistance and the establishment of a volunteer management system. Qualified personnel may be assigned to the Finance and Administration Section in the EOC to assume coordination of assigned activities. Volunteers will be coordinated through the Logistics Section.
 17. Olympia School District 111:
 - a) Provides facilities for mass feeding and shelter by agreement with the American Red Cross.
 - b) Assigns liaison to the EOC to provide coordination of school district needs.
 18. InterCity Transit: Provides available busses to the incident.
- B. Thurston County: The necessary agreements, plans, and procedures have been established to create a mutual aid relationship between the City of Olympia and Thurston County. The following assistance can be expected from each participating organizations.
1. Thurston County Medic One: Administrative support of Advanced Life Support services and supplies to city EMS response. The Emergency Medical Services Unit at the EOC will coordinate Thurston County Medic One within the city as needed.



2. Thurston County Department of Emergency Management: Thurston County Emergency Management is the primary point of contact for all county preparedness, response, and recovery, and has been established under the provisions of RCW 38.52. Thurston County Department of Emergency Management will:
 - a) Coordinate acquisition of county mutual aid resources in support of emergency response and recovery in the city.
 - b) Activate the county EOC as a central direction and control point for all county activities related to the incident.
 - c) Forward a Declaration of Disaster or Emergency when executed to the State EOC.
 3. Thurston County Assessor: Provides maps, file information, and damage assessment information to the Damage Assessment Unit upon request. This should be coordinated through Thurston County Emergency Management.
 4. Thurston County Coroner: Responsible for all activities relating to the removal, transportation, identification and disposition of human remains. The Thurston County Coroner coordinates with the Police Department for handling human remains in the city.
 5. Intercity Transit: Provide transportation resources in support of emergency response activities. Intercity Transit coordinates through the Thurston County Department of Emergency Management.
- C. State and Federal:
1. State of Washington:
 - a) The State EOC has the responsibility for coordination of disaster related activities of state agencies in cooperation with federal agencies and local governments.
 - b) Other agencies may assist state and local governments in the response and recovery process.
 2. The United States of America: The Federal Emergency Management Agency is responsible for coordination of federal response and recovery.
- D. Supporting Organizations: In addition to the City of Olympia and Thurston County there are several organizations that have active roles and responsibilities within Emergency Management. The following assistance can be expected from each participating organizations
1. American Red Cross (ARC):



- a) Identify, establish and operate public relocation and shelter Facilities according to local and national American Red Cross disaster plans.
 - b) Establish and operate public mass feeding facilities.
 - c) Coordinate with the Damage Assessment Unit in the collection of damage information regarding private dwellings.
 - d) Provide individual disaster relief where appropriate according to ARC procedures. Provide a point of contact for ARC relief benefits at the Disaster Assistance Center when established after the incident.
 - e) Provide liaison to the City EOC.
 - f) Coordinate all activates through the Thurston County Department of Emergency Management.
2. Crisis Clinic Resource Network: Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations or individuals.
 3. Puget Sound Energy: Provide power and natural gas shortage and distribution advice, shortage impact predictions, and service restoration. Maintain communications with the EOC.
 4. Washington Information Network 2-1-1: Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations or individuals.
 5. Private Agencies: Many other private agencies and organizations have agreed to assume emergency roles and to coordinate their activities within the city in support of City operations during a disaster. Memorandums of understanding or other appropriate agreements should be used to guide how those private agencies relate to the city emergency management system.

V. PLAN MAINTENANCE

- A. Review: There are two potential causes for a review to occur.



1. Cyclic: This plan shall be reviewed on a four-year cycle commencing one year from its effective date. The cycle may be adjusted to comply with future guidance from the State EOC. The Emergency Management Coordinator will disseminate a schedule that ensures review of the basic plan and all ESFs during the cycle. The Fire Department: Emergency Management Division will coordinate the initial review of the basic plan and applicable ESFs. The Fire Department: Emergency Management Division and coordinating agency representatives will brief the City Manager on their reviews and on proposed changes.
 2. Post Activation: The basic plan and applicable ESFs will be reviewed after EOC activations. Lessons learned will be recommended for incorporation. Review following EOC activation will satisfy cyclic review as delineated above if cyclic review is scheduled to occur within the twenty-four month period following the EOC activation.
- B. Revision: Generally, revisions to this plan will be submitted to the City Manager for approval. However, revisions which clarify existing portions of the plan, that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure may be made if the revisions cannot be construed as establishing or changing city policy, and the City Manager is advised of any changes prior to their implementation.
1. Emergency Support Functions can be subject to frequent and significant change in response to new procedures, policies or technologies, lessons learned, and to accommodate new organizations or organizational structures. Accordingly, they may be revised by the functional lead agency or agencies, with the concurrence of applicable support agencies, if they are consistent with the basic plan and neither change nor establish policy.
- C. Reports: The Emergency Management Coordinator will report to the City Manager within six months following the end of each review cycle. The report will include a review of how the plan has performed, a summary of revisions, and any recommendations for change requiring approval.
- D. Training: Within one year from the effective date of this plan, the Emergency Management Coordinator will develop and implement a training program for city staff that creates and maintains both a heightened awareness of the contents of this plan and enhances their preparedness to conduct disaster management activities.



- E. Exercises: This plan or portions of this plan will be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the plan. As a minimum, the exercise schedule and type will comply with state and federal requirements. When appropriate, exercise credit will be requested for the city's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement to exercise the plan.



APPENDICES

CITY OF OLYMPIA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISED JANUARY 2016

OLYMPIA FIRE DEPARTMENT, EMERGENCY MANAGEMENT DIVISION
100 EASTSIDE STREET, N. E., OLYMPIA, WA 98506



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WHAT IS AN APPENDIX?

An appendix is a form of an addendum to a primary document. It contains additional information that provides further explanation for or insights into key elements within the document. Rather than interrupt the flow of the primary document this information is placed in an appendix following the document allowing it to be referenced quickly if necessary or ignored if not applicable to the reader's interests or purposes. An appendix is usually brief, only a page or two, and may be a simple diagram enlarged to improve readability or a form or record that supports the document and its use.

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APPENDIX 1: ACRONYMS AND DEFINITIONS

Activated/Activation: The status of a “system” resource mobilized in response, or in anticipation of a response, to an incident requiring direction and control at a capacity larger than field incident command.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

ARC: The American Red Cross.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

CAP: Civil Air Patrol.

CBRNE: Chemical, Biological, Radiological, Nuclear and Explosives.

CEMNET: Community Emergency Management Network.

CEMP: Comprehensive Emergency Management Plan.

Command: The function in the Incident Command System responsible for overall direction and control of the incident.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

CP&D: Community Planning and Development.

Declaration of Emergency, local: An indication that extreme measures may be necessary to preserve life and property; a resolution made by the City Council; activates certain emergency powers.

Declaration of Disaster, local: An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Disaster Welfare Information: A system for disaster victim registration coordinated by the American Red Cross.

DOE: Department of Ecology.



DWI: Disaster Welfare Information.

EAS: Emergency Alert System.

Emergency Management: Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazard.

Emergency Medical Services: A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.

Emergency Support Function: A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emergency Worker Compensation: Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.

EMS: Emergency Medical Services.

EOC: Emergency Operations Center.

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

ESF: Emergency Support Function.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A significant event or designated special event requiring security, such as inaugurations, State of the Union addresses, the Olympics, and international summit conferences.

FAD: Foreign Animal Disease.

FEMA: Federal Emergency Management Agency.



FHWA: Federal Highway Administration.

Finance/ Administration Section: Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.

Ham: Amateur Radio, a licensed citizen radio system.

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

Hazard Mitigation: Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.

Hazardous Material: A substance or material, including a hazardous substance, pollutants, and contaminants which have been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated

HAZMAT: Hazardous Materials.

ICP: Incident Command Post.

ICS: Incident Command System.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.

JIC: Joint Information Center.



Joint Information Center: A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.

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

LEPC: Local Emergency Planning Committee.

Local Emergency Planning Committee: A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.

Logistics Section: Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.

LOTT: Lacey, Olympia, Tumwater and Thurston County.

MARSEC: Maritime Security

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by Federal, State, local, and tribal organizations for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

MRSC: Municipal Research and Service Center.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.



National Incident Management System: A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NAWAS: National Warning System.

NGO: Non-governmental Organization.

NIMS: National Incident Management System.

Non-governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

OFD: Olympia Fire Department.

OPD: Olympia Police Department.

Operations Section: Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.

PIO: Public Information Officer.

Planning Section: Section of the Incident Command System responsible for operational planning, information management, documentation, etc.

Preparedness: The 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 domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.



Prevention: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Proclamation of Disaster, Presidential: Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.

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

Response: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

RCW: Revised Code of Washington.

RTF: Recovery Task Force.

Sit-Rep: Situation Report.

SAR: Search and Rescue.

SORT: Special Operations and Rescue Team.

TCOMM: Thurston County 9-1-1.

Urban SAR: Search for and recovery of persons trapped in collapsed structures, confined spaces and debris.

VRC: Volunteer Resource Center.

WSP: Washington State Patrol.



APPENDIX 2: EMERGENCY SUPPORT FUNCTIONS AND EMERGENCY OPERATIONS CENTER SECTIONS

Purpose: This Appendix provides a quick reference table that highlights the Emergency Support Functions located within the City of Olympia’s Comprehensive Emergency Management Plan and the corresponding Emergency Operations Center assigned sections under the Incident Command System structure. This document is for reference only, and it does not modify or supersede the CEMP.

Emergency Support Function	Emergency Operations Center Section
ESF-01: Transportation	Logistics
ESF-02: Communications, Information Systems, and Warning	PIO
ESF-03: Public Works and Engineering	Operations
ESF-04: Firefighting	Operations
ESF-05: Emergency Management	Planning
ESF-06: Mass Care, Emergency Assistance, Housing and Human Services	Logistics
ESF-07: Logistics, Management, and Resource Support	Logistics
ESF-08: Public Health and Medical Services	Operations
ESF-09: Search and Rescue	Operations
ESF-10: Oil and Hazardous Materials Response	Operations
ESF-11: Agricultural and Natural Resources	Logistics
ESF-12: Energy	Operations
ESF-13: Public Safety and Security	Operations
ESF-14: Long Term Community Recovery	Planning
ESF-15: External Affairs	Finance & Administration



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APPENDIX 3: EMERGENCY SUPPORT FUNCTIONS AND ASSIGNED AGENCIES

Purpose: This Appendix provides a quick reference table that highlights the Emergency Support Functions located within the City of Olympia’s Comprehensive Emergency Management Plan and the corresponding primary and support agencies assigned to each function. This document is for reference only, and it does not modify or supersede the CEMP.

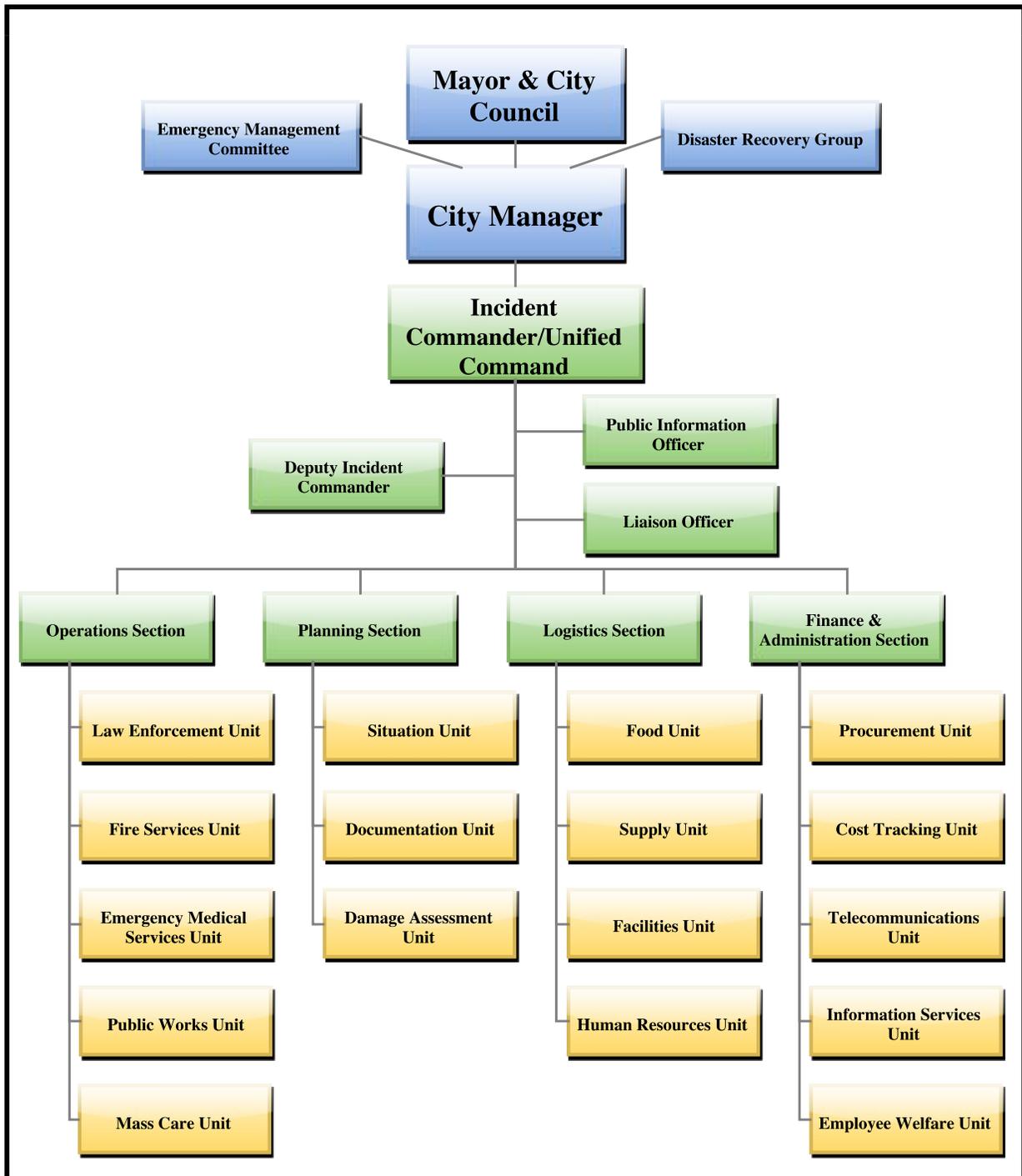
EMERGENCY SUPPORT FUNCTION	PRIMARY AGENCY	SUPPORT AGENCIES
ESF-1: TRANSPORTATION	DEPARTMENT OF PUBLIC WORKS	INTERCITY TRANSIT, THURSTON COUNTY SCHOOL DISTRICTS, & THURSTON COUNTY EMERGENCY MANAGEMENT
ESF-2: COMMUNICATIONS	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION & CITY COMMUNICATIONS MANAGER	COMMUNICATIONS TEAM, TCOMM, POLICE DEPARTMENT, FIRE DEPARTMENT, PUBLIC WORKS, & PARKS, ARTS, AND RECREATION
ESF-3: PUBLIC WORKS AND ENGINEERING	DEPARTMENT OF PUBLIC WORKS	DEPARTMENT OF PARKS, ARTS, AND RECREATION, COMMUNITY PLANNING AND DEVELOPMENT, PUGET SOUND ENERGY, CENTURY LINK COMMUNICATIONS, & OTHER NON-CITY UTILITY PROVIDERS
ESF-4: FIREFIGHTING	FIRE DEPARTMENT	THURSTON COUNTY FIRE DISTRICTS AND DEPARTMENTS
ESF-5: EMERGENCY MANAGEMENT	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION	ALL CITY DEPARTMENTS AND THURSTON COUNTY EMERGENCY MANAGEMENT
ESF-6: MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES	DEPARTMENT OF PARKS, ARTS, AND RECREATION	AMERICAN RED CROSS & SALVATION ARMY
ESF-7: LOGISTICS, MANAGEMENT, AND RESOURCE SUPPORT	DEPARTMENT OF PUBLIC WORKS	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION & DEPARTMENT OF PARKS, ARTS, AND RECREATION
ESF-8: PUBLIC HEALTH AND MEDICAL SERVICES	FIRE DEPARTMENT	PROVIDENCE ST. PETER HOSPITAL, CAPITAL MEDICAL CENTER, THURSTON COUNTY MEDIC ONE, THURSTON COUNTY DEPARTMENT OF PUBLIC HEALTH, & THURSTON COUNTY CORONER



ESF-9: SEARCH AND RESCUE	POLICE DEPARTMENT	THURSTON COUNTY SHERIFF'S DEPARTMENT, THURSTON COUNTY EMERGENCY MANAGEMENT, FIRE DEPARTMENT, & DEPARTMENT OF PUBLIC WORKS
ESF-10: OIL AND HAZARDOUS MATERIALS RESPONSE	WASHINGTON STATE PATROL	FIRE DEPARTMENT, MUTUAL AID FIRE DEPARTMENTS AND DISTRICTS, POLICE DEPARTMENT, & WASHINGTON STATE DEPARTMENT OF ECOLOGY
ESF-11: AGRICULTURE AND NATURAL RESOURCES	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION	AMERICAN RED CROSS, SALVATION ARMY, THURSTON COUNTY FOOD BANK, & PUBLIC HEALTH
ESF-12: ENERGY	DEPARTMENT OF PUBLIC WORKS	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION, EMERGENCY MANAGEMENT COMMITTEE, & PUGET SOUND ENERGY
ESF-13: PUBLIC SAFETY AND SECURITY	POLICE DEPARTMENT	THURSTON COUNTY SHERIFF'S DEPARTMENT, LACEY POLICE DEPARTMENT, TUMWATER POLICE DEPARTMENT, & WASHINGTON STATE PATROL
ESF-14: LONG TERM COMMUNITY RECOVERY	DISASTER RECOVERY GROUP	ALL CITY DEPARTMENTS
ESF-15: EXTERNAL AFFAIRS	EXECUTIVE DEPARTMENT: CITY MANAGER	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION



APPENDIX 4: INCIDENT COMMAND SYSTEM STRUCTURE





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APPENDIX 5: DISTRIBUTION

COPY No.	RECIPIENT	DATE ISSUED
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See Master Copy in EOC



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APPENDIX 6: ORDINANCES AND RESOLUTIONS

PURPOSE: This Appendix provides a single location for all city ordinances and resolutions that are relevant to the Comprehensive Emergency Management Plan to be stored. A copy of each applicable ordinance or resolution has been included as well as a couple blank example resolutions.

Ordinance No. 2002

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE 2016 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN FOR THE CITY OF OLYMPIA AND AMENDING SECTION 2.24.070 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, Olympia Municipal Code (OMC) Chapter 2.24 establishes the Department of Emergency Management; and

WHEREAS, OMC 2.24.070 adopts by reference the City of Olympia Comprehensive Emergency Management Plan (the CEMP), dated May 1, 2003; and

WHEREAS, the CEMP has been updated to be consistent with State and Federal emergency management plans; and

WHEREAS, this Ordinance is supported by the staff report and attachments associated with the ordinance, along with documents on file with the City of Olympia;

WHEREAS, Article 11, Section 11 of the Washington State Constitution authorizes and permits the City to adopt this Ordinance;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Adoption of Comprehensive Emergency Plan. The 2016 City of Olympia Comprehensive Emergency Plan, one (1) copy of which shall be kept on file in the office of the City Clerk, is hereby adopted by reference as though fully set forth herein.

2.24.070 Adoption of emergency management plan

There is adopted for the City of Olympia a Comprehensive Emergency Management Plan dated ~~May 1, 2003~~ January 2016, including appendices and its Annex A--Counter Terrorism, one (1) copy of which is on file in the office of the ~~Director of Administrative Services~~ City Clerk and available for public inspection insofar as permitted by law. This plan is adopted by reference as though fully set forth herein. The emergency support function (ESF) of said plan, pertaining to operational matters, may be amended from time to time by the City Manager to reflect changed conditions or different standards applicable to Olympia.

Section 2. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.



Section 4. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PASSED: 3/15/2016

APPROVED: 3/15/2016

PUBLISHED: 3/18/2016



COUNCIL	<input checked="" type="checkbox"/>
STUDY SESSION	<input type="checkbox"/>
COMMITTEE	<input type="checkbox"/>
DATE	6-3-03
AGENDA ITEM NO	4B

Ordinance No. 6268

AN ORDINANCE relating to administration of the City's Comprehensive Emergency Management Plan; adding said plan; and amending Olympia Municipal Code Section 2.24.070.

THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. That Section 2.24.070 of the Olympia Municipal Code and ordinances pertaining thereto are hereby amended to read as follows:

2.24.070 Adoption of emergency management plan. There is adopted for the City of Olympia ~~((an))~~ a Comprehensive Emergency Management Plan dated ~~((October 31, 1995))~~ May 1, 2003, including ~~((its annexes))~~ appendices and its Annex A--Counter Terrorism, ~~((three))~~ one ~~((copies))~~ copy of which ~~((are))~~ is on file in the office of the Director of Administrative Services and available for public inspection insofar as permitted by law. This plan is adopted by reference as though fully set forth herein. The ~~((annexes))~~ emergency support function (ESF) of said plan, pertaining to operational matters, may be amended from time to time by the City Manager to reflect changed conditions or different standards applicable to Olympia.

Section 2. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance, or application of the provision to other persons or circumstances, shall be unaffected.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Asst.
CITY ATTORNEY

Passed: June 3, 2003
Approved: June 3, 2003
Published: June 6, 2003



SUMMARY OF ORDINANCE 6268

On June 3, 2003, the Olympia City Council passed and approved 6268 - AN ORDINANCE relating to administration of the City's Comprehensive Emergency Management Plan; adding said plan; and amending Olympia Municipal Code Section 2.24.070.

The full text of Ordinance No. 6268 may be obtained for a fee at Olympia City Hall, 900 Plum Street, SE or will be mailed upon request for a fee. Call (360)753-8325 or write to City of Olympia, P.O. Box 1967, Olympia, WA 98507-1967.

Do not publish below this line

PUBLISH: June 6, 2003



Ordinance No. 6632

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN TO CLARIFY THE DUTIES OF THE MAYOR IN AN EMERGENCY.

WHEREAS, Olympia Municipal Code (OMC), Chapter 2.24 establishes the Department of Emergency Management; and

WHEREAS, OMC 2.24.070 adopts by reference the City of Olympia Comprehensive Emergency Management Plan dated May 1, 2003; and

WHEREAS, the emergency management duties of the Mayor should be clarified in the Comprehensive Emergency Management Plan;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of Comprehensive Emergency Plan. The City of Olympia Comprehensive Emergency Plan, Appendix 1, Section (1) is hereby amended to read as follows:

APPENDIX 1
DIRECTION AND CONTROL

- I. EMERGENCY MANAGEMENT DUTIES AND CHAIN OF COMMAND:
 - A. **POLICY/EXECUTIVE GROUP:** Policy Group is responsible for the overall direction, control of the emergency management organization, and provides the legislative and policy support necessary for efficient operations.
 - B. **ORGANIZATION OF THE POLICY GROUP:**
 - 1. MAYOR/CITY COUNCIL.
 - 2. CITY MANAGER.
 - 3. CITY ATTORNEY (advisor).
 - C. **DUTIES OF THE CITY COUNCIL:**
 - 1. Declare a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
 - 2. Issue a Declaration of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)



3. Appropriate funds to support the emergency management organization, and to meet emergency needs when they occur. Authorize the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
4. Fill the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
5. Enact special legislation, under the emergency rules where appropriate, needed to support effective disaster response and recovery. (RCW 35.33)
6. Provide policy direction to the emergency management organization. (RCW 38.52)
7. Enact legislation which commands the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor. (RCW 38.52)
8. Conduct public hearings and take other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
9. Provide continuing oversight and legislative support during the recovery phase. Direct citizen's requests for assistance to appropriate governmental channels. (PL93-288)
10. Instill public confidence, and relay public information, as provided by the Public Information Officer.

D. DUTIES OF THE MAYOR:

1. Provide Liaison between the City Council and the emergency management system to ensure support and coordination of legislative action where needed.
2. Where an emergency requires immediate action, the powers and duties of the City Council prescribed in Appendix 1, Subsections C(1), C(2), C(3) of the Comprehensive Emergency Management Plan may be exercised individually by the Mayor, provided that such actions are ratified by the City Council at the next Council meeting.
- 2 3. Enter into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
- 3 4. Instill public confidence, and relay public information, as provided by the public information officer.



E. DUTIES OF THE CITY MANAGER:

1. Provide overall direction and control of disaster activities under the provisions of this plan.
2. Chair the Emergency Management Committee.
3. Provide liaison between the emergency management agency and the City Council. Ensure that they are adequately briefed on the nature and scope of the incident.
4. Request Declaration of Emergency when needed to activate the full provisions of this plan.
5. Request activation of Level 1 or Level 2 emergency protocols when indicated by the needs of the emergency.
6. Provide liaison with State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
7. Instill public confidence, and relay public information, as provided by the Public Information Officer.

F. CITY ATTORNEY:

1. Provide emergency legal advice to the Mayor and City Council, City Manager and the Emergency Management Committee.
2. Review emergency agreements, contracts and disaster-related documents.
3. Draft a Declaration of Emergency.
4. Assist in drafting a Declaration of Disaster.
5. Draft other emergency ordinances as needed.

Section 2. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.



Section 4. Effective Date. This ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

ASSISTANT CITY ATTORNEY

PASSED: April 28, 2009
APPROVED: April 28, 2009
PUBLISHED: April 30, 2009



SUMMARY OF ORDINANCE NO. 6632

On April 28, 2009, the Olympia City Council passed Ordinance 6632- AN ORDINANCE of the City of Olympia, Washington, amending the Comprehensive Emergency Management Plan to clarify the duties of the Mayor in an emergency.

The full text of Ordinance No. 6632 may be obtained for a fee at Olympia City Hall, 900 Plum Street SE or will be mailed upon request for a fee. Call (360) 753-8325 or write to City of Olympia, P.O. Box 1967, Olympia, WA 98507-1967.

Do not publish below this line

PUBLISH: Thursday, April 30, 2009



RESOLUTION NO. M-1624

A RESOLUTION pursuant to Homeland Security Presidential Directive #5, Management of Domestic Incidents, to adopt and implement principles of the National Incident Management (NIMS).

WHEREAS, the United States Department of Homeland Security has developed the National Incident Management System for the purpose of unifying all responders' efforts during the disaster; and

WHEREAS, the Department of Homeland Security has directed all federal, state, tribal and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the City of Olympia recognizes the need for a single Incident Management System to be used by all agencies and disciplines.

NOW, THEREFORE, BE IT RESOLVED the Olympia City Council ordains as follows:

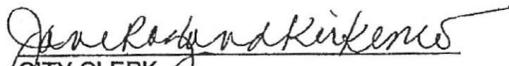
That the City of Olympia adopts the National Incident Management System. The National Incident Management System will be used in all emergency incidents, training and drills, and will be incorporated into all emergency plans and programs.

PASSED BY THE OLYMPIA CITY COUNCIL this 13th day of September 2005.



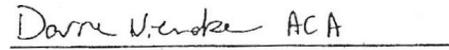
MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

RES 05-21



BEFORE THE OLYMPIA CITY COUNCIL
IN THE STATE OF WASHINGTON

RESOLUTION NO. _____

WHEREAS, the Director of Emergency Management/City Manager has reported to the Olympia City Council that on _____, 20 _____,

_____ ; and,

WHEREAS, extensive impacts have occurred to _____

WHEREAS, persons and property are, or will be, damaged unless further efforts are taken to reduce the threat to life and property and restore order; and

WHEREAS, there is an emergency present which necessitates activation of the City of Olympia Emergency Management Plan, and may require utilization of emergency powers granted pursuant to RCW 38.52.070 in order to effectively respond to the emergency needs of the community.

NOW THEREFORE, BE IT RESOLVED BY THE OLYMPIA CITY COUNCIL, in consideration of the above findings of fact:

SECTION I: That it is hereby declared that a state of emergency exists due to _____ affecting the City of Olympia. Duration of emergency _____

SECTION II: The Director of Emergency Management is hereby directed to activate those portions of the Olympia Emergency Management plan as are reasonable and necessary to combat the effects of the emergency, and all of the personnel, services and facilities of the City of Olympia will be utilized as needed, under that plan, in response to the emergency needs of the community.

SECTION III: Each designated city department is authorized to exercise the powers vested under Section III of this resolution in the light of the exigencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (with the exception of mandatory constitutional requirements).

PASSED AND ADOPTED THIS _____ DAY OF _____, 20 _____

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

PUBLISHED:



BEFORE THE OLYMPIA CITY COUNCIL
IN THE STATE OF WASHINGTON

RESOLUTION NO. _____

WHEREAS, a _____ has occurred affecting the City of Olympia
on _____, resulting in extensive impact to the following area(s) _____

WHEREAS, all the City of Olympia has been seriously impacted by this occurrence, including but not limited to

WHEREAS, a Declaration of Emergency was made by the City of Olympia Council on _____
and that the full provisions of the City of Olympia Emergency Management Plan were activated in response to
the emergency; and

WHEREAS, local capabilities and resources have been, or soon will be, exceeded by the scope of the
emergency; and

WHEREAS, additional assistance is needed to meet local public health and safety needs; and

NOW THEREFORE, BE IT RESOLVED BY THE OLYMPIA CITY COUNCIL, in consideration of the above
findings of fact:

SECTION I: A major Disaster has been declared for the City of Olympia.

SECTION II: Immediate assistance from the State of Washington, specifically _____
_____ is urgently needed.

SECTION III: In the event that assistance from the State of Washington is not available due to the scope of the
emergency, that the Governor request that the President order such assistance as necessary.

PASSED AND ADOPTED THIS _____ DAY OF _____, 20 _____

MAYOR

ATTEST:

City Clerk

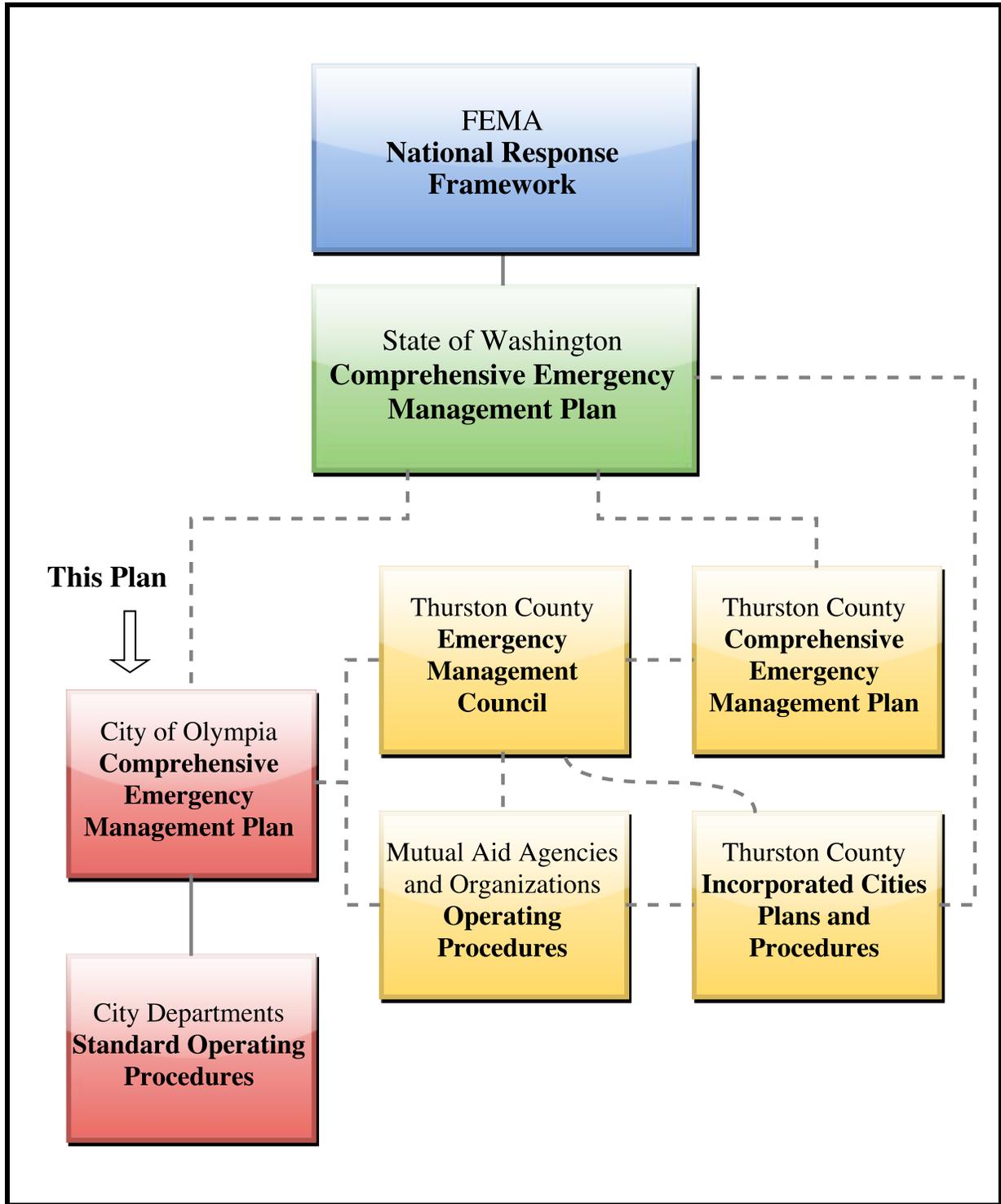
APPROVED AS TO FORM:

City Attorney

PUBLISHED:



APPENDIX 7: CEMP RELATIONSHIP TO REGIONAL EMERGENCY PLANS AND PROCEDURES





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APPENDIX 8: EMERGENCY RESPONSE CONTACTS

Purpose: This appendix provides a single location for regional emergency response contact information.

City of Lacey Emergency Coordination Center (ECC)	
Contact	Phone Number
ECC Direct line	360-491-5600, or 360-491-5663
Public Works	360-923-5512
Public Works Director: Scott Egger	360-438-2649 or 360-915-3989 (cell)
Public Works Operations Manager: Brad Burdick	360-438-2692 or 360-239-3001 (cell)
Police	360-923-5509
Police Commander: Joe Upton	360-413-4351 or 360-239-2320 (cell)
Emergency Medical Services	360-923-5513
Schools	360-923-5510
Emergency Service Coordinator: Tom Palmateer	360-491-2416 or 360-918-6909 (cell)
Emergency Service Coordinator: Bracy Dileonardo	360-456-7786 or 360-480-1381 (cell)

City of Tumwater Emergency Coordination Center	
Contact	Phone Number
Police at the ECC	360-252-5441 x801
Public Works at the ECC	360-252-5443 x803
Fire at the ECC	360-252-5442 x802
PIO at the ECC	360-252-5474 x374
Emergency Services Director: Scott LaVielle	206-291-6344 (cell)
Emergency Operations Manager: Jim McGarva	360-239-3585 (cell)
Public Works Director: Steve Craig	360-507-7635 (cell)
Police Chief: John Stines	360-239-3182 (cell)

Thurston County		
Contact	Phone Number	Email
Primary	(360) 867-2800	emwebmaster@co.thurston.wa.us



State Emergency Operations Center	
Contact	Phone Number
Main Switch Board	800-562-6108, or (253) 512-7000
Public Information Officers (Activations Only)	800-688-8955
Search and Rescue	888-849-2727
Emergency Operations Center (Activations Only)	800-854-5406, or (253) 912-4900
24-hour State Alert & Warning Center	800-258-5990

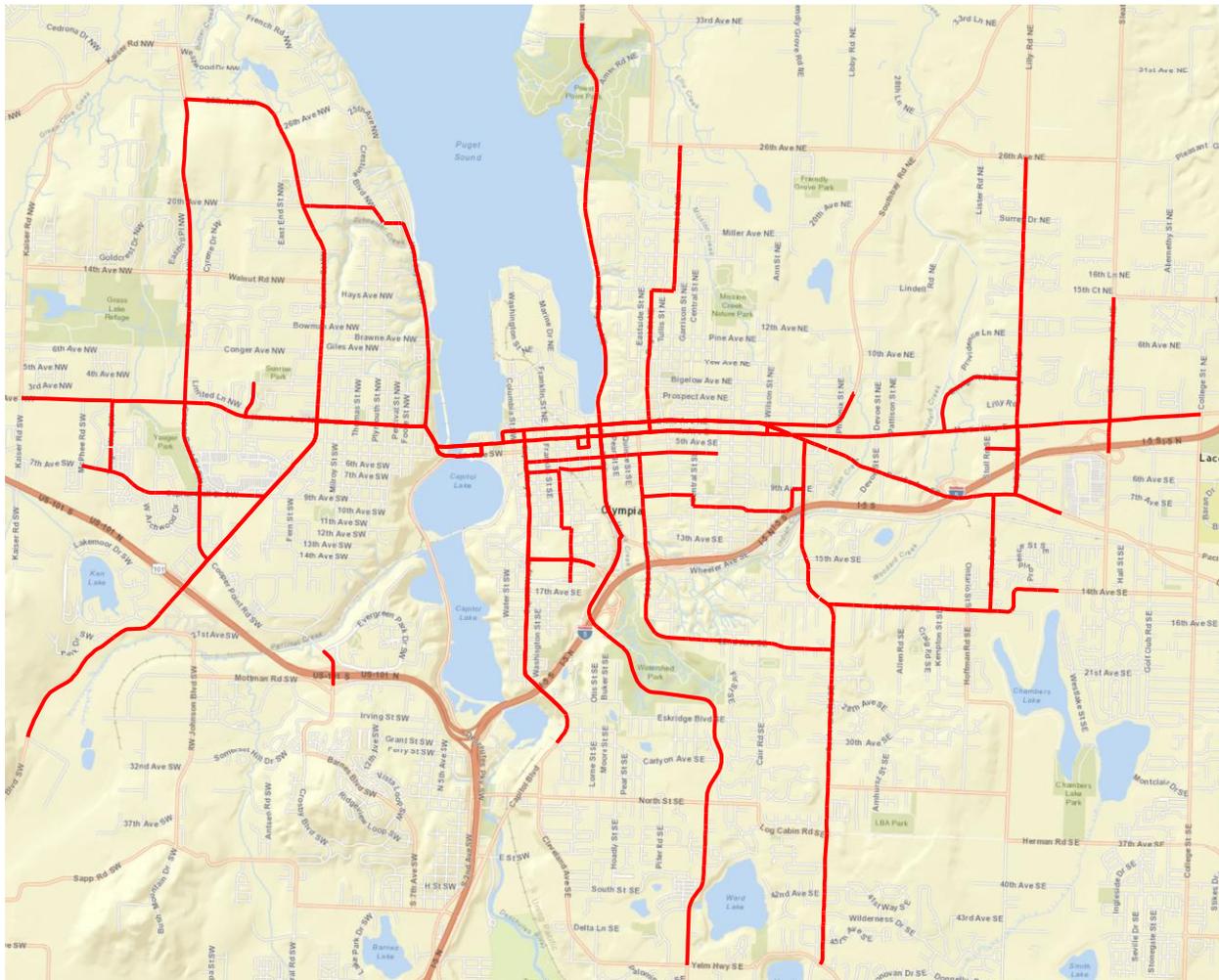
American Red Cross	
Contact	Phone Number
Primary	(360) 507-0021



APPENDIX 9: PRIORITY LIFELINE ROUTES

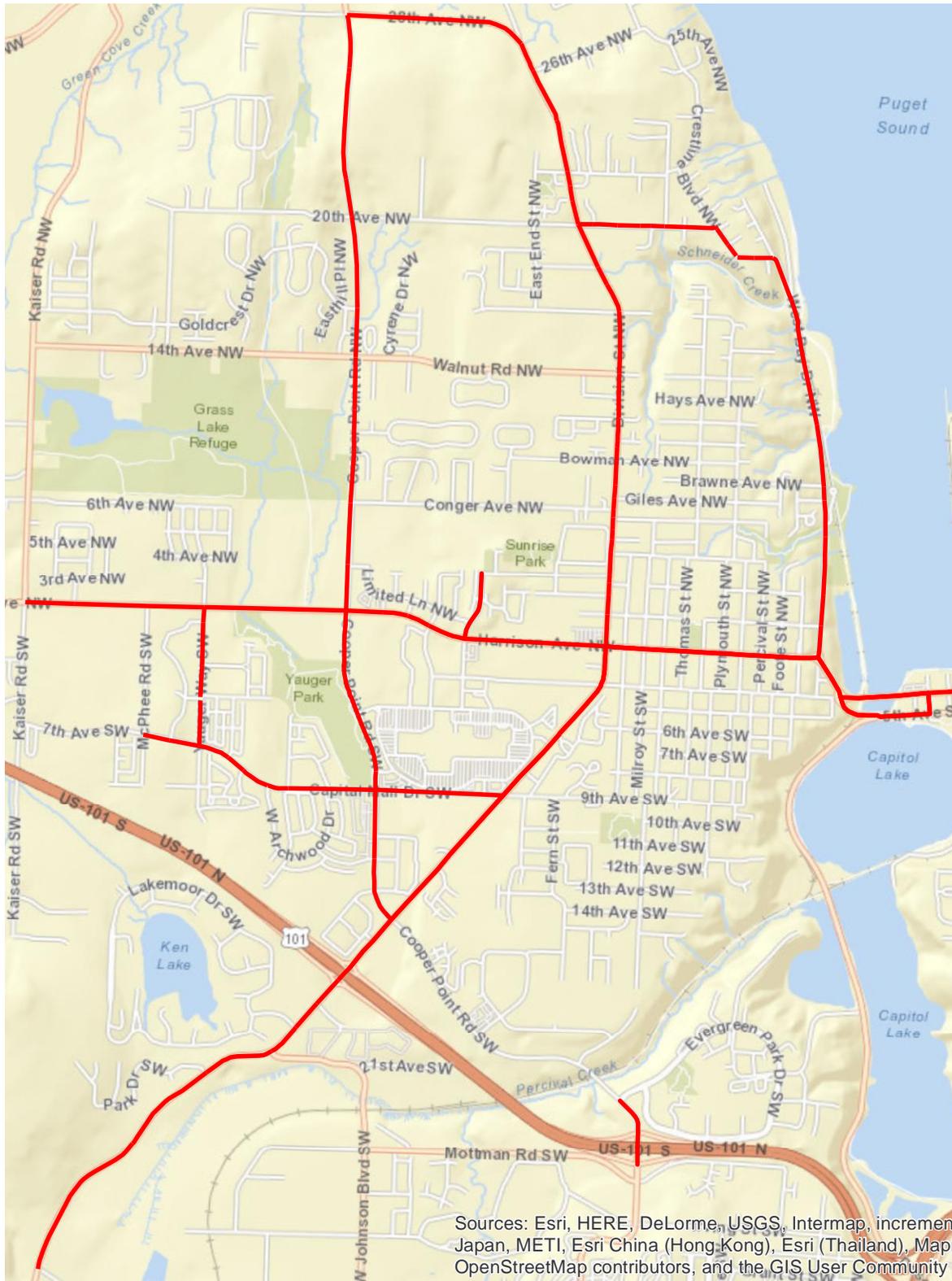
Purpose: This appendix provides three maps of the City of Olympia and highlights the priority lifeline routes that must be kept open and accessible at all times but especially during emergencies. The first map is of the entire city while the second and third map are zoomed into the west and east sides of the City. Each route is essential to first responder travel patterns and if they become impassible have the potential to delay or prevent lifesaving activities.

City of Olympia: Full





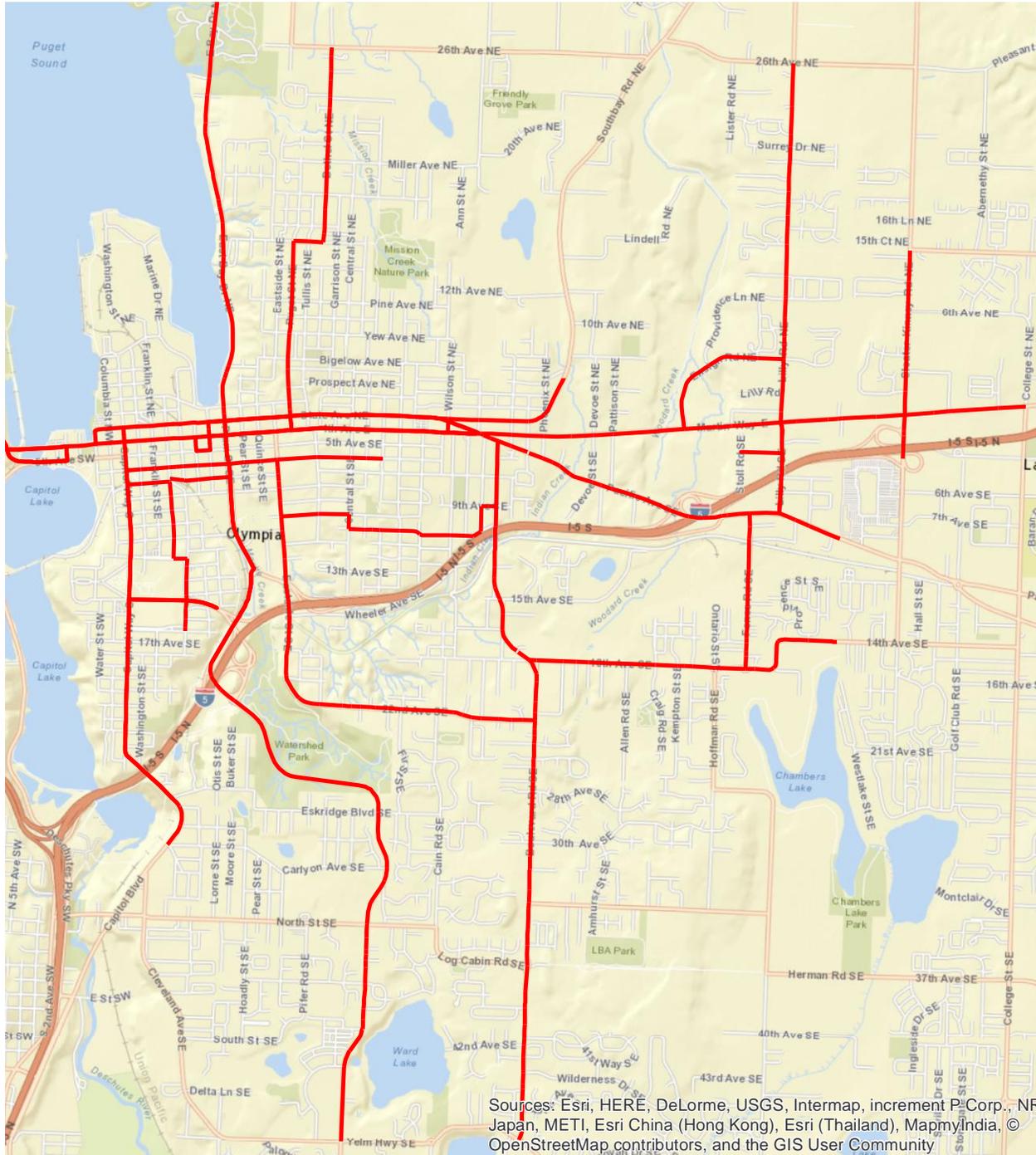
City of Olympia: West



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment Japan, METI, Esri China (Hong Kong), Esri (Thailand), Mapbox, OpenStreetMap contributors, and the GIS User Community



City of Olympia: East





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EMERGENCY SUPPORT FUNCTIONS

CITY OF OLYMPIA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISED JANUARY 2016

OLYMPIA FIRE DEPARTMENT, EMERGENCY MANAGEMENT DIVISION
100 EASTSIDE STREET, N. E., OLYMPIA, WA 98506



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WHAT IS AN EMERGENCY SUPPORT FUNCTION?

An Emergency Support Function or ESF is the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following disruptive disasters or incidents. There are fifteen federally recognized ESFs but individual governments may choose to add additional ESFs depending on the unique resources and demands of the region.

- I. ESF-01: TRANSPORTATION**
- II. ESF-02: COMMUNICATIONS**
- III. ESF-03: PUBLIC WORKS AND ENGINEERING**
- IV. ESF-04: FIREFIGHTING**
- V. ESF-05: EMERGENCY MANAGEMENT**
- VI. ESF-06: MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**
- VII. ESF-07: LOGISTICS, MANAGEMENT, AND RESOURCE SUPPORT**
- VIII. ESF-08: PUBLIC HEALTH AND MEDICAL SERVICES**
- IX. ESF-09: SEARCH AND RESCUE**
- X. ESF-10: OIL AND HAZARDOUS MATERIALS RESPONSE**
- XI. ESF-11: AGRICULTURAL AND NATURAL RESOURCES**
- XII. ESF-12: ENERGY**
- XIII. ESF-13: PUBLIC SAFETY AND SECURITY**
- XIV. ESF-14: LONG TERM COMMUNITY RECOVERY**
- XV. ESF-15: EXTERNAL AFFAIRS**



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EMERGENCY SUPPORT FUNCTIONS AND ASSIGNED AGENCIES

EMERGENCY SUPPORT FUNCTION	PRIMARY AGENCY	SUPPORT AGENCIES
ESF-1: TRANSPORTATION	DEPARTMENT OF PUBLIC WORKS	INTERCITY TRANSIT, THURSTON COUNTY SCHOOL DISTRICTS, & THURSTON COUNTY EMERGENCY MANAGEMENT
ESF-2: COMMUNICATIONS	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION AND CITY COMMUNICATIONS MANAGER	COMMUNICATIONS TEAM, TCOMM, POLICE DEPARTMENT, FIRE DEPARTMENT, PUBLIC WORKS, & PARKS, ARTS, AND RECREATION
ESF-3: PUBLIC WORKS AND ENGINEERING	DEPARTMENT OF PUBLIC WORKS	DEPARTMENT OF PARKS, ARTS, AND RECREATION, COMMUNITY PLANNING AND DEVELOPMENT, PUGET SOUND ENERGY, CENTURY LINK COMMUNICATIONS, & OTHER NON-CITY UTILITY PROVIDERS
ESF-4: FIREFIGHTING	FIRE DEPARTMENT	THURSTON COUNTY FIRE DISTRICTS AND DEPARTMENTS
ESF-5: EMERGENCY MANAGEMENT	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION	ALL CITY DEPARTMENTS AND THURSTON COUNTY EMERGENCY MANAGEMENT
ESF-6: MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES	DEPARTMENT OF PARKS, ARTS, AND RECREATION	AMERICAN RED CROSS & SALVATION ARMY
ESF-7: LOGISTICS, MANAGEMENT, AND RESOURCE SUPPORT	DEPARTMENT OF PUBLIC WORKS	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION & DEPARTMENT OF PARKS, ARTS, AND RECREATION
ESF-8: PUBLIC HEALTH AND MEDICAL SERVICES	FIRE DEPARTMENT	PROVIDENCE ST. PETER HOSPITAL, CAPITAL MEDICAL CENTER, THURSTON COUNTY MEDIC ONE, THURSTON COUNTY DEPARTMENT OF PUBLIC HEALTH, & THURSTON COUNTY CORONER
ESF-9: SEARCH AND RESCUE	POLICE DEPARTMENT	THURSTON COUNTY SHERIFF'S DEPARTMENT, THURSTON COUNTY EMERGENCY MANAGEMENT, FIRE DEPARTMENT, & DEPARTMENT OF PUBLIC WORKS



ESF-10: OIL AND HAZARDOUS MATERIALS RESPONSE	WASHINGTON STATE PATROL	FIRE DEPARTMENT, MUTUAL AID FIRE DEPARTMENTS AND DISTRICTS, POLICE DEPARTMENT, & WASHINGTON STATE DEPARTMENT OF ECOLOGY
ESF-11: AGRICULTURE AND NATURAL RESOURCES	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION	AMERICAN RED CROSS, SALVATION ARMY, THURSTON COUNTY FOOD BANK, & PUBLIC HEALTH
ESF-12: ENERGY	DEPARTMENT OF PUBLIC WORKS	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION, EMERGENCY MANAGEMENT COMMITTEE, & PUGET SOUND ENERGY
ESF-13: PUBLIC SAFETY AND SECURITY	POLICE DEPARTMENT	THURSTON COUNTY SHERIFF'S DEPARTMENT, LACEY POLICE DEPARTMENT, TUMWATER POLICE DEPARTMENT, & WASHINGTON STATE PATROL
ESF-14: LONG TERM COMMUNITY RECOVERY	DISASTER RECOVERY GROUP	ALL CITY DEPARTMENTS
ESF-15: EXTERNAL AFFAIRS	EXECUTIVE DEPARTMENT: CITY MANAGER	FIRE DEPARTMENT: EMERGENCY MANAGEMENT DIVISION



ESF-01: TRANSPORTATION

PRIMARY AGENCY

Department of Public Works

SUPPORT AGENCIES

Washington State Department of Transportation, Intercity Transit, Thurston County School Districts, and Thurston County Emergency Management

I. INTRODUCTION

- A. Purpose: To describe the methods for coordination of transportation resources during a disaster.
- B. Scope: Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

II. POLICIES

- A. Intercity Transit, and access to busses, will be coordinated directly through the agency or Thurston County Emergency Management.
- B. In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.
- B. Planning Assumptions:
 - 1. All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
 - 2. Because Intercity Transit is a “shared” multi-jurisdiction transportation resource, this plan recognizes Thurston County Emergency Management as the appropriate coordinator of Intercity Transit activities in support of ESF-01.



IV. CONCEPT OF OPERATIONS

- A. General:
 - 1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
 - 2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.
- B. Organization: A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.
- C. Procedures:
 - 1. Evacuation/Shelter-in-Place:
 - a) Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the City Council, the Chief of Police, or the Fire Chief when necessary.
 - b) The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
 - c) Evacuations that have multi-jurisdictional impact will be coordinated with the Thurston County EOC to ensure consistent instructions to the public.
 - d) Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
 - e) Population protection methods may include “shelter-in-place” depending upon circumstances.
 - f) Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
 - g) Agency Responsibilities for Evacuation/Shelter-in-Place:
 - 1) Fire Department: Emergency Management Division:
 - (a) Recommend evacuation/shelter-in-place where appropriate.
 - (b) Monitor evacuation activities.



- (c) Coordinate with the Public Information Officer regarding evacuation routes, conditions and other essential information.
 - (d) Establish an Evacuation sub-Unit if necessary.
 - 2) Police Department:
 - (a) Crowd and traffic control operations.
 - (b) Identify and establish evacuation routes.
 - (c) Assist in the removal of stalled vehicles and equipment from evacuation routes.
 - (d) Assist the EOC in identifying critical evacuation problems.
 - (e) Assist in dissemination of evacuation/shelter-in-place instructions to the population.
 - 3) Department of Public Works:
 - (a) Assist in traffic control operations by providing signs and barricades.
 - (b) Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
 - (c) Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.
 - 4) Fire Department:
 - (a) Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
 - (b) Assist in the dissemination of evacuation/shelter-in-place instructions to the public.
- D. Prevention and Mitigation:
 - 1. Ensure deployed personnel are briefed on the known hazards and incident assignments.



2. Provide information about hazards that may influence siting of facilities and deployment of resources.
- E. Preparedness:
1. Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
 2. Coordinate and maintain a method of identifying available transportation resources.
- F. Response:
1. Staff the City EOC for coordinating transportation related activities.
 2. Coordinate the mobilization of personnel and equipment.
- G. Recovery:
1. Coordinate the reconstruction and repairs of the City transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
 2. Conduct damage assessment of the City's transportation system and facilities.

V. RESPONSIBILITIES

- A. Primary Agency:
1. Department of Public Works:
 - a) Coordinate all transportation resources in support of the incident.
 - b) Coordinate with Thurston County Emergency Management in the case of an incident with multi-jurisdictional impact.
 - c) Make maximum use of public and private transportation resource providers.
 - d) Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
 - e) Assign transportation resources.
 - f) Arrange for emergency fuel and service.
 - g) Keep records of incident related transportation expenses.
 - h) Request additional transportation from the Thurston County EOC if local emergency transportation capabilities are exceeded.



- B. Support Agencies:
 - 1. Washington State Department of Transportation: Provide support when state highways are impacted by the incident.
 - 2. Intercity Transit:
 - a) Upon request send a representative to the city EOC to assist the Transportation Coordinator.
 - b) Provide available public transportation resources in support of emergency operations.
 - 3. Thurston County School Districts: Coordinate with the Transportation sub-Unit for the provision of District transportation assets.
 - 4. Thurston County Emergency Management: Coordinate transportation with other local emergency management programs through the Emergency Management Council.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Public Works All Hazards Plan.
- B. Incident Annex 3: Mass Evacuation.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-02: COMMUNICATIONS

JOINT PRIMARY AGENCIES

Fire Department: Emergency Management Division and Public Information Officer

SUPPORT AGENCIES

Communications Team, Thurston County 9-1-1(TCOMM), Police Department, Fire Department, Public Works, and Parks, Arts, and Recreation

I. INTRODUCTION

- A. Purpose: Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.
- B. Scope: The communication and warning assets of all City organizations including radio, voice, and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS).

II. POLICIES

- A. The city relies on the warning capabilities of federal and state government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.
- B. Thurston County Division of Emergency Management is responsible for maintenance of the primary warning reception point for this region, a component of the National Warning System located at TCOMM.
- C. All relevant agencies will work in close cooperation with Thurston County Division of Emergency Management to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.
- B. Planning Assumptions:



1. No amount of planning can result in complete coverage of the warning area. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.

IV. CONCEPT OF OPERATIONS

A. General:

1. Objectives of the public information process:
 - a) To warn the public of disaster dangers, their effects, and proper countermeasures.
 - b) To instruct the public on protective measures that can be taken during an emergency.
 - c) To instruct the public on disaster assistance and recovery procedures.
 - d) To control rumors.
 - e) To inform the public on the nature, scope and anticipated courses of action relating to the emergency.
2. Objectives of the communications coordination process:
 - a) Identify all existing communications assets and capabilities.
 - b) Plan for the best use of those resources under emergency conditions.
 - c) Provide for augmenting existing communications with outside resources as needed.
3. The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Thurston County NAWAS receiving point is TCOMM. Information received via NAWAS that impacts the city is forwarded to the Fire Department on a 24-hour basis. The Fire Department will then notify the Emergency Management Coordinator or a designee when appropriate.



4. Always attempt to use daily or standard communications systems before switching to back up communications systems. Regardless of the incident it is impossible to predict whether a disaster will or will not disrupt standard communication systems.
5. Emergency Alert System: According to the Emergency Alert System (EAS) procedures for the Thurston-Mason Counties Operational Area, radio station KGY is the primary Common Program Control Station (CPCS-1) under the EAS. Designated officials will activate the EAS through station KGY. All other local participating stations will monitor and repeat official information according to their procedures. Details for the activation of the Emergency Alert System for the Thurston/Mason Counties area are published separately.
6. Special Populations: A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development. In addition, Thurston County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities. The City of Olympia Fire Department also maintains a useful links page on the City website.
7. Special Locations: There is presently no capability, beyond the existing warning system, to provide warnings to special locations such as schools, hospitals, nursing homes and places of public assembly.
8. Communications Coordination: Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.
9. Communications Coordinator: The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
 - a) Maintaining equipment inventories.
 - b) Maintaining current radio frequencies in use in the Olympia area.



- c) Scheduling tests and exercises to ensure communications readiness.
 - d) Identifying support communications resources, and establish agreements and procedures for their use in time of need.
 - e) Assuming operational control of supporting communications systems, in cooperation with TCOMM and Thurston County Emergency Management, this includes allocation of communications resources.
 - f) Coordinating the restoration of communications capabilities in the city following a disaster.
10. Capabilities: Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.
11. Regional Communications: Overall coordination of public safety communications services is the responsibility of TCOMM. TCOMM is the 24-hour direction and control point for routine communications.
12. Support Communications: Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, Citizens Band, and Business Band radio systems. Amateur Radio resources will be coordinated with Thurston County Emergency Management.
13. Telecommunications: Emergency 9-1-1 access will remain the responsibility of TCOMM during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The Department of Administrative Services will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.
14. Shelter Communications: The American Red Cross (ARC) will determine the methods for communication between mass care shelters and the EOC. Communications resources will be provided to the American Red Cross through Thurston County Emergency Management. The Department of Parks, Arts, and Recreation may use their communication capabilities for emergency shelter communications until the ARC system is activated.
15. Communication with the State EOC will be via the following systems:
- a) Telephone.
 - b) Internet/email.



- c) Radio Amateur Civil Emergency Services (RACES) statewide network.
 - d) Emergency Radio System Comprehensive Emergency Management Network (CEMNET) via Thurston County Emergency Management.
 - e) National Warning System Hotline (NAWAS) via Thurston County Emergency Management and/or TCOMM.
 - f) Runner to the state EOC.
- B. Organization:
1. The Fire Department will function as the 24-hour warning point for receipt of warning information impacting the city.
 2. A Communications Team may be established at the Olympia EOC to coordinate communications for city operations.
- C. Procedures:
1. **Warning:** The Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.
 2. **Primary Warning Point:** TCOMM is the primary receiving and reaction point for warning information. All warning information received, which impacts the city will be forwarded to the Emergency Management Coordinator or designee at the earliest possible opportunity.
 3. **Automatic Activation:** The warning system may be activated by TCOMM, without prior authorization from the Emergency Management Coordinator, if the TCOMM Duty Supervisor determines the timely and immediate dissemination of warnings is warranted by the nature of the threat. Policies and procedures will be in place to define the parameters for automatic activation of the warning system.
- D. Prevention and Mitigation:
1. Ensure deployed personnel are briefed on the incident assignments.
 2. Provide information about hazards that may influence siting of facilities and deployment of resources.
- E. Preparedness:



1. Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.

F. Response:

1. Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
2. In coordination with City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
3. Share information with Command, General Staff, and the Situation Unit.
4. Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

G. Recovery:

1. The recovery process for communications is dispersed amongst the different agency needs and requirements. The ESF-02: Communications will coordinate the diverse recovery process. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.

V. RESPONSIBILITIES

A. Fire Department: Emergency Management Division:

1. Develop EOC procedures for coordination of city communications resources in an emergency.
2. Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
3. Develop and maintain notification lists and procedures for alerting key city personnel.
4. Develop and maintain procedures for activation of warning systems.
5. Coordinate warning plans with Thurston County Emergency Management.
6. Coordinate all warning dissemination with Thurston County Emergency Management.



7. Determine which warnings are significant to the City of Olympia.
 8. Attempt to provide warning and emergency information to School Districts
- B. Public Information Officer (PIO):
1. Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
 2. Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the city.
 3. Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
 4. Establish a rumor control and countermeasures capability.
 5. Provide for coordination with neighborhood groups.
 6. Obtain approval for all releases from the EOC Manager/Incident Commander.
 7. Monitor news media coverage of the incident.
 8. Coordinate the release of public information with Thurston County Department of Emergency Management where appropriate.
 9. Support the Mayor, Council, City manager and department directors in their public information and public confidence roles.
- C. Support Agencies:
1. TCOMM:
 - a) Develop and maintain procedures for providing disaster information with the city EOC and Thurston County Emergency Management when appropriate.
 - b) Assist with the dissemination of information and warnings as requested.
 2. Police Department: Assist with the dissemination of warnings.
 3. Fire Department:



- a) Receive warning information from diverse sources, and forward that information to the Emergency Management Coordinator.
- b) Assist with the dissemination of information and warnings.
4. Department of Public Works: Provide support communications through department communications resources.
5. Recreation & Cultural Services: Provide support communications through department communications resources.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. None.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



ESF-03: PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY

Department of Public Works

SUPPORT AGENCIES

Department of Parks, Arts, and Recreation, Community Planning and Development, Puget Sound Energy, Telecommunications Providers, and Other Non-City Utility Providers

I. INTRODUCTION

- A. Purpose: To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.
- B. Scope: The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

II. POLICIES

- A. The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- B. The City of Olympia will provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.
- B. Planning Assumptions:



1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
 - a) A Debris Management Emergency Response Plan is currently being developed by the Public Works Department.
 - b) Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Community Planning and Development and the Legal Department as needed.
2. The City will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

- A. General:
 1. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
 2. The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
 3. Public and private utilities operating in the City will coordinate the prioritization of restoration of essential services with the Public Works Unit at the City EOC. A Liaison Officer may be appointed to support this coordination when necessary.
- B. Organization: A Public Works Unit may be established in the EOC to coordinate these activities.
- C. Procedures:
 1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.



2. Coordination: Each utility will perform its own evaluation of systems operational constraints, and prioritize the work that is necessary to restore service to critical areas. Coordination with Thurston County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the City EOC as needed.
3. In the absence of utility providers Public Works will:
 - a) Determine the extent of electrical outages and disruptions.
 - b) Determine the extent of natural gas disruptions.
 - c) Coordinate out of area private and public energy assistance.
- D. Prevention and Mitigation:
 1. Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
 2. Identify and mitigate the effects of hazards in the work place to minimize damage, injury, and disruption following an event.
 3. Ensure that field personnel have proper protection and equipment available in advance of an event.
- E. Preparedness:
 1. Train agency staff in emergency procedures.
 2. Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
 3. Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
 4. Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department and support agency personnel.
 5. Conduct periodic training and exercises and participate in City drills and exercises.
- F. Response:
 1. Conducting initial internal facility damage assessments and estimates and report damage estimates to the City EOC.
 2. Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.



3. Task personnel, as necessary, to accomplish support responsibilities.
- G. Recovery:
1. Continue with response and recovery activities until completed.

V. RESPONSIBILITIES

A. Primary Agency:

1. Department of Public Works:

- a) Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- b) Provide assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
- c) Coordinate performance of emergency protective measures relating to City property and facilities.
- d) Provide for the inspection of City bridges and other public works facilities.
- e) Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- f) Coordinate temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
- g) Perform, on contract, major recovery work to restore damaged public facilities.
- h) Provide traffic control signs and barricades for road closures and detours.
- i) Assist the Police Department in the development of alternate traffic routes around the hazard site.
- j) Coordinate City flood fighting activities.
- k) Provide all additional private sector engineering assistance needed via the City's on call consultant roster
- l) Coordinate emergency equipment rental or replacement with the Logistics Section.
- m) Coordinate the clearance and disposal of residential and commercial solid waste and debris.

B. Support Agencies:



1. Department of Parks, Arts, and Recreation: Provide personnel, facilities and equipment to the Department of Public Works according to existing internal plans and procedures.
2. Community Planning and Development: Provide Engineering and Building inspection personnel and services as needed.
3. Puget Sound Energy:
 - a) Assess the impact of the emergency on public energy facilities.
 - b) Report the status of energy distribution systems to the EOC.
 - c) Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.
4. Telecommunications Providers:
 - a) Assess the impact of the emergency on telecommunication facilities.
 - b) Report the status of telecommunications facilities and services to the EOC.
 - c) Coordinate with the EOC in the prioritization of restoration of telecommunications services.
5. Other Non-City Utilities Providers:
 - a) Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Public Works All Hazards Plan.
 1. Debris Management Emergency Response Plan.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-04: FIREFIGHTING

Primary Agencies

Fire Department, Washington State Patrol, Office of the State Fire Marshal

Support Agencies

Thurston County Fire Districts and Departments and other fire resources through the Washington State Fire Resource Mobilization Plan

I. INTRODUCTION

- A. Purpose: Identify procedures for coordination of fire suppression and support resources associated with the incident and for providing a point of contact for all requested external fire department assistance.
- B. Scope: The Olympia Fire Department, utilizing when necessary mutual aid resources that are available, is responsible for all fire prevention, suppression, and control activities in the City of Olympia.

II. POLICIES

- A. During emergency situations, the Fire Department will mobilize all the available apparatus and personnel required to cope with the nature and scope of the situation. Mutual Aid Agreements with adjacent jurisdictions are activated when needed. When mutual aid resources are exhausted, the provisions for state fire mobilization may apply.
- B. The provisions of the Washington State Fire Resource Mobilization Plan is the appropriate access point through which to acquire fire resources outside existing mutual aid agreements.
- C. Mutual aid with adjacent firefighting resources will be enhanced by the use of the Incident Command System (ICS).

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Major structure fires are a potential in an urban environment. Additionally, a disaster event, such as an earthquake, may precipitate multiple fires in several different locations throughout the city. Fire resources may become overwhelmed by the demand for services, and damaged bridges and streets may hamper access.
- B. Planning Assumptions:
 - 1. The Fire departments and districts throughout Thurston County typically provide Emergency Medical Services (EMS). Methods used to mobilize fire resources will often be the same as for mobilization of EMS resources.



2. Demand for services in excess of capabilities may make it necessary for the prioritization of response. Some needs may go unmet due to a lack of resources. Prioritization of response will be made through the EOC and based on the best information available at the time.

IV. CONCEPT OF OPERATIONS

A. General:

1. Initial Fire Department response will be in accordance with routine dispatching procedures.
2. The Olympia EOC will assume coordination of response of fire resources within the city when activated. Thurston 9-1-1 Communications will be notified when the EOC assumes coordination of city resources.
3. The EOC Fire Services Unit will coordinate acquisition of additional fire and EMS resources through activation of existing mutual aid agreements, or the provisions of the Washington State Fire Resource Mobilization Plan.

B. Organization: A Fire Services Unit will be established in the EOC for coordination of all activities associated with ESF-04.

C. Procedures: The Olympia Fire Department defines in detail procedures for the deployment of fire service resources.

D. Prevention and Mitigation:

1. Promote fire safety and prevention programs.

E. Preparedness:

1. Provide fire preparedness activities including plans, procedures, training, drills, exercises, etc.

F. Response:

1. Task personnel, as necessary, to accomplish support responsibilities.
2. Assume full responsibility for suppression of fires.
3. Provide and coordinate firefighting.
4. Coordinate requests for firefighting assistance in structural or industrial fire protection operations.

G. Recovery:

1. Contribute to the incident after-action report.
2. Track and submit costs.



3. Make recommendations to landowners for recovery activities.

V. RESPONSIBILITIES

- A. Primary Agency: Fire Department
 1. Coordinate all incident related fire services, including all mutual aid supplies, personnel and equipment requested.
 2. Prioritize fire service response that is consistent with the Incident Action Plan.
 3. Coordinate light and heavy rescue and extrication.
 4. Assist with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
 5. Provide response to hazardous materials incidents, and coordinate with the proper outside authorities for assistance as necessary. Provide qualified personnel to assume the role of on-scene command for hazardous materials incidents.
 6. Provide lighting for night incidents.
- B. Primary Agency: Office of the State Fire Marshal
 1. Administer and implement the State Fire Service Mobilization Plan.
- C. Primary Agency: Washington State Patrol
 1. Assist in the administration and implementation of the State Fire Service Mobilization Plan.
- D. Support Agencies:
 1. Thurston County Fire departments and districts: Provide assistance to the Olympia Fire Department under existing mutual aid agreements and/or fire mobilization protocols.
 2. Regional Fire Defense Board: As denoted in RCW 43.43.963, assist in providing external firefighting and EMS resources when local and mutual aid capabilities are exhausted in accordance with the Washington State Fire Resource Mobilization Plan.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES



- A. Refer to the Fire Department's emergency response processes.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



ESF-05: EMERGENCY MANAGEMENT

*(Formerly Information Analysis and Planning, Damage Assessment,
Direction and Control, ICS in the EOC, and Finance and Administration)*

PRIMARY AGENCIES

Fire Department: Emergency Management Division and Community Planning and Development

SUPPORT AGENCIES

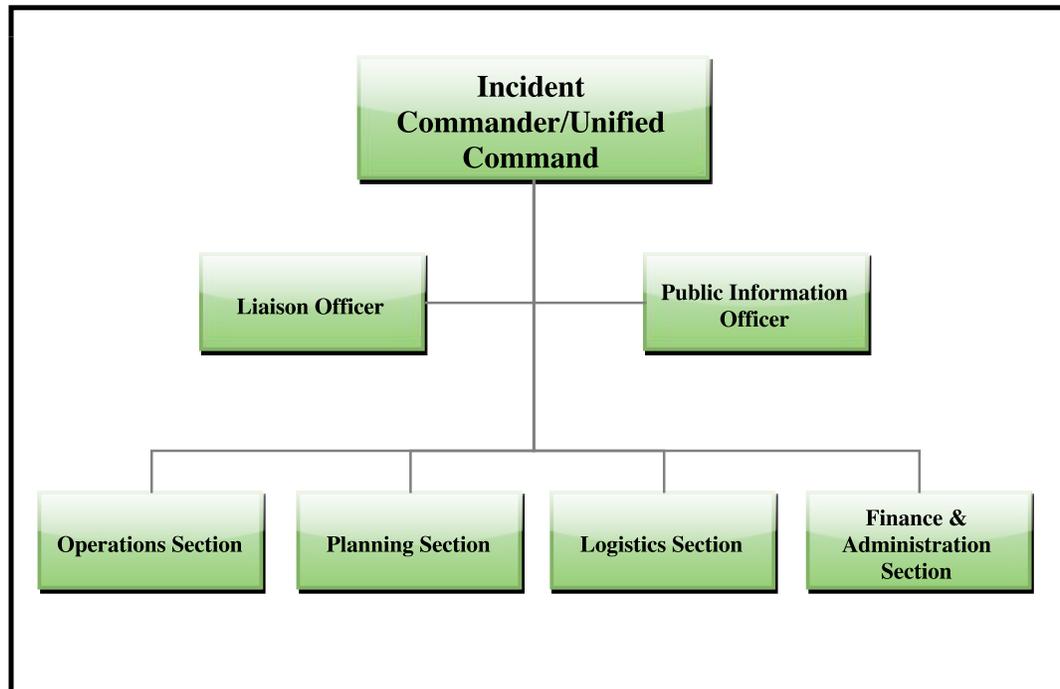
All City Departments and Thurston County Emergency Management

I. INTRODUCTION

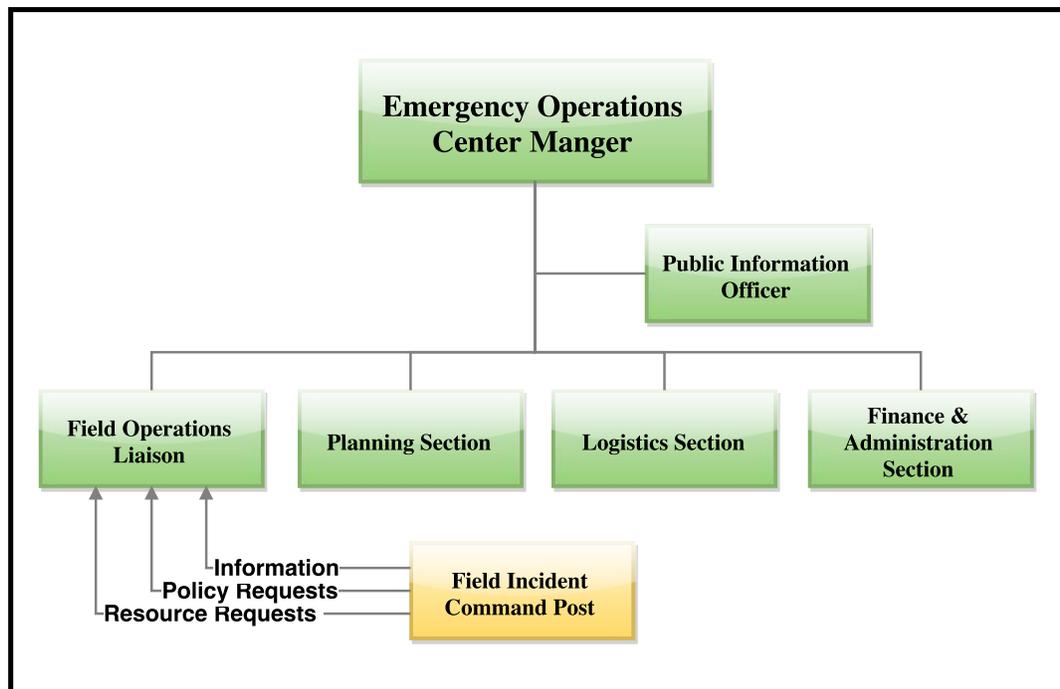
- A. Purpose: To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Olympia Emergency Operations Center (EOC).
- B. Scope: Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Olympia. These processes are coordinated through the Olympia EOC.
- C. Organization: The Olympia EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager/Incident Commander as needed to best handle the situation with the available resources. Tasks for each position are included in this annex along with organizational charts displaying how the Olympia EOC ICS will work with a Field Incident Command Post and an Incident Management Team. Typically, the Olympia EOC will staff the follow ICS positions: EOC Manager/Incident Commander, Liaison Officer, Public Information Officer, Operations Section Chief/Field Operations Liaison, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.



D. Standard ICS Structure:

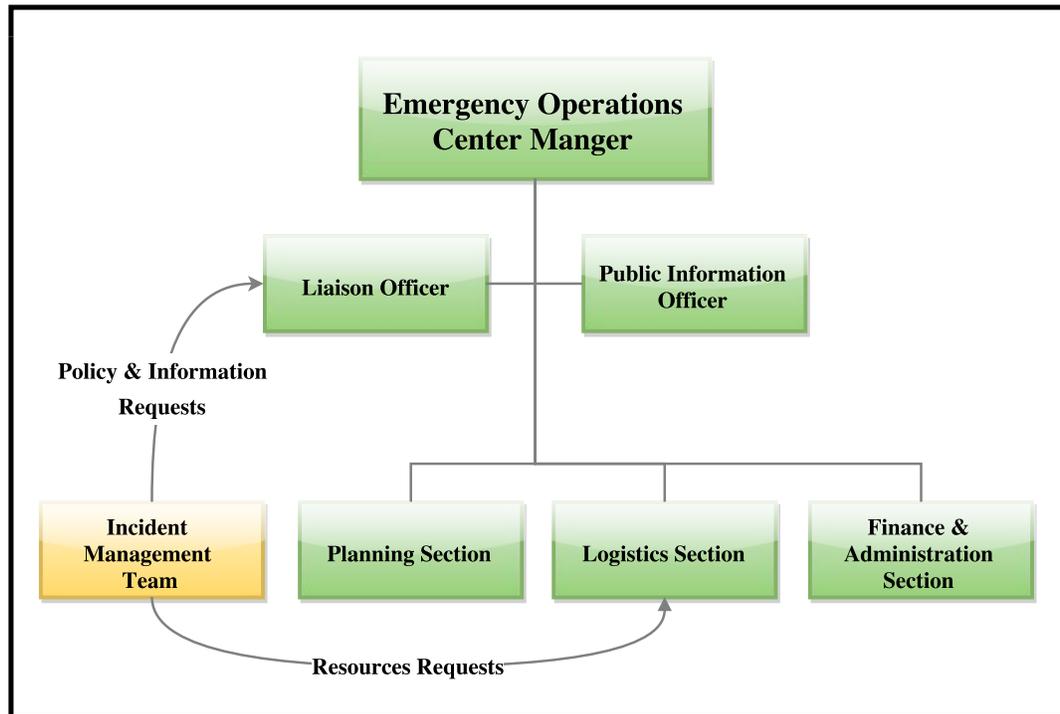


E. Olympia EOC with a Field Incident Command Post:





F. Olympia EOC with an Incident Management Team:



II. POLICIES

- A. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.
- B. The Olympia EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Thurston County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
- C. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Olympia to return to normal operations faster and more efficiently.



- D. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports, using the spot report format.
1. Requirements for Incident Records:
 - a) Chronology: A compilation of all response and recovery efforts into a single document by date and time, which reflects highlights and significant events.
 - b) Situation Report (SITREP): A compilation of data from the Operations Section and activated Units. This is the basis for the Master SITREP.
 - c) Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.
 - d) Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
 - e) Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
 - f) Master Situation Report: A summary of local SITREPS supplemented with other disasters response forms and information. A Master SITREP will be sent to State Emergency Operations Center on a scheduled basis and when requested. In addition, all local declarations of emergency or resolutions requesting assistance from the state or federal government will be transmitted to the State Emergency Operations Center.
 - g) Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
 - h) Maps: Maps and graphics used to display or depict incident related activities.
 - i) Other Documents: Other incident related documentation including telephone logs, state and federal required documentation, and any documents necessary for accurate reconstruction of the activities of the response and recovery process.



2. Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph or record damage for analysis, or assign field personnel to report on unique events.
 3. All city departments will support the information needs of the EOC by providing Situation Reports upon request.
- E. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
1. The Operations and Planning Section Chiefs brief on situation and resource status.
 2. The Liaison Officer discusses safety issues.
 3. The EOC Manager/Incident Commander sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
 4. If the incident requires, the Operations Section Chief/Field Operations Liaison develops geographic control lines and division boundaries.
 5. The Operations Section Chief/Field Operations Liaison specifies tasks for each Operations Section Unit that supports incident objectives.
 6. The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
 7. The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
 8. The Logistics Section Chief develops resource orders.
 9. The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
 10. The Finance and Administration Section Chief provides a financial update.
 11. The Liaison Officer discusses interagency liaison issues.
 12. The Public Information Officer discusses information issues.



13. The EOC Manager/Incident Commander finalizes, approves, and implements the IAP.
14. All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

III. SITUATION

- A. **Emergency/Disaster Conditions and Hazards:** The City of Olympia is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, dam failure, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, tsunamis, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to directly or indirectly impact the City. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The City can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.
- B. **Planning Assumptions:** Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged, and will require rapid inspection to ensure public safety before re-habitation.
 1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
 2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
 - a) What is the problem?
 - b) How big is the problem?



- c) Is the problem getting better or worse?
 - d) What is the plan?
3. It is essential that the City of Olympia EOC and the Thurston County EOC share information and coordinate its dissemination.

IV. CONCEPT OF OPERATIONS

- A. General: The Olympia Fire Department: Emergency Management Division will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager/Incident Commander as needed to best handle the situation with the available resources.
- B. Organization and Procedures: Typically, the EOC Manager/ Incident Commander will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.
- C. Policy/Executive Group: The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Manager make up the Policy/Executive group and are advised by the City Attorney.
 1. City Council:
 - a) Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
 - b) Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
 - c) Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
 - d) Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
 - e) Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)
 - f) Provides policy direction to the emergency management organization. (RCW 38.52)



- g) Enacts legislation, which commands the services and equipment of private citizens as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)
 - h) Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
 - i) Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
 - j) Instills public confidence, and relays public information, as provided by the Public Information Officer.
2. Mayor:
- a) Provides a Liaison between the City Council and the emergency management system to ensure support and coordination of legislative action where needed.
 - b) Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
 - c) Instills public confidence, and relays public information, as provided by the Public Information Officer.
3. City Manager:
- a) Provides overall direction and control of disaster activities under the provisions of this plan.
 - b) Chairs or appoints a working chair for the Emergency Management Committee.
 - c) Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
 - d) Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
 - e) Requests activation of Level 1 or Level 2 emergency protocols when indicated by the needs of the emergency.
 - f) Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
 - g) Instills public confidence, and relays public information, as provided by the Public Information Officer.



4. City Attorney:
 - a) Provides emergency legal advice to the Mayor and City Council, City Manager and the Emergency Management Committee.
 - b) Reviews emergency agreements, contracts and disaster-related documents.
 - c) Drafts a Declaration of Emergency when necessary.
 - d) Assists in drafting a Declaration of Disaster when necessary.
 - e) Drafts other emergency ordinances as needed.

- D. Command Staff: The Command staff is responsible for detailed direction and control of all City and support resources. The City of Olympia breaks from traditional ICS Command by having an EOC Manager/Incident Commander and Field Incident Commanders. The EOC Manager/Incident Commander commands EOC activities that support the Field Incident Commanders. Field Incident Commanders perform the functions of the Operations Section and are not under the command of the EOC Manager/Incident Commander. Within the EOC the Operations Section Chief/ Field Operations Liaison and additional liaison staff for each activated Unit represent the Operations Section. The EOC Manager/Incident Commander or Unified Command, Deputy Incident Commander, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.
 1. EOC Manager/Incident Commander or Unified Command: The EOC Manager/Incident Commander or Unified Command executes the provisions of the CEMP in times of emergency and assists in the recovery process.
 - a) Tasks: The EOC Manager/Incident Commander or Unified Command is charged with all of the duties associated with the EOC until otherwise delegated.
 - 1) Open the EOC, obtain the EOC Manager/Incident Commander's vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
 - 2) Answer the following questions to gain situational awareness:
 - (a) What is the problem?
 - (b) How big is the problem?
 - (c) Is the problem getting better or worse?
 - (d) What are the downstream effects on the city?



- (e) What effects is this disaster or our action having outside the city?
- (f) What is the plan?
- 3) Appoint staff to positions as they arrive and in the following order for the initial activation needs:
 - (a) Logistics Section Chief: to assume staffing responsibilities.
 - (b) Planning Section Chief: to assume situational awareness responsibilities.
 - (c) Public Information Officer: to receive calls from the media that may interfere with EOC activities and assume public information responsibilities.
 - (d) Finance and Administration Section Chief: to assume notification responsibilities.
 - (1) The State, the County, neighboring cities, the City Manager, the Assistant City Manager, department directors, and the public should all be notified when the EOC is open and addressing an incident.
 - (e) Field Operations Liaison: to coordinate interdisciplinary response to the incident.
 - (f) Liaison Officer: to coordinate city resources and personnel as well as outside aid when necessary.
- 4) If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
- 5) Determine incident objectives, strategies, and priorities.
- 6) Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
- 7) Create an organization chart for publication.
- 8) Provide an overview of the situation, followed by regular updates.
- 9) Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
- 10) Oversee the development of an Incident Action Plan.



- 11) Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
 - (a) Remind Section Chiefs to use section books.
 - (b) Remind staff to retrieve the appropriate vest for the section they are assigned to.
 - (c) Remind staff to “STAY in the BOX” and reinforce the organization chart.
 - 12) Establish contact with the City of Lacey, City of Tumwater, Thurston County, and Washington State EOCs. After contact is established provide each EOC with copies of all Sit Reps and Public Information releases and coordinate with each center as needed.
 - (a) If necessary, establish a liaison with Thurston County Emergency Management and the State Emergency Operations Center.
 - 13) Prepare a briefing for the City Manager and elected officials that includes:
 - (a) Scope of the event.
 - (b) Actions being taken.
 - (c) Future expectations and concerns.
 - (d) Policy support needs.
- b) Information posting in the EOC:
 - 1) Is the information confirmed?
 - 2) Is the information for public release?
 - c) Format for EOC Section Meetings:
 - 1) What is the situation?
 - 2) What is the plan?
 - 3) What is the need?
 - 4) What information can be released to the PIO?
2. Deputy Incident Commander: Provides shift coverage for the EOC Manager/Incident Commander and may be designated to prepare for an expedient transition from the response phase to the recovery phase.



3. Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Manager, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. The City of Olympia also designates Safety Officer responsibilities to the Liaison Officer. If the Liaison Officer is unavailable all responsibilities are deferred to the Finance and Administration Section. The Employee Welfare Unit within the Finance and Administration Section will assume all Safety Officer responsibilities. Safety Officer tasks are included in the Liaison Officer and Employee Welfare Unit task lists.
 - a) Tasks:
 - 1) Obtain a briefing from the EOC Manager/Incident Commander.
 - 2) Attempt to gain situational awareness by answering the following questions:
 - (a) What is the problem?
 - (b) How big is the problem?
 - (c) Is the problem getting better or worse?
 - (d) What is the plan?
 - 3) Initiate contact with the City Manager and/or City Council, and appropriate local and state support agencies/representatives, and provide an initial briefing of the incident.
 - 4) Identify primary contacts including the communications link and location.
 - 5) Work with the PIO to keep City Hall informed so the City Manager and City Council do not come to EOC for information.
 - 6) Monitor incident operations to identify current or potential inter-organizational conflicts.
 - 7) Attend planning meetings as required.
 - 8) Provide input on the coordination with City Hall and outside agency resources.
 - 9) Oversee the well-being and safety of personnel in the EOC.



- 10) Advise on any City Hall or assisting agency special needs or requirements.
- 11) Determine if any special reports or documents are required.
- 12) Ensure that all outside agency personnel and/or equipment is properly recorded.
- 13) Ensure that all required outside agency forms, reports, and documents are completed.
- 14) Identify representatives from each responding agency, their location, and the appropriate communications and coordination link.
- 15) Respond to requests from incident personnel for inter-organizational contacts and possibly serve as the primary liaison with the Thurston County EOC.
- 16) Act as a "trouble shooter" for the purpose of maintaining effective, appropriate inter-organizational cooperation.
- 17) Monitor spontaneous response of resources not requested, and integrate those resources into the emergency management system as appropriate or otherwise as required.
- 18) Act as the primary contact point for military assistance to local government.
- 19) Identify potentially unsafe acts.
- 20) Identify corrective actions and ensure implementation. Coordinate corrective action with Command.
- 21) Ensure adequate sanitation and safety in food preparation.
- 22) Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage.
 - (a) Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.



4. Public Information Officer (PIO): The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Information is very powerful and must be distributed. This position is responsible for coordinating these tasks with the City of Olympia Comprehensive Emergency Management Plan. The coordination is to take place in the EOC and the actual information releases may be completed from other locations, as the PIO deems appropriate.
 - a) Tasks:
 - 1) Obtain the PIO vest from the EOC storage locker.
 - 2) Attempt to gain situational awareness by answering the following questions:
 - (a) What is the problem?
 - (b) How big is the problem?
 - (c) Is the problem getting better or worse?
 - (d) What is the plan?
 - 3) Ensure that the PIO Office is open and that the PIO sign is posted on the doorframe.
 - 4) Identify additional staff to support the emergency Public Information function.
 - 5) Assign responsibilities such as media contacts, citizen contacts, Cityline updates, website updates, and employee contacts to PIO support staff.
 - 6) Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
 - 7) Contact the Thurston County EOC and determine what level of cooperation is needed for messaging.
 - 8) Contact local media and inform them of the statement and release schedule.
 - 9) Present media releases to the EOC Manager/Incident Commander for approval prior to release. Not all known information is suitable for public release.



- 10) Contact TCOMM and request all public information inquiries be directed to the PIO at the EOC.
 - 11) Establish and coordinate emergency public information prior to, during, and after an emergency.
 - 12) Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
 - 13) Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
 - 14) Respond to media and public inquires.
 - 15) Identify alternative avenues for media releases.
 - 16) Provide information to city elected officials and to employees, as necessary.
 - 17) Monitor news media coverage of the incident.
 - 18) Establish a rumor control capability.
- E. Operations Section: The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager/Incident Commander will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from Fire, Police, Parks, and Public Works, etc. Field Incident Commanders perform the functions of the Operations Section and are not under the command of the EOC Manager/Incident Commander. Within the EOC the Operations Section Chief/ Field Operations Liaison and additional liaison staff for each activated Unit represent the Operations Section. The Operations Section Chief/Field Operations Liaison is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. This section is responsible for coordinating these needs using the City of Olympia Comprehensive Emergency Management Plan. The coordination is to take place in the EOC. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.
1. Operations Section Chief/Field Operations Liaison: The Operations Section Chief/Field Operations Liaison is designated to oversee coordination of the Operations Section.
 - a) Tasks:



- 1) Obtain the Operations vest from the EOC storage locker.
- 2) Attempt to gain situational awareness by answering the following questions:
 - (a) What is the problem?
 - (b) How big is the problem?
 - (c) Is the problem getting better or worse?
 - (d) What is the plan?
- 3) Ensure that the Operations Section Office is open and that the Operations sign is posted on the doorframe.
- 4) Staff the section, assign work stations, and supervise.
- 5) Ensure that the mission number and FEMA number are being used.
- 6) Consider appointing a scribe for the section to maintain constant situational awareness.
- 7) Confirm Field Incident Commanders contact information and communicate that the EOC is open and ready to support incident response.
- 8) Post the following information in the Operations Section area:
 - (a) EOC Org Chart including positions names.
 - (b) Incoming and outgoing phone numbers.
 - (c) Road closures.
- 9) Establish contact with the departments that are/or will be involved in field operations. This may be through a dispatch point, the department's headquarters of operations, or the Field Incident Command Post. After contact is established:
 - (a) Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief/Field Operations Liaison is the primary contact for field operations.



- (b) Communicate that the Operations Section Chief/Field Operations Liaison phone number will be the direct link to the EOC for support and two-way information sharing.
 - (c) Ensure that the response departments involved in field response are using the State mission number and FEMA number on all relevant documents. The EOC should have this information posted.
 - (d) Coordinate the interaction of multiple response departments using the Incident Command System. An example may be that a fire unit needs to get to an address, but the road is blocked and will require Public Works to remove obstruction to clear the roadway.
 - (e) Ensure that proper documentation is occurring.
- 10) Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
- 11) Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
- (a) Ensure the Logistics Section is filling logistic requests from the field with the highest priority.
- 12) Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process. The Planning Section cannot plan for the next operational period until situational awareness has been achieved.
- 13) Assembles and disassembles strike teams assigned to the Operations Section.
2. Law Enforcement Unit:
- a) Prioritizes law enforcement response consistent with the Incident Action Plan.
 - b) Coordinates traffic and crowd control.



- c) Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
 - d) Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
 - e) Maintains law and order by sustaining normal law enforcement operations wherever possible.
 - f) Coordinates Search and Rescue.
 - g) Provides for incident related criminal investigation.
 - h) Provides personnel to assist the Thurston County Coroner with the disposition of human remains.
 - i) Provides personnel to assist with the dissemination of warning and emergency public information.
 - j) Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
 - k) Coordinates all harbor related activities using department marine patrol resources.
 - l) Provides security to the EOC.
3. Fire Services Unit:
- a) Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
 - b) Prioritizes fire service response that is consistent with the Incident Action Plan.
 - c) Coordinates light and heavy rescue and extrication.
 - d) Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
 - e) Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary, and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
 - f) Provides lighting for night incidents.
4. Emergency Medical Services Unit:
- a) Prioritizes Emergency Medical Services response consistent with the Incident Action Plan.



- b) Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
 - c) Provides for on-scene triage and treatment of injured persons.
 - d) Coordinates the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
 - e) Coordinates all requests for additional EMS personnel and equipment.
 - f) Coordinates requests for supplies with the hospitals.
 - g) Assists in coordinating private ambulance resources.
 - h) Assists in coordination of mass casualty response.
 - i) Provides casualty and damage information to the EOC.
 - j) Coordinates with Thurston County Medic One for acquisition of additional supplies.
5. Public Works Unit:
- a) Prioritizes Public Works response that is consistent with the Incident Action Plan.
 - b) Provides assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
 - c) Provides for clearance of debris.
 - d) Coordinates performance of emergency protective measures relating to City property and facilities.
 - e) Coordinates the inspection of City bridges and other public works facilities.
 - f) Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
 - g) Coordinates temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
 - h) Performs or contracts major recovery work to restore damaged public facilities.
 - i) Provides traffic control signs and barricades for road closures and detours, and assists the Police Department in the development of alternate traffic routes around hazard sites.



- j) Coordinates City flood fighting activities.
 - k) Coordinates all additional private sector engineering assistance as needed.
 - l) Coordinates emergency equipment rental or replacement with the Logistics Section.
 - m) Coordinates the disposal of residential and commercial solid wastes and debris.
6. Mass Care Unit:
- a) Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
 - b) Coordinates with the American Red Cross (ARC) the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
 - c) Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
 - d) Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
 - e) Coordinates long-term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
 - f) Coordinates with the Disaster Recovery Group when activated.
 - g) The Department of Parks, Arts, and Recreation staffs the Mass Care Unit.
- F. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager/Incident Commander will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The section is responsible for coordinating these needs using the City of Olympia Comprehensive Emergency Management Plan. The coordination is to take place in the EOC. The actual planning functions may be completed from other locations, as the Section Chief deems appropriate. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.



1. Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions, It is imperative that documentation of past, present and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log.
 - a) Tasks:
 - 1) Obtain the Planning Section vest from the EOC storage locker.
 - 2) Attempt to gain situational awareness by answering the following questions:
 - (a) What is the problem?
 - (b) How big is the problem?
 - (c) Is the problem getting better or worse?
 - (d) What is the plan?
 - 3) Staff and supervise the Planning Section.
 - 4) Develop and file Sit Reps in the incident activation file and send copies to the state EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
 - 5) Develop incident logs and forecasting.
 - 6) Establish an information gathering and organization system to meet the needs of the Incident.
 - 7) Coordinate the development of Incident Action Plans by Operational Period.
 - 8) Anticipate incident needs and prepare the EOC to stay ahead of the event.
 - 9) Produce, update, and send copies of incident maps to TCOMM, Operations Units, and Dispatch.
 - 10) Produce and update status boards.
 - 11) Log all messages coming into the EOC.



- 12) Provide reports to other sections, the county EOC, and the state EOC.
 - 13) Produce the final report on the EOC activation.
2. Situation Unit:
- a) Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
 - b) Predicts the probable course of events and prepares alternative strategies that direct operations.
 - c) Coordinates the collection and organization of incident status and situation intelligence.
 - d) Collects spot reports from the field as needed.
 - e) Assembles situation and spot reports and prepares required reports to be forwarded to the State Emergency Operations Center.
 - f) Assists the Planning Section Chief in the preparation of the Incident Action Plan.
 - g) Makes use of field forces for the collection of essential information.
 - h) Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
3. Documentation Unit:
- a) Coordinates the maintenance of complete incident files as a part of the information management system.
 - b) Provides status display and internal communications in the EOC.
 - c) Establishes and maintains an incident chronology and master log.
 - d) Establishes and organizes incident files.
 - e) Prepares incident documentation for the Planning Section Chief when requested.
 - f) Provides for the collection of historical documentation, including audio and videotapes, photographs and other historical records.



- g) Provides for the filing and long-term storage of incident records in cooperation with the Department of Administrative Services.
 - h) Assists with clerical and duplication services in the EOC.
4. Damage Assessment Unit:
- a) Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
 - b) Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
 - c) Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Community Planning and Development with this process.
 - d) Prioritizes the inspection of critical facilities.
 - e) Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.
 - 1) Damage Assessment Categories: These categories are included here for reference purposes only. Conditions and requirements change, and these definitions may not be current. For a Rapid Visual Assessment Destroyed = >75% damage; Major Damage = >10% damage; Minor Damage = <10% damage.
 - 2) Private Property Damage may include damage to:
 - (a) Homes.
 - (b) Mobile homes.
 - (c) Farm homes.
 - (d) Multiple family homes.
 - (e) Businesses.
 - (f) Agricultural losses including loss of crops, livestock, and farm facilities.



- 3) Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
 - (a) Non-federal road systems including the need for debris clearance.
 - (b) Water and sewer systems.
 - (c) Flood control systems.
 - (d) Public buildings and equipment.
 - (e) Public facilities under construction.
 - (f) Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
 - (g) Parks, public recreation facilities, etc.
- 4) Damage Assessment Phases:
 - (a) Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
 - (b) Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
- 5) Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
 - (a) Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
 - (b) Spontaneous reports: Information received from the public.
 - (c) Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.



- (d) Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
 - (e) Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.
- G. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager/Incident Commander will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. Additional logistics information can be found in ESF-7: Logistics, Management, and Resource Support. The section is responsible for coordinating these needs using The City of Olympia Comprehensive Management Plan. The coordination is to take place in the EOC. The actual logistical functions may be completed in other locations, as the Section Chief deems appropriate. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.
 - 1. Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies.
 - a) Tasks:
 - 1) Obtain the Logistics Section vest from the EOC storage locker.
 - 2) Attempt to gain situational awareness by answering the following questions:
 - (a) What is the problem?
 - (b) How big is the problem?
 - (c) Is the problem getting better or worse?
 - (d) What is the plan?



- 3) Staff and supervise the section as dictated by the needs of the incident. Employee contact information can be found in the HR storage box in the EOC lock-up.
 - (a) Recruit clerical support for the EOC. Two clerical persons will be needed immediately. Assign one to the EOC Manager/Incident Commander.
- 4) Ensure that the entrance to the EOC is secured. The Police Department can assign a cadet for this job. This cadet should issue and log EOC identification badges. Along with this duty a log of who is in the EOC should be displayed on the white board near the door to the EOC. If the press or other persons begin to congregate at the EOC, additional cadets should be obtained and stationed as needed.
- 5) Set up additional EOC and front office phones as needed. Instructions are in the EOC security drawers.
- 6) Order food for the first expected meal break.
- 7) Contact HR staff to open Employee Rest Area at Maintenance Center if activation is expected to be more than a few hours.
- 8) Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
- 9) Contribute to the Logistics portion of the Incident Action Plan.
- 10) Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
 - (a) Cots and shelters for the responders can be obtained by contacting the American Red Cross through the Thurston County EOC.
 - (b) If possible obtain meals through local merchants. The Salvation Army is also available to help feed responders.



- 11) Develop processes for rotating EOC staff through 12-hour shifts. Emergency Management maintains blank copies of the EOC organization chart and a listing of trained EOC staff. Human Resources can be tasked with staffing rotation.
2. Food Unit:
 - a) Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
 - b) Coordinates acquisition and distribution of potable water.
 - c) Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
 - d) Establishes food distribution centers.
 - e) Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
 - f) Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
 - g) The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.
 3. Supply Unit:
 - a) Coordinates the acquisition of equipment and supplies requested by the incident staff.
 - b) Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
 - c) Maintains an inventory of supplies.
 - d) Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
 - e) Provides for the coordination of service or repair of non-expendable supplies and equipment.
 - f) Coordinates transportation resources.



- g) Coordinates with Thurston County Emergency Management for use of Intercity Transit and school busses in support of transportation needs.
 - h) Coordinates allocation of fuel resources.
 - 4. Facilities Unit:
 - a) Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
 - b) Provides for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
 - 5. Human Resources Unit:
 - a) Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
 - b) Establishes a volunteer management center and augments staff with qualified volunteers.
 - c) Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
 - d) Coordinates with Thurston County Emergency Management in the joint establishment of a donated goods facility as needed.
 - e) Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
 - f) Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
 - g) Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.



- H. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager/Incident Commander will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section. This section is responsible for coordinating these needs using the City of Olympia Comprehensive Emergency Management Plan. The coordination is to take place in the EOC. The actual functions may be completed from other locations, as the Finance and Administration Section Chief deems appropriate.
1. Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Manager may amend, reduce or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.
 2. Coordination of Expenditures:
 - a) Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Manager will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
 - b) Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.



- 1) Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures that provide for expedient purchasing while maintaining essential fiscal control.
- c) Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
- 1) Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - 2) Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
 - 3) Any other incident related expenditures associated with response to the incident.
- d) Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Olympia accepts full responsibility for the cost of requested resources.



3. Essential Records: The Director of the Department of Administrative Services will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
4. City Business Resumption Plan: Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. A City Business Resumption Plan should be prepared to assist in sustaining or restoring critical functions and business as usual. These factors may be used to identify vital city services, and develop strategies for recovery:
 - a) How will the service interruption impact city customers?
 - b) How long can the process or service be interrupted before the consequences severely impact business?
 - c) Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
 - d) What resources including personnel are needed to sustain the process or service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
 - e) What system documentation is available? Can services be provided manually for a short period of time?
 - f) What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?



5. **Emergency Worker Compensation: Liability Coverage for Emergency Workers:** Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include: name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
6. **Organization:** The EOC Manager/Incident Commander will activate Units as required by the incident. The Finance and Administration Section Chief is designated to oversee the coordination of the activities in each unit. The following units are regularly established during an incident:
 - a) Procurement Unit.
 - b) Cost Tracking Unit.
 - c) Telecommunications Unit.
 - d) Information Services Unit.
 - e) Employee Welfare Unit.
7. **Finance and Administration Section Chief:** The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event.
 - a) **Tasks:**
 - 1) Obtain the Finance and Administration vest from the EOC storage locker.
 - 2) Staff and supervise the required elements of the Section and assumes the duties of the Section as appropriate should full activation not be required.
 - 3) Establish a fiscal control capability.
 - 4) Provide input in planning on all financial and cost analysis matters.



- 5) Ensure that the mission number, designated by the EOC Manager/Incident Commander, FEMA number, and the event project number are posted and being used.
- 6) Ensure on-going contact and information dissemination to the City Manager and City Council occurs. Remember to stress what information is public and what is not yet being released.
- 7) Contact IT at 360-753-8774 or for afterhours 360-753-8333 and instruct the department to be on stand-by for technical support. If city phones are down, contact TechTell at 1-360-482-7950 to establish other answering options for the public.
- 8) Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
- 9) Ensure all Sections are using ICS 214, Unit Logs.
- 10) Ensure the use of "Message Routing" forms for all EOC information, resource requests, etc. Message routing forms are available in the workstation supply boxes.
- 11) Consider raising credit card limits for EOC cardholders.
- 12) Contact the City Manager and City Council and keep them informed throughout the activation. In the absence of the City Manager, Assistant City Manager, and the Liaison Officer, the Finance and Administration Section Chief becomes the City Council Contact.
- 13) Support the EOC manager/Incident Commander in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
- 14) Contact the City Manager and City Council members if a Liaison Officer has not been designated.
- 15) Be ready to consult with the City Attorney as needed on legal matters.
- 16) Ensure that each Unit work area has an office supply box, ICS 214 unit logs, and task sheets.



8. Procurement Unit: The Department of Administrative Services will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
 - a) Provides for allocation of city financial resources in support of the needs of the incident.
 - b) Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
 - c) Maintains records of financial obligations relating to the incident.
 - d) Coordinate all contractual matters regarding vendor contracts and rental agreements and ensures that all obligation documents are properly prepared and executed.
9. Cost Tracking Unit: Staffed by the Department of Administrative Services. The Cost Unit:
 - a) Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
 - b) Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
10. Telecommunications Unit: Staffed by the Department of Administrative Services augmented where necessary by other departments. The Telecommunications Unit:
 - a) Provides personnel to the EOC to assist with telecommunications.
 - b) Provides for duplication services in the EOC.
11. Information Services Unit: Staffed by the Department of Administrative Services augmented where necessary by other departments. The Information Services Unit:
 - a) Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
 - b) Provides for duplication services in the EOC.
12. Employee Welfare Unit: Staffed by the Human Resources Section and works in conjunction with Parks, Arts, and Recreation. The Employee Welfare Unit:



- a) Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
 - b) Provides a child care system for employee families as needed.
 - c) Coordinates employee disaster relief as needed.
 - d) Coordinates Post Traumatic Stress debriefings for employees and their families.
 - e) Coordinates workplace disaster safety surveys and modifications.
 - f) Coordinates all Workman Compensation claims and other issues relating to the incident, including injuries and illnesses.
 - g) Identifies potentially unsafe acts.
 - h) Identifies corrective actions and ensure implementation. Coordinates corrective action with Command.
 - i) Ensures adequate sanitation and safety in food preparation.
 - j) Initiates, maintains, and ensures completeness of documentation needed to support claims for injury and property damage.
 - 1) Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.
- I. Prevention and Mitigation:
- 1. Promote safety and prevention programs.
- J. Preparedness:
- 1. Develop and maintain the City CEMP.
 - 2. Coordinate and maintain a method of identifying available resources.
 - 3. Provide preparedness activities including plans, procedures, training, drills, exercises, etc.
- K. Response:
- 1. Coordinate the City's emergency response with federal, tribal, public and private organizations.
 - 2. Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information and identify jurisdictional and tribal needs and requirements.



3. Staff the EOC as dictated by the emergency or disaster and the resource needs.
 4. Develop EOC Action Plans, as required.
- L. Recovery:
1. Deploy appropriate resources as needed in support of recovery operations.
 2. Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
 3. Develop EOC Action Plans and SITREPs as appropriate.
 4. Distribute recovery information, plans and reports to EOC staff.
 5. Recommend the activation of the Recovery Task Force (RTF).
 6. Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

V. RESPONSIBILITIES

- A. Primary Agencies: Fire Department: Emergency Management Division and Community Planning and Development:
1. Establish Incident Command Systems sections as instructed by the EOC Manager/Incident Commander.
 2. Establish appropriate Units as required by the nature and scope of the emergency.
- B. Support Agencies:
1. All City Departments:
 - a) Develop procedures, in concert with the Department of Community Planning and Development that complement the departments expected role in emergency response.
 - b) Develop procedures for the display of information in the EOC.
 2. Thurston County Emergency Management:
 - a) Provides support to the City of Olympia in all aspects of emergency response and recovery.

VI. RESOURCE REQUIREMENTS



- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Comprehensive Emergency Management Plan.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-06: MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

PRIMARY AGENCY

Department of Parks, Arts, and Recreation

SUPPORT AGENCIES

Fire Department: Emergency Management Division, American Red Cross, Salvation Army, and Food Banks

I. INTRODUCTION

- A. Purpose: Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate comfort centers during severe weather events or following a disaster or emergency.
- B. Scope:
 - 1. Address sheltering needs for persons unable to provide for themselves, and define coordination of shelters, feeding stations, and other special services to persons in need following an emergency.
 - 2. The management, safe handling, and distribution of food stocks, water and donated goods for the needs in the city of Olympia during a major emergency or disaster to be coordinated with Thurston County.

II. POLICIES

- A. The crisis needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- B. Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards:
 - 1. Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.



2. Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

B. Planning Assumptions:

1. Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
2. Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
3. Under emergency/disaster conditions the American Red Cross and the Salvation Army are the primary agencies that have the ability to coordinate feeding.
4. The Fire Department: Emergency Management Division will work with all community, humanitarian, and social service organizations on the coordination of this activity.
5. The distribution of food, water, and donated goods needs to be a community wide effort to include City of Olympia and Thurston County government.
6. Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
7. City of Olympia and Thurston County have limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic event.
8. Water supplies may be severely impacted both during flooding, severe winter storms, due to frozen then ruptured pipes, and earthquakes because of total disruption, cracks, pipeline failures, etc.
9. Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

IV. CONCEPT OF OPERATIONS

A. General:

1. Mass care provides for the immediate survival needs of disaster victims through group services and facilities coordinated by the Department of Parks, Arts, and Recreation.



2. The American Red Cross (ARC) is the primary resource for opening and operating public shelters. Where possible, the ARC will assist in the acquisition and coordination of additional private sector relief resources.
 3. When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Thurston County EOC.
 4. The Fire Department: Emergency Management Division will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water and donated goods.
- B. Organization:
1. Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.
 2. An American Red Cross representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.
- C. Procedures:
1. Mass Care Centers: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of disaster victims displaced by evacuation or destruction. Disaster victims will be assisted in one of the following ways:
 - a) No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination and other details will be forwarded to the Disaster Welfare Information Center.
 - b) Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a special needs shelter facility.
 - c) Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.



2. Post Incident Disaster Assistance Centers: The Emergency Management Coordinator will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
3. Comfort Centers: Comfort centers may be made available during severe weather events or following a disaster or emergency. The Olympia Center is the primary comfort center in the City of Olympia. The City will also work with the Olympia branch of Timberland Regional Library and other non-governmental entities depending on the situation. The City Manager, Parks, Arts, and Recreation Director or the Emergency Manger in their absence may designate the Olympia Center as a cooling or warming comfort center depending on the building schedule and severity of the event.
 - a) The City recognizes customer services commitments. Scheduled use will be considered on a case-by-case basis when the facility is designated as a comfort center.
 - b) Normal operations policy prohibits loitering and visitors should be engaged in business while at the facility, but when activated as a comfort center, individuals may remain in the facility to improve body temperature or for comfort.
 - c) The American Red Cross is the preferred provider of supervision.
 - d) Police support may be necessary to maintain a secure, safe, and peaceful facility.
 - e) Drinking water and cups are available at the facility.
 - f) Food needs will have to be provided and managed by another agency and must meet health department regulations. A certified kitchen is on site for food preparation.
 - g) The Olympia Center is open for business 8:00 am to 10:00 pm Monday through Friday and 8:00 am to 5:00 pm on Saturdays.
 - h) The facility is closed on Sundays but may be opened as a comfort center if necessary. The decision for additional hours of operation will come at the direction of the City Manager, Parks, Arts, and Recreation Director, or the Emergency Manager.



- i) Restrooms are open during business hours and showers are available at specified times.
4. Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Thurston County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
 - a) Distribution of food supplies.
 - b) Distribution of clothing, bedding and personal comfort items.
 - c) Establishment of temporary feeding stations.
 - d) Public shelter or temporary housing.
 - e) Limited nursing services for seniors and persons with disabilities.
5. Coordination with the American Red Cross (ARC): The Thurston/Mason Counties Chapter of the American Red Cross will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the city of Olympia, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.
6. Coordinate and support existing homeless sheltering resources in downtown Olympia by helping ensure the shelters are open.
7. State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.
8. Community Mental Health Services: The Emergency Management Coordinator will coordinate with Thurston County Emergency Management in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.



9. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list. Information available through the DWI System will include:
 - a) Information about persons injured as provided by local hospitals.
 - b) Information on casualties evacuated to hospitals outside of the disaster area as provided.
 - c) Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
10. Casualty List: A single casualty list of known confirmed dead will be maintained by the Thurston County Coroner, and will be accessible through Thurston County Emergency Management when activated. The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Thurston County Coroner will determine the appropriate means of dissemination of information on deceased persons.
11. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
12. Provisions for Special Populations: A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Special Populations Coordinator should:
 - a) Identify the special population needs.
 - b) Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.



- c) Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
 - d) Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
 - 13. Evacuation and Sheltering of Pets: The City of Olympia will coordinate the evacuation and sheltering of pets through the Thurston County EOC.
 - 14. Food:
 - a) The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
 - b) The EOC will attempt to coordinate city food resources.
 - c) Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.
 - d) Coordination of food stocks may be made in cooperation with the Thurston County Food Bank.
 - 15. Water:
 - a) Thurston County receives its water from a multitude of systems. Olympia's primary drinking water source is McAllister Springs.
 - b) The EOC will coordinate city water resources.
 - c) Following an earthquake, water may be evaluated for contamination because of pipeline breaks.
- D. Prevention and Mitigation:
 - 1. Refer to City hazard mitigation plans. The Emergency Management Coordinator or a designee with assistance from the Director of the Department of Community Planning and Development or a designee are responsible for hazard mitigation planning and coordination.
 - 2. Inoculation of livestock and poultry, treatment of fish stocks, spraying of fruit trees and food crops, quarantine or restriction of the movement of home grown fruits, disposal of tainted plant material or animal remains, etc.



3. Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

E. Preparedness:

1. Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.
2. Refer to individual water utilities, food producers and distributors, health and agricultural organizations, etc. for plans.

F. Response:

1. Track the status of all mass care activities in the City.
2. Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
3. Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
4. Inform assigned agencies of the need to coordinate food, water and donated goods.

G. Recovery:

1. Support the transition to recovery activities, as required.
2. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
3. Revise procedures based on lessons learned from the emergency or disaster.
4. Demobilize resources when appropriate.

V. RESPONSIBILITIES

A. Primary Agency:

1. Department of Parks, Arts, and Recreation: Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:



- a) Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
 - b) Coordinate with the American Red Cross the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
 - c) Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
 - d) Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
 - e) Coordinate long term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
 - f) Coordinate with downtown Olympia homeless support community.
 - g) Coordinate with the Disaster Recovery Group when activated.
- B. Support Agencies:
1. American Red Cross:
 - a) Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
 - b) Opens shelters and feeding stations upon request by the Fire Department: Emergency Management Division.
 - c) Maintains agreements with facility owners and operators for their emergency use as shelters.
 - d) Coordinates their activities through the Thurston County EOC when activated for a multi-jurisdictional incident.
 2. Salvation Army: Provides personnel, facilities and services to assist the Department of Parks, Arts, and Recreation in meeting emergency care needs.
 3. Fire Department: Emergency Management Division:
 - a) Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
 - b) Informs assigned agencies of the need to coordinate food, water and donated goods.



- c) Coordinates and maintains a liaison with private providers of mass care resources and services.
 - d) Coordinates with all appropriate departments/agencies to ensure operational readiness.
 - e) Maintains an operational EOC and emergency operating procedures.
 - f) Coordinates Emergency Public Information regarding food resources with the State Public Information Officer.
 - g) Notifies local food banks of the possible need to activate and coordinate food distribution.
 - h) Coordinates with State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.
4. Food Bank:
- a) Coordinates distribution of unsolicited goods.
 - b) Coordinates with the Volunteer Center for additional staffing needs.
 - c) Provides emergency food to individuals and organizations.
 - d) Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.
 - e) Provides a copy of the resource list to Emergency Management upon request.
5. Salvation Army:
- a) Provides mobile canteen services.
 - b) Provides emergency feeding services.
 - c) Collects and distributes food, clothing, and other supplies.
 - d) Maintains a resource listing of equipment, supplies, and facilities and their availability.
 - e) Provides a copy of the resource listing to Emergency Management upon request.

VI. RESOURCE REQUIREMENTS



- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Hazard Mitigation Plan.
- B. Refer to the department of Parks, Arts, and Recreation's emergency response processes.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-07: LOGISTICS, MANAGEMENT, AND RESOURCE SUPPORT

PRIMARY AGENCIES

Department of Public Works and Parks, Arts, and Recreation

SUPPORT AGENCIES

Fire Department: Emergency Management Division

I. INTRODUCTION

- A. Purpose: Provide for the effective use, prioritization and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.
- B. Scope: Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

II. POLICIES

- A. Disaster Response and Recovery Resources: The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.
- B. Logistics Support: Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Manager may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.
- C. Control of Local Private Resources: A free market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:
 - 1. Unlimited Access: Routine point of sale distribution through existing local wholesale and retail outlets.



2. Voluntary Limitations: Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
 3. Mandatory Limitations: Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti-hoarding, and construction regulations.
 4. Seizure of Essential Goods: Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.
- D. Coordination with Thurston County/Lacey/Tumwater: Because of the multi-jurisdictional impact of controls on private resources, coordination with the Thurston County Board of County Commissioners and the City Councils of the cities of Tumwater and Lacey is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Thurston County Emergency Management.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.
- B. Planning Assumptions:
1. Resources beyond the capacity of City departments will be coordinated through the EOC.
 2. Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
 3. Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

IV. CONCEPT OF OPERATIONS

- A. General:



1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
2. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
3. The City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.
4. Resource allocation policies envision the continued operation of a free market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
5. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
6. During the preparedness phase, the Emergency Management Coordinator will identify local industries and other public and private resources that may be needed in a disaster.
7. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Thurston County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
 - a) Amateur radio HAM organizations: communications support.
 - b) Salvation Army: supports the American Red Cross in disaster victim care and assistance.
 - c) Olympia Police Explorers: assistance with search and rescue or other non-threatening duties as appropriate.
 - d) American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.
8. Military Support to Civil Government: Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.



9. Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources include, but are not necessarily limited to:
 - a) Assistance with mass feeding.
 - b) Civil disturbance operations/area security patrol.
 - c) Roadblocks and traffic control.
 - d) Limited military engineering.
 - e) Mobile and fixed communications support.
 - f) Delivery of critical supplies and equipment.
 - g) Emergency evacuation/transportation by land, sea, and air.
 - h) Limited emergency electrical power.
 - i) Limited emergency medical aid.
 - j) Limited potable water.
 - k) Aerial reconnaissance/damage assessment.
 - l) Search and rescue.
 10. Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through Thurston County Emergency Management. Assistance available includes, but is not necessarily limited to:
 - a) Courier and messenger services.
 - b) Aerial surveillance.
 - c) Light transportation flights for emergency personnel and supplies.
 - d) Aerial photographic and reconnaissance flights.
 - e) Communications support.
 - f) Search and rescue.
- B. Organization:
1. The EOC Manager/Incident Commander may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.



2. Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
 - a) Supply Unit.
 - b) Facilities Unit.
 - c) Food Unit.
 - d) Human Resources Unit.
 3. Emergency Assistance from Local Religious Groups: The Department of Parks, Arts, and Recreation or the Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations.
- C. Procedures:
1. Logistics Section Chief:
 - a) Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
 - b) Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
 - c) Contribute to the Logistics portion of the Incident Action Plan.
 2. Supply Unit:
 - a) Coordinate the acquisition of equipment and supplies requested by the incident staff.
 - b) Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
 - c) Maintain an inventory of supplies.
 - d) Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
 - e) Provide for coordination of service or repair of non-expendable supplies and equipment.
 - f) Coordinate transportation resources. Coordinate with Thurston County Emergency Management as needed for use of Intercity Transit and school busses in support of regional transportation needs.
 - g) Coordinate allocation of fuel resources.



3. Facilities Unit:
 - a) Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
 - b) Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. Food Unit:
 - a) Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
 - b) Coordinate acquisition and distribution of potable water.
 - c) Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
 - d) Establish food stocks distribution centers.
 - e) Establish contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
 - f) Coordinate with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.
6. Human Resources Unit:
 - a) Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.
 - b) Establish a volunteer management center. Augment staff with qualified volunteers.
 - c) In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Thurston County Emergency Management in the joint establishment of a donated goods facility as needed.
 - d) Establish a pool of skilled personnel provided by business, labor organizations, or other sources.



- e) Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
 - f) Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
7. Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. In order to qualify for benefits, the following information is needed during the registration process:
- a) Name.
 - b) Address.
 - c) Social Security number.
 - d) Qualifications or training.
 - e) Actual duties assigned/emergency worker classification.
 - f) Applicable dates and times.
8. Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with Thurston County Emergency Management. The Emergency Resource Depot may be established at the Olympia Airport. Additional staging may be established at the Port of Olympia, depending upon needs.
9. Staging Areas: The central in-city distribution point for incoming supplies and equipment will be the Port of Olympia. An alternate distribution center may be established elsewhere if Port facilities are inaccessible. Staging of equipment and supplies may be established in each Operational Zone when appropriate.
- D. Prevention and Mitigation:
1. All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.
- E. Preparedness:
1. Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.



2. Maintain an inventory of City owned and leased facilities.
 3. Identify resources for the response and recovery phases of an emergency or disaster.
 4. Develop a needs assessment of internal and external resources to identify including:
 - a) Essential personnel and staffing for internal and external support requirements.
 - b) Emergency supplies needed for personnel.
 - c) Essential records, equipment and office supply needs.
 - d) Essential office space requirements.
 - e) Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
 - f) Logistics transportation requirements for an emergency or disaster.
- F. Response:
1. Provide information on how and where to obtain goods and services to emergency management staff.
 2. Coordinate and fill resource requests.
- G. Recovery:
1. Support the transition to recovery activities, as required.
 2. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
 3. Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.
 4. Revise procedures based on lessons learned from the emergency or disaster.

V. RESPONSIBILITIES

- A. Primary Agency:
1. Departments of Public Works and Parks, Arts, and Recreation:
 - a) Analysis of incident resource requirements, and the establishment of resource priorities.



- b) Identification of available resources, and the development of agreements for acquisition and use.
 - c) Establishment of an inventory control and material delivery capability.
 - d) Management of donated goods.
 - e) Establish a volunteer registration and coordination capability.
- B. Support Agencies:
- 1. Fire Department: Emergency Management Division:
 - a) Establish and maintain resource lists.
 - b) Assist in the development of procurement procedures to support emergency operations.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Public Works All Hazards Plan.
- B. Refer to the department of Parks, Arts, and Recreation's emergency response processes.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-08: PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY

Fire Department

SUPPORT AGENCIES

Providence St. Peter Hospital, Capital Medical Center, Thurston County Medic One, Thurston County Department of Public Health, and Thurston County Coroner

I. INTRODUCTION

A. Purpose:

1. Provide for the organization and mobilization of emergency medical, and mortuary services during an emergency.
2. Coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster.

B. Scope: Encompasses the delivery of emergency medical services, coordination with hospital disaster plans, public health, identification and disposition of human remains, and community mental health.

II. POLICIES

A. No specific policies relating to this Emergency Support Function.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards: Mass casualty could potentially overwhelm existing services; medical and health care facilities could be structurally damaged or destroyed; a disaster could pose public health threats to food, and water; secondary spills caused by the disaster could result in toxic environmental hazards; and the effects of a major disaster will require mental health crisis counseling for disaster victims and emergency personnel.

B. Planning Assumptions:

1. Thurston County mutual aid Emergency Medical Services (EMS) responders providing assistance to the City of Olympia will operate under the standard Thurston County EMS procedures and protocols.
2. Local Mass Casualty plans will detail operational concepts and responsibilities, including coordination of triage and transportation of injured persons and the coordination of available Basic Life Support and Advanced Life Support capabilities in the event of multiple casualties.



3. Hospitals will develop and maintain internal disaster plans and protocols.
4. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission. Thurston County Public Health will provide technical assistance to determine safety of food, water and donated goods distributed to the public.

IV. CONCEPT OF OPERATIONS

A. General:

1. **Activation of Hospital Disaster Plans:** Emergency Medical Services Unit will notify the destination hospital of the number, type, and severity of injuries. The hospital disaster plan will be activated according to need. That plan will identify methods for expanding hospital capabilities reducing patient populations as needed, evacuating hospital facilities, and generally ensuring effective hospital care.
2. **Patient Distribution:** The primary destination hospital will coordinate inter-hospital operations as required to ensure effective casualty distribution. Emergency Medical Services Unit will provide a liaison between the hospital and field EMS resources where necessary to ensure proper patient distribution.
3. **Mass Casualty Incident Plan:** The provisions of the Thurston County area Mass Casualty Incident Plan, published separately, will be observed in response to medical emergencies relating to the incident. That plan includes an inventory of medical facilities, personnel, medical transportation capabilities, communications and supply sources, as well as protocols for triage and transportation of large numbers of injured persons.
4. **Public Health:** The Thurston County Department of Public Health will be the lead agency responsible for organization and mobilization of public health services during an emergency. That agency will be responsible for monitoring water supplies, sanitation, food and potential causes of communicable diseases. The Health Department will provide for inoculations and other measures as needed. The Health Department will also provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information and recommendations for the safe storage and distribution of emergency food.



5. Causalities and the Disposition of Human Remains: The Thurston County Coroner is responsible for the recovery, identification and disposition of all casualties. Details on the handling of human remains, including transportation, storage, mortuary facilities, and the expansion of mortuary facilities are included in the Thurston County Emergency Management Plan. The Police Department shall assist the Thurston County Coroner with any casualties in the city.
 6. Special Care Facilities: The St. Peter Hospital disaster plan includes provisions for coordinating the use of private immediate care clinics, physicians' offices, mental health care facilities, nursing homes, elderly care facilities, and other similar facilities needed to support hospital care efforts.
 - 7.
- B. Organization: When the EOC is activated, an EMS Unit may be established and staffed to assume overall coordination of Advanced Life Support and Basic Life Support activities in the city associated with the disaster.
- C. Procedures:
1. Procedures for the delivery of emergency medical services are published separately.
 2. The Thurston County Mass Casualty Incident Plan identifies the procedures for dealing with multiple casualties.
 3. The Thurston County Department of Public Health coordinates health and sanitation services, including:
 - a) Identification of health hazards.
 - b) Identification and control of communicable disease.
 - c) Vector control.
 - d) Inspection of food and water supplies for contamination.
 - e) Ensure compliance with emergency sanitation standards for disposal of garbage, sewage, and debris.
 - f) Assessment of environmental contamination and public health risk from hazardous materials spills.
 - g) Mental health services, including stress management services for emergency responders.
 - h) Keep emergency management personnel informed regarding health conditions, warnings, and advisement.



4. The Thurston County Coroner has jurisdiction over all human remains per RCW 68.08.010. The Coroner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.
- D. Prevention and Mitigation:
1. Attempt to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Actions include communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, environmental sampling, and food product embargoes; and development of medical stockpiles.
- E. Preparedness:
1. Develop operational and tactical plans, train and exercise, and conduct vulnerability assessments as well as ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance.
- F. Response:
1. Response actions are event specific and aligned with the responsibilities outlined in this ESF.
- G. Recovery:
1. Make necessary adjustments to resume normal operations.
 2. Complete necessary facility decontamination.
 3. Re-stock essential equipment and supplies.
 4. Ensure operability of Information Technology systems.
 5. Conduct follow up communications and debriefings.
 6. Schedule and conduct follow up and monitoring of staff exposure.
 7. Complete cost analysis and file for reimbursement.
 8. Address psychological aftermath of the event by promoting psychological recovery and resilience in the workforce.
 9. Health, medical, and mortuary services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of affected agencies following the emergency.

V. RESPONSIBILITIES

- A. Primary Agency:



1. Fire Department:
 - a) Staff the EMS Unit at the EOC.
 - b) Coordinate all incident related pre-hospital EMS activities.
 - c) Assist the EOC with the coordination and mobilization of all medical, health, and mortuary services during an emergency.
 - d) Prioritize EMS response consistent with the Incident Action Plan.
 - e) Conduct pre-hospital needs assessment based on number, type and severity of injuries.
 - f) Provide for on-scene triage and treatment of injured persons.
 - g) Coordinate the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
 - h) Coordinate all requests for additional EMS personnel and equipment. Coordinate requests for supplies with the hospitals.
 - i) Assist in coordinating private ambulance resources.
 - j) Assist in coordination of mass casualty response.
 - k) Provide casualty and damage information to the EOC.
 - l) Coordinate with Thurston County Medic One for acquisition of additional supplies.
- B. Support Agencies:
 1. Olympia area hospitals:
 - a) Maintain procedures for reducing patient population for incidents that may require evacuation of the facility.
 - b) Maintain internal procedures for dealing with major in-house emergencies, including fire, evacuation, etc.
 - c) Maintain a disaster plan and procedures for receipt, triage, processing and treatment of multiple casualties.
 2. Thurston County Department of Public Health:
 - a) Provide and coordinate the provision of health and sanitation services.
 - b) Where multiple jurisdictions are involved, coordinate health and sanitation services from the Thurston County EOC.



3. Thurston County Coroner:
 - a) Assume responsibility for identification and disposition of human remains and notification of next-of-kin.
 - b) Determine the manner and cause of death and provide information to Thurston County Public Health and Social Services Vital Records Office for issuance of the death certificate.
 - c) Identify suitable facilities for expedient/emergency morgues.
 - d) Provide a representative to the EOC, if requested.
 - e) Obtain additional supplies, as needed, including body bags, tags, and special manpower. Make requests for additional supplies through the EOC.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Refer to the Fire Department's emergency response processes.
- B. Refer to Thurston County's Pandemic Plan.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



ESF-09: SEARCH AND RESCUE

PRIMARY AGENCY

Police Department

SUPPORT AGENCIES

Thurston County Sheriff's Department, Thurston County Emergency Management, Olympia Fire Department, and the Department of Public Works

I. INTRODUCTION

- A. Purpose: Procedures to be used for coordination of search and rescue.
- B. Scope: Urban search and rescue operations including ground, air, and water.

II. POLICIES

- A. Search and Rescue: RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the Olympia Fire Department and the Thurston County Special Operations and Rescue Team will accomplish light and heavy rescue.
- B. Search and Rescue (SAR) resources: Thurston County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Thurston County Emergency Management.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: An emergency or disaster can cause buildings to collapse, threaten lives and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.
- B. Planning Assumptions:
 - 1. Search and Rescue (SAR) means 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 manmade disaster.
 - 2. Where persons are trapped, stranded or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.



3. Citizen assistance with SAR operations may be appropriate under some circumstances, and requires coordination by local government.

IV. CONCEPT OF OPERATIONS

A. General:

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. Fire Department resources, trained in urban search and rescue operations, including confined space situations, will be the primary resource.
3. The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.
4. Additional assistance is available from the Thurston County Sheriff's Department. Coordination with this resource should be through Thurston County Emergency Management.

B. Organization: A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

C. Procedures:

1. The Police Department will determine the need for search and rescue operations, in concert with the Fire Department where appropriate.
2. Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be search, or have been searched, will be used.
3. Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers where appropriate or outside SAR resources as needed, will be organized and deployed by the SAR Coordinator.

D. Prevention and Mitigation:

1. Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.
2. Develop and present preventive SAR programs through public awareness and school education programs.

E. Preparedness:

1. Plan to support SAR operations with available resources, when requested.



- F. Response:
 - 1. Provide resources including personnel and equipment for SAR operations, when available.
- G. Recovery:
 - 1. Assist in returning all SAR organizations and personnel to a state of preparedness.

V. RESPONSIBILITIES

- A. Primary Agency:
 - 1. Police Department:
 - a) Staff the SAR Coordinator position at the EOC, as needed.
 - b) Coordinate search and rescue operations, and request additional SAR resources and support equipment as necessary.
- B. Support Agencies:
 - 1. Fire Department: Provide urban rescue trained personnel to carry out special SAR operations.
 - 2. Department of Public Works:
 - a) Support rescue operations with heavy equipment where necessary.
 - 3. Thurston County Sheriff's Department: Provide additional SAR support to the city when requested, based on availability of trained SAR resources.
 - 4. Thurston County Emergency Management: Coordinate acquisition of external SAR resources upon request.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Refer to the Police Department's emergency response processes.

VIII. APPENDICES

- A. None.



IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



ESF-10: OIL AND HAZARDOUS MATERIALS RESPONSE

PRIMARY AGENCY

Washington State Patrol

SUPPORT AGENCIES

Fire Department, Mutual aid fire departments and districts, Police Department, and Washington State Department of Ecology

I. INTRODUCTION

- A. Purpose: Local responsibilities for hazardous material incident response and management.
- B. Scope: Preparation for and response to incidents in the city involving hazardous substances, including radioactive materials.

II. POLICIES

- A. Federal law, specifically the Emergency Planning and Community Right-to-know Act, defines how communities will prepare for and respond to incidents involving the release of certain hazardous substances. This plan is consistent with the requirements of the law.
- B. The Local Emergency Planning Committee (LEPC) has established a hazardous materials emergency response plan in accordance with federal and state law. That plan is included herein by reference.
- C. The Washington State Patrol has been designated as the Incident Command Agency for hazardous materials incidents that impact state and interstate highways.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: The manufacture, transportation, storage, and use of a wide range of hazardous materials in our community pose a threat to life and the environment in the event of an uncontrolled release. Accidents involving rail, waterway and highway transportation of chemicals may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as ruptured or overturned storage tanks, ruptured lines or explosions caused by spilled material.
- B. Planning Assumptions:



1. The Fire Department will most likely be the initial responding agency. Fire Department plans and procedures should be developed to define how hazardous materials incidents will be managed and how emergency resources will be mobilized as well as the methods for notifying WSP when appropriate.
2. In major events where multiple hazardous materials incidents exist, the Fire Department may have to proceed as the hazardous materials response agency without the assistance or direction of the Washington State Patrol.

IV. CONCEPT OF OPERATIONS

A. General:

1. A hazardous materials incident will be reported to emergency authorities by the spiller, bystanders, or others becoming aware of a dangerous situation. Most reports will be made to Thurston 9-1-1 (TCOMM).
2. TCOMM has internal procedures for notification of the appropriate emergency response agencies. The Fire Department is the initial response agency for hazardous materials in the city.
3. Initial protective actions will be taken by the Fire Department as required by the nature and scope of the incident. In larger incidents, the EOC may be activated in support of on-scene command.
4. WSP will be notified, and will assume Incident Command at the scene according to standing orders.
5. Incident command will determine the appropriate method for handling the incident, including protective measures, personnel safety, cleanup, etc.

B. Organization: The designated incident command agency will determine the appropriate response organization for handling a hazardous materials (HAZMAT) incident.

C. Procedures:

1. The internal procedures for each response agency will identify how they will respond to a HAZMAT incident.
2. Site-specific incidents will be coordinated on-scene. The city EOC may be activated for multiple simultaneous incidents.



3. The provisions of the Thurston County Hazardous Materials Emergency Response Plan developed and maintained by the Local Emergency Planning Committee, will identify the overall direction, control, and coordination elements of hazardous materials incident response and recovery.
- D. Prevention and Mitigation:
1. Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
 2. Manage city-owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.
 3. Manage biological, cultural, and natural and structural resources to reduce or eliminate the effects of hazardous materials.
- E. Preparedness:
1. Develop guidance and emergency procedures for operations.
 2. Develop and conduct hazardous materials exercises.
 3. Develop and conduct hazardous materials training for all emergency responders.
 4. Participate in other local, state, and federal hazardous materials exercises.
- F. Response:
1. Provide 24-hour response to hazardous material, oil spill, or other release incidents.
 2. Make emergency notifications.
 3. Determine the source and course of the incident.
 4. Identify the responsible party for a hazardous material, oil spill, or release incident.
 5. Assume responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.
 6. Ensure that source control, containment, cleanup, and disposal are accomplished.
 7. Assist in monitoring and ensuring the safety of first responders and other personnel.
 8. Initiate enforcement actions, as appropriate.
 9. Coordinate spill response with other state and federal agencies, and local jurisdictions.



10. Establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
 11. Make on-site inspections of hazardous materials, oil spill, or other releases.
- G. Recovery:
1. Review response procedures following an incident.
 2. Coordinate the preparation of an after-action report where appropriate for oil and hazardous materials incidents.
 3. Recommend and oversee long-term remedial actions.
 4. Follow-up on enforcement actions.

V. RESPONSIBILITIES

- A. Primary Agency:
1. Washington State Patrol:
 - a) Acts as designated Incident Command Agency for hazardous materials.
 - b) Assumes overall direction and control responsibility according to state law.
 - c) Determines the best method of handling the incident, requests outside resources as needed.
 - d) Coordinates with other state agencies, including the Department of Ecology, regarding response and recovery.
- B. Support Agencies:
1. Fire Department:
 - a) Acts as initial response agency for hazardous materials.
 - b) Identifies the hazard if possible, and determines the appropriate initial response methods to mitigate the immediate threat to life and property.
 - c) Confirms notification of the designated incident command agency.
 - d) Confirms notification of the appropriate state agencies.
 - e) Coordinates actions with the LEPC.
 2. Mutual aid fire departments and districts: Provides mutual aid support to the Fire Department or the incident command agency as requested.



3. Police Department:
 - a) Traffic and perimeter control at the scene.
 - b) Assists with identification of the hazardous material.
 - c) Coordinates actions with the LEPC.
4. Washington State Department of Ecology:
 - a) Acts as lead agency for spill cleanup.
 - b) Provides technical information on containment, cleanup, and disposal.
 - c) Assists with laboratory analysis and evidence collection for enforcement action.
 - d) Serves as the state on-scene coordinator under the National Contingency Plan for spills impacting the waterways.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Refer to the Fire Department's emergency response processes.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-11: AGRICULTURAL AND NATURAL RESOURCES

PRIMARY AGENCY

Fire Department: Emergency Management Division

SUPPORT AGENCY

Thurston County Emergency Management

I. INTRODUCTION

- A. Purpose: Supports the City of Olympia in addressing nutritional concerns, highly contagious or economically devastating diseases and pest infestations, food and safety and security, and the protection of natural and cultural resources and historic properties.
- B. Scope: The City of Olympia will defer to the Thurston County EOC on the overall coordination and implementation of ESF-11: Agricultural and Natural Resources. The scope will include:
 - 1. 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. Animal and plant disease and pest response: Includes implementing a local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infectious exotic plant disease or an economically devastating plant pest infestation.
 - 3. Assurance of the safety and security of the commercial food supply: 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 suspected, adulterated products; plant closures; food-borne disease surveillance and field investigations.
 - 4. Protection of resources: Includes appropriate response actions to conserve, rehabilitate, recover and restore resources.

II. POLICIES

- A. Actions are coordinated and conducted cooperatively with Federal, State, tribal, and local incident management officials and with private entities, in coordination with the Thurston County EOC.

III. SITUATION



- A. Emergency/Disaster Conditions and Hazards: Emergency conditions may be of such severity as to exhaust or compromise existing food and water sources as well as other essential supplies, requiring special procedures for acquiring additional resources. These conditions may also impact cultural resources and historic properties.

IV. CONCEPT OF OPERATIONS

- A. General: The City of Olympia will defer to the Thurston County EOC on the overall coordination and implementation of ESF-11: Agricultural and Natural Resources
- B. Functional Responsibilities:
 - 1. Nutrition Assistance:
 - a) Determine nutritional assistance needs.
 - b) Obtain appropriate food supplies.
 - c) Arrange for transportation of food supplies.
 - d) Request Disaster Supplemental Nutrition Assistance Program authorization under a presidential declaration.
 - 2. Animal and Plant Disease and Pest Response:
 - a) Implement an integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic disease, exotic plant disease or plant pest infestation.
 - b) Coordinate veterinary and wildlife services in affected areas.
 - c) The decontamination and/or destruction of animals and plants as well as associated facilities, e.g., barns, processing equipment, soil, and feeding and growing areas, may be required during a bio-hazardous event.
 - 3. Food Safety and Security Supply:
 - a) Inspection and verification of meat, poultry and egg products in affected areas.
 - b) Food-borne disease surveillance.
 - c) Coordinate recall and tracing of adulterated products.
 - d) Coordinate disposal of contaminated food products.
 - e) Provide inspectors and laboratory services to affected areas.
 - 4. Resource Protection:
 - a) Coordinate resource identification and vulnerability assessments.



- b) Facilitate development and application of protective measures and strategies.
- c) Assist in compliance with relevant federal and state environmental laws during emergency response activities, such as emergency permits/ consultation for natural resources use or consumption.
- d) Manage, monitor and assist in or conduct response and recovery actions to minimize damage to resources.

V. RESPONSIBILITIES

A. Primary Agency:

1. Fire Department: Emergency Management Division:

- a) Coordinates with all appropriate departments/agencies to ensure operational readiness.
- b) Maintains an operational EOC and emergency operating procedures.
- c) Coordinates Emergency Public Information regarding food resources with the State Public Information Officer.

B. Support Agency:

1. Thurston County Emergency Management:

- a) Coordinates with the Public Health Department the Analysis of water samples from sources suspected of contamination and makes appropriate recommendations.
- b) Develops procedures to notify the residents of the city of Olympia how to treat contaminated food and water.
- c) Monitors the safe distribution of food, water, and goods.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. None.

VIII. APPENDICES

- A. None.



IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



ESF-12: ENERGY

PRIMARY AGENCY

Puget Sound Energy

SUPPORT AGENCIES

Fire Department: Emergency Management Division, Emergency Management Committee, and Department of Public Works

I. INTRODUCTION

- A. Purpose: To provide for the effective utilization of available electric power, natural gas, and petroleum products to meet essential energy needs in the City of Olympia during an emergency or disaster, and to provide for the restoration of energy utilities affected by the emergency or disaster.
- B. Scope: Energy systems and utilities services damaged or interrupted by a disaster event. Includes assisting energy suppliers and utilities in the acquisition of equipment, specialized labor, and transportation to repair or restore energy systems as well as obtaining fuel for transportation, communications, emergency operations, and other critical facilities.

II. POLICIES

- A. The City of Olympia priority will be to protect lives, public property including critical energy and utility systems and the environment.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: The transportation and use of a wide range of energy resources in the community poses a threat to life and the environment if those systems are damaged or inoperable. Disruptions to energy sources may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as damaged power lines and relay stations or ruptured natural gas lines.
- B. Planning Assumptions:
 - 1. A disaster can sever or constrain supply to key energy and utility lifelines, including firefighting, transportation, communication, and others, needed for public health and safety.
 - 2. There may be widespread and/or prolonged electric power failure. Without electric power, communications may be affected, and traffic signals may not operate, which could lead to transportation gridlock.
 - 3. There may be extensive pipeline failure in gas utilities. These may take hours, days, or even weeks to repair.



4. There may be panic hoarding of fuel in areas with severed pipelines, or from neighboring jurisdictions where shortages have occurred.
5. Natural gas lines may break and may erupt in fire.
6. City departments may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

A. General:

1. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.
 - a) The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances. All utilities, whether publicly or privately owned, will be expected to manage and operate their utility, providing emergency service repairs, and restoration based on their requirements and capabilities.
 - b) Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
 - c) The Washington State Department of Transportation can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.
2. Each Utility has its own mutual aid agreements and contractor lists to facilitate repairs in a timely fashion.
3. Support resources may be requested for road clearance and debris removal or other government services.

B. Organization: The designated incident command agency will determine the appropriate response organization for handling an energy incident.

C. Procedures:

1. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.



2. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.
 3. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
 4. As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to Emergency Management.
 5. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. RCW 43.21G.040.
- D. Prevention and Mitigation:
1. Familiarize staff with the Incident Command System and basic EOC operations.
- E. Preparedness:
1. Prepare and update contingency plans and supporting documents.
 2. Maintain credentials and contact with all responding government agencies, energy companies, and energy associations.
 3. Maintain general data, information and knowledge regarding energy systems and system infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
 4. Conduct or participate in energy emergency exercises.
- F. Response:
1. Liaison with applicable entities in the energy sector.
 2. Contact energy companies for situation reports to address:
 - a) Infrastructure damage.
 - b) Assessment of system and customer impacts.
 - c) Infrastructure repair requirements and restoration estimates.



- d) Energy demand and supply estimates.
 - e) Need or potential need for state coordination or assistance.
 - f) Estimates of price or other market impacts.
- G. Recovery:
- 1. Continue all response efforts as necessary during any recovery period, including:
 - a) Maintain damage assessments and restoration profiles.
 - b) Provide restoration assistance to energy companies.
 - c) Coordinate with appropriate federal, state and local agencies

V. RESPONSIBILITIES

- A. Primary Agency:
- 1. Puget Sound Energy:
 - a) Identify and coordinate restoration priorities for electricity and natural gas.
 - b) Liaison with EOC when requested.
 - c) Provide timely and accurate information to end-users.
 - d) Perform life safety and property preservation operations when indicated.
 - e) Determine location, extent, and restoration of electricity supply and outages or disruptions.
 - f) Determine status of shortages or supply disruptions for natural gas.
 - g) Comply with energy allocations and curtailment programs as determined by the governor.
 - h) Coordinate out-of-area private and public energy assistance.
- B. Support Agencies:
- 1. Fire Department: Emergency Management Division:
 - a) Maintain a liaison with local utilities and the ability to communicate on a 24-hour a day basis.
 - b) Coordinate assistance to support local utility and energy providers, as requested.
 - 2. Public Works: Fleet Services:



- a) Manage City fuel supplies and provide petroleum products for City Vehicles and generators.
3. Other Utility Providers:
 - a) Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
 - b) Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
 - c) In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
 - d) Provide information necessary for compiling damage and operational capability reports.
4. Public Works: In the absence of utility providers the Department of Public Works will:
 - a) Determine the extent of electrical outages and disruptions.
 - b) Determine the extent of natural gas disruptions.
 - c) Coordinate out of area private and public energy assistance.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Public Works All Hazards Plan.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-13: PUBLIC SAFETY AND SECURITY

PRIMARY AGENCY

Police Department

SUPPORT AGENCIES

Thurston County Sheriff's Department, Lacey Police Department, Tumwater Police Department, and Washington State Patrol

I. INTRODUCTION

- A. Purpose: Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.
- B. Scope: Coordination of all incident related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

II. POLICIES

- A. Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Olympia Police Department.
- B. Military personnel, requested to augment or support the Olympia Police Department, will remain under command of their parent agency but will operate only at the direction of the Olympia Police Department.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.
- B. Planning Assumptions:
 - 1. Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
 - 2. Agencies responding from a distance may not have the same knowledge of the community as local law enforcement, and may require assignments consistent with these limitations.

IV. CONCEPT OF OPERATIONS

- A. General:



1. The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal procedures of the Police Department.
 2. Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
 3. Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.
- B. Organization: A Law Enforcement Unit will be established in the EOC to coordinate all activities associated with this ESF.
- C. Procedures:
1. Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations sub-Unit will:
 - a) Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.
 - b) Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Thurston County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
 - c) Identify, mark, secure, and manage landing zones where needed.
 - d) Request the acquisition of air resources through the Logistics Section.
 - e) Provide for coordination of news media helicopters when necessary with the Public Information Officer.
- D. Prevention and Mitigation:
1. Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.
- E. Preparedness:
1. Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.



2. Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.
- F. Response:
1. The Olympia Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.
- G. Recovery:
1. Allocate resources for staffing traffic control for re-entry into previously evacuated areas, if resources are available.
 2. Prepare after action reports.
 3. Investigate fires where fatalities, large property losses, or suspicious circumstances exist.

V. RESPONSIBILITIES

- A. Primary Agency:
1. Police Department:
 - a) Prioritize law enforcement response consistent with the Incident Action Plan.
 - b) Coordinate traffic and crowd control.
 - c) Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
 - d) Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
 - e) Maintain law and order by sustaining normal law enforcement operations wherever possible.
 - f) Coordinate Search and Rescue.
 - g) Provide for incident related criminal investigation.
 - h) Provide personnel to assist the Thurston County Coroner with the disposition of human remains.
 - i) Provide personnel to assist with the dissemination of warning and emergency public information.
 - j) Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
 - k) Coordinate all harbor related activities with available resources.



- l) Provide security to the EOC.
- B. Support Agencies:
 - 1. Thurston County Sheriff's Department:
 - a) Provide law enforcement support in accordance with mutual aid agreements.
 - b) Provide available Thurston County search and rescue units if requested.
 - c) Provide warning and communication support if requested.
 - 2. Mutual aid law enforcement agencies: Provide law enforcement support in accordance with mutual aid agreements.
 - 3. Washington State Patrol:
 - a) Provide law enforcement support to the Police Department if requested.
 - b) Assume incident command for hazardous materials incidents.
 - c) Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. Refer to the Police Department's emergency response processes.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



ESF-14: LONG TERM COMMUNITY RECOVERY

PRIMARY AGENCY

Disaster Recovery Group

SUPPORT AGENCIES

All City Departments

I. INTRODUCTION

- A. Purpose: Provide a central point of contact for all recovery operations in order to maximize the use of available recovery assistance. For more information on Recovery see Support Annex 1: Recovery Planning.
- B. Scope: To oversee those measures necessary for recovery. During declared emergencies, the State EOC and the Federal Emergency Management Agency will provide current regulations, application procedures, and program guidance regarding state and federal disaster recovery programs.

II. POLICIES

- A. Disaster Cost Recovery: Some disaster related expenditures and obligations might be reimbursable in whole or in part under a number of state and/or federal programs. The federal government may authorize reimbursement of approved costs for work performed in restoration of certain public facilities after a disaster proclamation by the President or under the statutory authority of certain federal agencies. In addition, where applicable, it is appropriate for the city to seek recovery from the responsible parties, if any, for extraordinary expenses incurred in response to some types of emergency situations. In an event, all outside assistance will be supplemental to city resources.
- B. Disaster Recovery Goals and Objectives: The Recovery Group should establish, at the earliest possible opportunity, short term and long term goals and objectives in order to guide the recovery process.
 - 1. Short term considerations shall include:
 - a) Identification of vital systems and operations.
 - b) Priorities for reinstatement.
 - c) Maximum acceptable down time before reinstatement of vital systems to a minimum level.
 - d) Minimum resources needed to accomplish reinstatement.
 - 2. Long term goals and objectives shall include:
 - a) Strategic planning.
 - b) Management and coordination of recovery activities.



- c) Funding and fiscal management of recovery activities.
- d) Management of contractual resources.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Housing shortages caused by damaged private dwellings, disrupted business activity, salvage and debris removal operations, coordination of reconstruction, evaluation of community needs, restoration of normal activity, and the recovery of losses following a major emergency or disaster could consume months or years. Community wide coordination will be required to make the best use of local, state and federal resources in returning the community to a productive state.
- B. Planning Assumptions:
 - 1. The role of emergency management will change as the community moves from the response to recovery phase. The Disaster Recovery Group will be convened as early as possible to assume active coordination of disaster recovery. Recovery directed activities might overlap emergency response activities provided that the immediate needs of the community are being met.
 - 2. The EOC may be demobilized or modified to accommodate recovery activities.
 - 3. When a disaster results in a Presidential Disaster Proclamation, the Federal Emergency Management Agency will establish a liaison with the state and provide detailed guidance on recovery and restoration in accordance with the National Response Framework.
 - 4. Multiple demands on limited resources will make it difficult to prioritize recovery and meet all expectations. The establishment of methods for community involvement in the recovery process may be necessary.
 - 5. In severe cases, complete recovery and restoration of the community to normal pre-disaster conditions may not be a realistic expectation.

IV. CONCEPT OF OPERATIONS

- A. General:
 - 1. Declaration of Emergency: A Declaration of Emergency, made by the City Council, is an indication that extreme measures may be necessary to preserve life and property and to protect the public peace. The following guidelines will be used for declaring an emergency:



- a) The emergency declaration will be in effect for only that area which is specified. The emergency powers pursuant to that declaration will only be applicable to the impacted area.
 - b) An emergency declaration from the City Council must include the following:
 - 1) Description of the nature of the emergency.
 - 2) A definition of the affected area(s).
 - 3) A statement that an emergency exists and that unusual measures will be necessary in order to safeguard life and property.
 - 4) A statement that special procedures for emergency response and recovery are being or have been activated.
 - 5) Notification that release of specified City resources is authorized in responding to the emergency.
 - 6) A time limitation to the emergency declaration.
2. Declaration of Disaster: A Declaration of Disaster, made by the City Council, is an indication to the governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency. A disaster declaration will be necessary prior to any direct assistance from the state. A disaster declaration will include the following:
- a) A description of the nature of the emergency.
 - b) A description of the impact area.
 - c) A statement that a local emergency has been declared.
 - d) A statement that local capabilities are or may soon be exceeded.
 - e) A description of the specific assistance needed from the state.
- B. Organization: The Disaster Recovery Group will be convened as soon as designated members are released from emergency response duties.
- C. Procedures: See Support Annex 1: Recovery Planning.
- D. Prevention and Mitigation:
1. All prevention and mitigation actions are detailed in department/division procedures and SOPs, the City of Olympia CEMP, and Support Annex 1: Recovery Planning.
- E. Preparedness:



1. All preparedness actions are detailed in department/division procedures and SOPs, the City of Olympia CEMP, and Support Annex 1: Recovery Planning.
- F. Response:
1. All response actions are detailed in department/division procedures and SOPs, the City of Olympia CEMP, and Support Annex 1: Recovery Planning.
- G. Recovery:
1. All recovery actions are detailed in department/division procedures and SOPs, the City of Olympia CEMP, and Support Annex 1: Recovery Planning.

V. RESPONSIBILITIES

- A. Primary Agency:
1. Disaster Recovery Group:
 - a) Organize and staff the recovery effort.
 - b) Coordinate the recovery of vital records and the restoration of records keeping capabilities.
 - c) Coordinate recovery resource procurement.
 - d) Coordinate continued public information on the recovery effort.
 - e) Coordinate emergency debris and waste removal.
 - f) Coordinate restoration and salvage.
 - g) Act as the point of contact with the Federal Emergency Management Agency to ensure maximum benefits from disaster programs for individuals and public entities.
- B. Support Agencies:
1. Fire Department: Emergency Management Division:
 - a) Provide for initial contact with Federal Emergency Management Agency representatives.
 - b) Coordinate the establishment of a Disaster Recovery Assistance Center when requested by state or federal representatives.
 - c) Provide damage assessment information and disaster related cost figures.



- d) Assist in coordination of joint local, state, and federal damage assessment teams.
- 2. All City Departments: Support the Disaster Recovery Group by providing personnel, information and liaisons as requested.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. None.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ESF-15: EXTERNAL AFFAIRS

PRIMARY AGENCY

Executive Department: City Manager

SUPPORT AGENCIES

Fire Department: Emergency Management Division

I. INTRODUCTION

- A. Purpose: To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster.
- B. Scope: This ESF addresses responsibilities to process, coordinate, and disseminate information for City of Olympia, City officials, employees, the media, and the public.

II. POLICIES

- A. It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: A natural or man-made emergency or disaster may occur at any time.
- B. Planning Assumptions:
 - 1. Normal means of communications in the 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.
 - 2. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
 - 3. Demands for information from media outside the city will be significantly increased in a disaster.
 - 4. Sufficient communications will be established to support public information efforts.
 - 5. Following a disaster, the Emergency Alert System (EAS) will be available to the City of Olympia.
 - 6. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.



IV. CONCEPT OF OPERATIONS

A. General:

1. The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Thurston County Joint information Center.

- ### B. Organization:
- The Public Information Officer will be established in the EOC to coordinate all activities associated with this ESF.

C. Procedures:

1. Objectives: The public information objectives during a disaster are:
 - a) To inform the public and City employees of the presence of a hazardous situation, its effects, and proper counter-measures.
 - b) To coordinate the City's release of public information to the media.
 - c) To inform the public on protective measures that can be taken during an emergency.
 - d) To control rumors and reassure the public.
 - e) To provide ongoing information about emergency operations and emergency services.
 - f) To instruct the public on disaster assistance and recovery services and procedures.
2. Dissemination:
 - a) Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
 - b) Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public.



- c) Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
 - d) A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
 - e) The City Communications Manager will maintain up-to-date distribution lists.
3. Special Groups and Instructions:
- a) There are several non-English speaking communities in the City of Olympia. In the event that public information needs to be translated, interpreters will be coordinated through the EOC.
 - b) Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.
- D. Prevention and Mitigation:
- 1. Public education is the primary prevention and mitigation arm of the public information system.
- E. Preparedness:
- 1. Draft, train on, and practice procedures.
 - 2. Acquire or identify for future acquisition necessary resources and equipment.
- F. Response:
- 1. Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
 - 2. Maintain concurrent 12 hour operational periods with the JIC for staffing patterns and cyclic activities for information sharing.
- G. Recovery:
- 1. Collect damage information in support of the preliminary damage assessment.



2. Staff a resident call line for taking reports of damages to private property.
3. Provide public announcements regarding the collection and disposal of disaster debris.

V. RESPONSIBILITIES

A. Primary Agency:

1. Executive Department: City Manager:

- a) Establish policy pertaining to the release of emergency public information and instructions.
- b) Represent the City at press conferences, public hearings, and other public events as appropriate to the disaster.
- c) Public Information Officer:
 - 1) The City Communications Manager will function as the Public Information Officer.
 - 2) Identify additional staff to support the emergency Public Information function.
 - 3) Establish and coordinate emergency public information prior to, during and after an emergency.
 - 4) Prepare and distribute public information releases regarding disaster preparedness, response and recovery.
 - 5) Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
 - 6) Respond to media inquiries.
 - 7) Provide information to city elected officials and to employees, as necessary.
 - 8) Monitor news media coverage of the incident.
 - 9) Establish rumor control capability.

B. Support Agencies:

1. Fire Department: Emergency Management Division:

- a) Prepare and disseminate emergency information and official news releases in conjunction with the Public Information Officer.



- b) Provide adequate training for the Public Information Officer and support staff.
 - c) Plan and coordinate with the local news media to ensure assistance in disseminating emergency information and instructions in conjunction with the Public Information Officer.
 - d) Maintain local EAS Agreement(s).
 - e) Coordinate with State and Federal agencies on the release of emergency information and instructions, as appropriate.
 - f) Provide facilities where media representatives can be briefed. Whenever possible, these facilities will provide telecommunications capabilities for media use.
2. Other Response Agencies:
- a) Provide pertinent information, e.g. road closures, emergency instructions, available assistance, place of contact for missing relatives, restricted areas, etc., to the EOC for use by the Public Information Officer for dissemination to the public.
 - b) Provide emergency public information support to the Public Information Officer upon request.

VI. RESOURCE REQUIREMENTS

- A. Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

VII. REFERENCES

- A. None.

VIII. APPENDICES

- A. None.

IX. DEFINITIONS

- A. See Basic Plan: Appendix 1: Acronyms and Definitions.



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ANNEXES

CITY OF OLYMPIA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISED JANUARY 2016

OLYMPIA FIRE DEPARTMENT, EMERGENCY MANAGEMENT DIVISION
100 EASTSIDE STREET, N. E., OLYMPIA, WA 98506



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WHAT IS AN ANNEX?

An annex is a form of an addendum to a primary document. An annex is usually a standalone document that provides supplementary information that expands upon concepts or topics discussed in the primary document. Rather than interrupt the flow of the primary document this information is placed in an annex following the document allowing it to be referenced quickly if necessary or ignored if not applicable to the reader's interests or purposes. An annex usually covers its given subject thoroughly, and may be several or more pages long. The Comprehensive Emergency Management Plan has two unique types of Annexes. The first type is a Support Annex. This type of annex provides in depth information on critical elements of the Comprehensive Emergency Management Plan that are present in emergency response regardless of the size or type of incident. The second type is an Incident Annex. This type of annex provides in depth information on unique challenges or processes associated with a specific type of incident.

SPECIAL NOTICE

Under Revised Code of Washington 42.56.420 Incident Annex 1: Cyber and Incident Annex 2: Counterterrorism are exempt from public disclosure. ***Do not release these sections without the consent of the City of Olympia Emergency Manager.***

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I. SUPPORT ANNEXES

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SUPPORT ANNEXES

CITY OF OLYMPIA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISED JANUARY 2016

OLYMPIA FIRE DEPARTMENT, EMERGENCY MANAGEMENT DIVISION
100 EASTSIDE STREET, N. E., OLYMPIA, WA 98506



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SUPPORT ANNEX 1: RECOVERY PLANNING

PRIMARY AGENCY

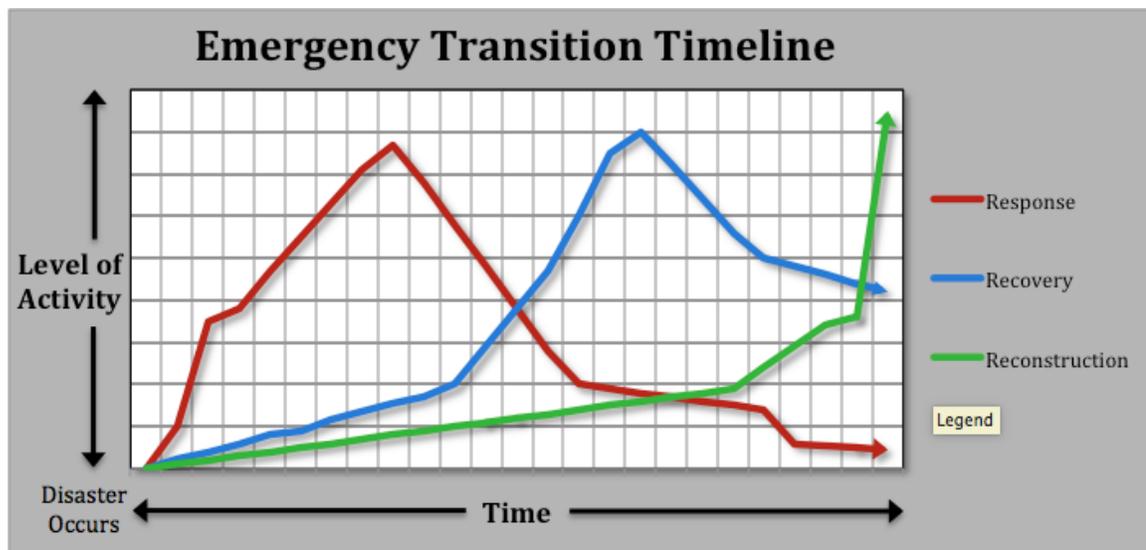
Fire Department: Emergency Management Division

SUPPORT AGENCIES

All City Departments

I. INTRODUCTION

- A. Purpose: The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery.
- B. Emergency Transition Timeline: Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



- C. After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.
- D. Generally, Recovery can be executed in three ways:
 - 1. Repair/rebuild with no significant changes to infrastructure or city/ community design in order to restore needed services as quickly as possible.



2. Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
 3. Don't rebuild and relocate the facility or abandon it.
- E. It may not be necessary in every incident but be prepared to use all three approaches to return your community to the new "normal".

II. INITIATING RECOVERY

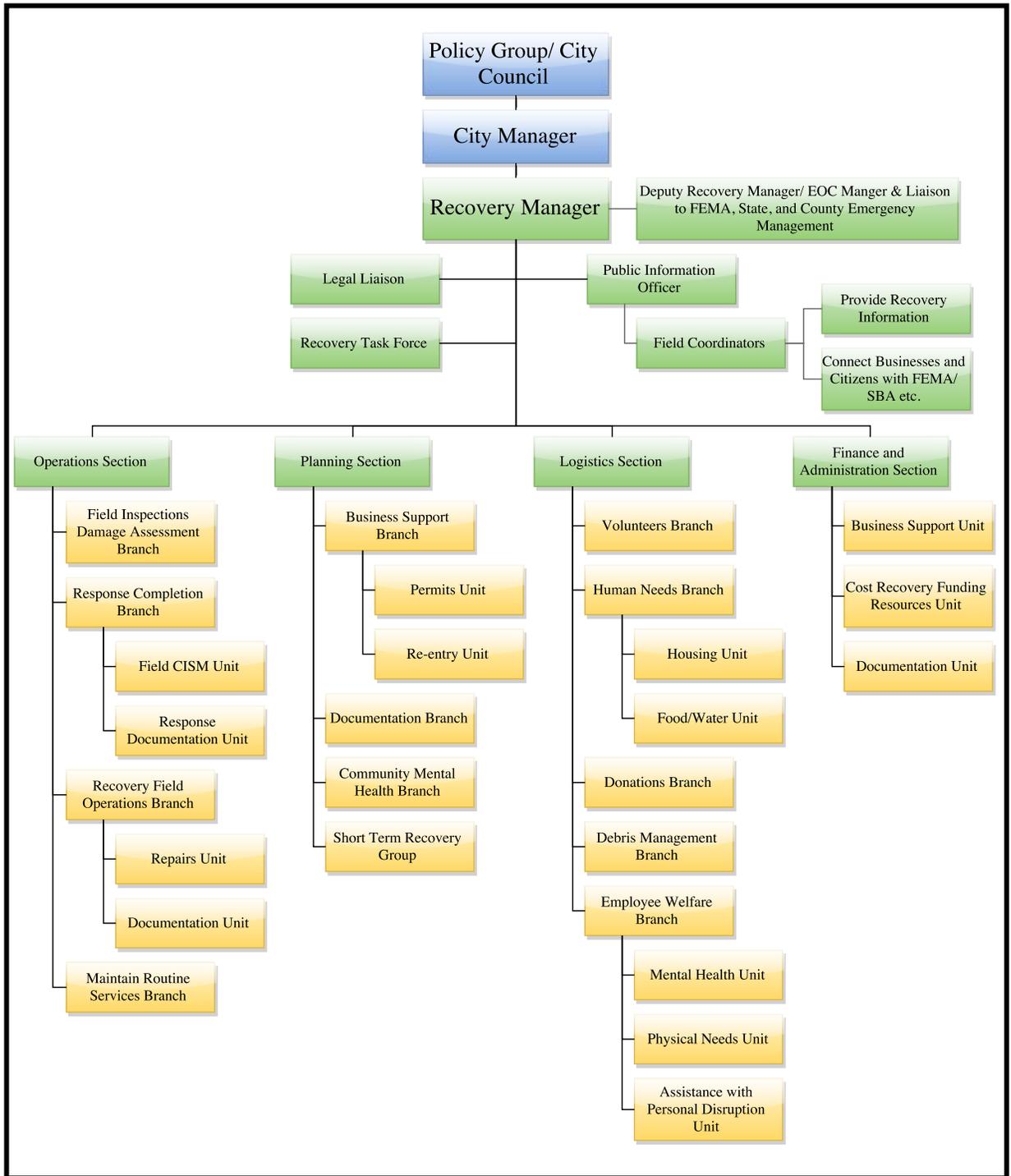
- A. Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities.
- B. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.
- C. Recovery Plan: The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):
 1. Recovery Manager - acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Champion as well. The Recovery Manager should not to be confused with the Recovery Task Force Leader.
 2. Recovery Champion - stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
 - a) Recovery will come in phases and subsets.
 - b) Recovery projects should be broken up into workable groups.
 - c) Groups can be made by type of project, location, or funding source i.e. FEMA, FHWA, etc.
 - d) Multiple phases may be involved in recovery.



- e) The Recovery Champion looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
 - f) The Recovery Champion needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.
3. Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Community Planning and Development (CP&D) staff member.
4. Recovery Task Force: The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed.
- a) The RTF reviews the following:
 - 1) Damage Reports.
 - 2) Regulations including zoning, building code, Public Works Standards, Fire, etc.
 - 3) Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
 - 4) Policies including Comprehensive Plan Policies but not Council Policies.
 - 5) Re-build Priorities i.e. Historical v. Re-Development.
 - b) In addition the RTF will:
 - 1) Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
 - 2) Recommend Economic Recovery programs.
 - 3) Initiate recommendations for relocation and acquisition of damaged properties as necessary
 - 4) Analyse Structural versus non-structural mitigation measures.
 - 5) Identify the Role of Community Groups and Stakeholders.
 - c) The following positions may be filled depending on the nature and scope of the event.



- 1) Recovery Task Force Chair.
 - 2) Public Works representative.
 - 3) Public Information Officer.
 - 4) Human Resources representative.
 - 5) Attorney/Legal representative.
 - 6) Finance and Administration representative.
 - 7) EOC Manager/Incident Commander.
 - 8) Chamber of Commerce representative.
 - 9) Housing and Urban Development representative.
 - 10) Port of Olympia representative.
 - 11) Community Planning and Development representative.
 - 12) Olympia Downtown Association representative.
 - 13) Olympia School District representative.
 - 14) Recognized Neighborhood Association representatives.
 - 15) Capital Mall representative.
 - 16) Auto Mall representative.
- D. Incident Command System Recovery Model.
1. (See the next page.)



III. SHORT-TERM RECOVERY

- A. Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short term recovery are:



1. Safety.
 2. Create clear boundaries between safe areas and restricted areas.
 3. Determine the extent of damage to the City.
 4. Identify and notify citizens of the undamaged or least damaged areas of City where they can find resources.
 5. Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.
- B. Short-term Recovery Staff includes:
1. EOC staff.
 2. Individuals and teams from Urban Forestry, Roads, Utilities, Storm Water Management, LOTT Clean Water Alliance, Solid Waste, and other staff with specialized technical expertise as needed.
- C. Key concepts include:
1. Assure safety of citizens.
 2. Monitor sheltering activities and use.
 3. Support traffic flow in undamaged areas.
 4. Assure utilities continue to function in undamaged areas
- D. Significant collaboration should occur with:
1. Responding agencies/Departments.
 2. Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the City government can't.
 3. Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

IV. MID-TERM RECOVERY

- A. Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
1. Return to pre-incident pattern of activity as much as possible.
 2. Restore traffic flow and utilities throughout the city.



3. Publish information that supports the community's efforts to recover as individuals, families, businesses, etc.
 4. Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.
- B. Mid-term Recovery Staff includes:
1. Short-term Recovery staff.
 2. Businesses.
 3. Key demographics.
 4. The Building and Development Community.
 5. West Olympia Business Association, Olympia Downtown Association, Downtown Liaison, etc.
 6. Other Stakeholders.
- C. Key Concepts:
1. Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
 2. Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
 3. Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
 4. Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
 5. Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
 6. Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
 7. Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
 8. Begin to develop the formal Long-term Recovery Plan and work group.
- D. Key Collaborations:
1. FEMA.
 2. Business Community.



3. The Building and Development Community.
 4. Citizens.
 5. Thurston County Emergency Management.
- E. If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

V. LONG-TERM RECOVERY

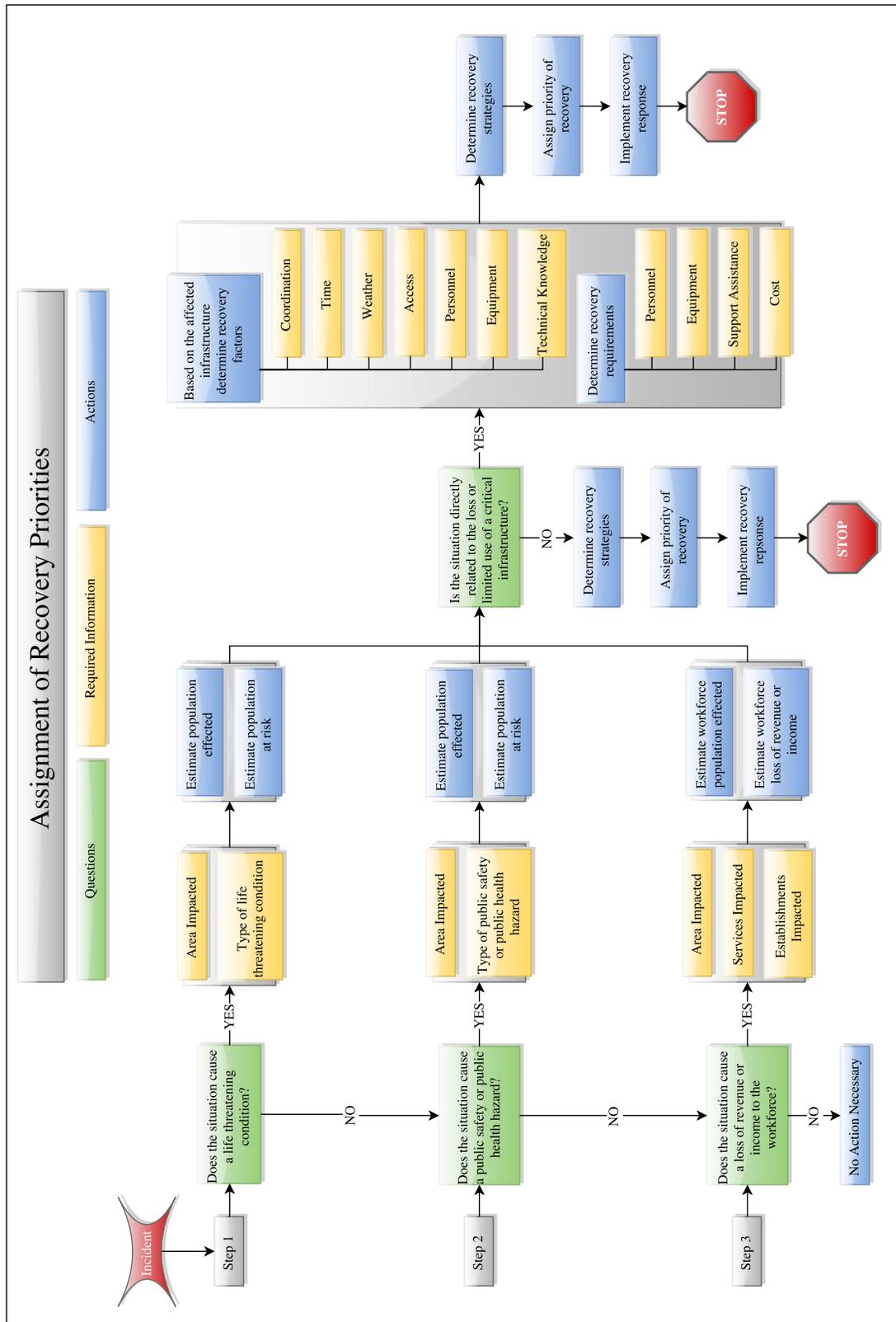
- A. Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
1. Rebuild critical infrastructure to equal or superior pre-event conditions.
 2. Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
 3. Require when able and encourage when not more advanced building practices during the permitting and inspection processes.
- B. Staff:
1. Mid-term Recovery staff.
 2. Special Interests Groups.
 3. Registered Neighborhood and Homeowner Associations.
- C. Key Concepts:
1. Adopt a Long-term Recovery plan with CP&D as the lead and City Council as the Policy group.
 2. Assign staff to search for funding opportunities. FEMA’s process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
 3. Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
 4. Continue to search for additional funding opportunities.
- D. Key Collaborations:
1. FEMA.
 2. Business Community.
 3. Citizens.



4. Thurston County Emergency Management.
- E. Long-Term Recovery Steps:
 1. Ensure completion of response, restore essential services, and maintain unaffected services.
 - a) Transition EOC response from short-term recovery to long-term recovery.
 2. Restore Community Symbols and Services improving livability.
 - a) Re-establish economic and social viability of the community to restore citizen confidence.
 3. Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
 - a) Use the event to facilitate interest in mitigation, both structural and non-structural.
 4. Re-development:
 - a) Develop a specific plan for the future use and design of areas that will not be restored.
 - b) Transition into long-term recovery model using the Recovery Task Force.
 5. Educate the Community:
 - a) Develop an account of what happened for members of the public.
 - b) Explain how response was carried out.
 - c) Share ways in which livability is being restored within the community.
 - d) Promote mitigation as a way to prepare for and limit future damage.
 - e) Implement a shared vision for recovery.

VI. RECOVERY MODEL: ASSIGNMENT OF RECOVERY PRIORITIES.

- A. (See the next page.)





SUPPORT ANNEX 2: VOLUNTEER AND DONATIONS MANAGEMENT

PRIMARY AGENCY

Parks, Arts, and Recreation

SUPPORT AGENCIES

Fire Department: Emergency Management Division

I. INTRODUCTION

- A. Purpose: The purpose of this Support Annex is to provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this Support Annex is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.
- B. Context: This Annex provides a framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

II. PREPAREDNESS

- A. There are many varying levels of preparedness among the different public and private organizations located within and around the City of Olympia. Some ways to prepare for spontaneous volunteers and unsolicited donations include:
 - 1. Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
 - 2. Appoint a lead agency to coordinate with local volunteer groups.
 - 3. Develop a Spontaneous Volunteer Management Plan.
 - 4. Develop a Donations Management Plan.
 - 5. Develop a public education plan specifically targeted at potential volunteers and donors.
 - 6. Engage the business community in planning efforts.
 - 7. Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
- B. It is important for the lead agency to establish regular communication with other volunteer agencies in order to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management.



III. COORDINATION COMMITTEE

- A. Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:
1. Current location of Volunteer Reception Centers.
 2. The status of processing.
 3. Capacity to share spontaneous volunteers and unsolicited donations across the region.
 4. Future projections or trends.
 5. Assignment of donations coordinators and volunteer coordinators and their roles.

IV. SPONTANEOUS VOLUNTEERS

- A. Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers his or her help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. The *EMD-204: Volunteer Worker Registration Card* should be used in this process and a copy can be found at the end of this Support Annex. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Olympia Emergency Management Division will coordinate with Thurston County Emergency Management the establishment of a VRC. The following should be used as a guide when deploying VRCs.
1. Small, limited, localized disaster.
 - a) Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
 - b) No need for a VRC.
 2. Medium to large disaster.
 - a) Significant media attention from gawkers and those wanting to help will promote mobilization.
 - b) Establish a VRC outside the impact area.
 3. Very large or catastrophic disaster.



- a) Volunteer activity will overwhelm the local capacity.
 - b) Consolidate VRCs to operate more efficiently.
- B. Preregistering Volunteers:
1. Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
 2. If a volunteer would like to become an Emergency Worker under Washington State Law, they can fill out an EMD-204 form, found at the end of this Support Annex, to begin the process.
- C. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Centers.
- D. The United Way of Thurston County will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
- E. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
- F. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
- G. Volunteer Reception Center (VRC):
1. A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant. It will help to receive and organize volunteers in order to place them in appropriate situations where the need is the greatest.
 2. VRC Activities include:
 - a) Formal registration.



- b) Interview & Assignment.
 - c) Safety & Cultural Trainings.
 - d) Public Information.
 - e) Phone Bank.
 - f) Demobilization.
3. Forms include:
- a) VRC Arrival Sign In.
 - b) Volunteer Instructions Checklist.
 - c) Sample Disaster Volunteer Registration Form.
 - d) Sample Volunteer Liability Release Form.
 - e) Emergency Worker Registration Card.
 - f) Safety Training.
 - g) Sample VRC Floor Plan.

V. DONATIONS MANAGEMENT

- A. If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response or recovery process.
- B. During a disaster, the public becomes generous in both donating monies and goods to the disaster area. This includes major corporations. Often this generous outpouring of goodwill severely impacts and overwhelms local government and social agencies trying to manage the donated goods.
- C. In a Puget Sound wide disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
- D. Donated Goods:
 - 1. City of Olympia government will coordinate all nationally donated goods with the State EOC.
 - 2. The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Olympia.
 - 3. Donated goods are categorized into the following sections:



- a) Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, Salvation Army, or other agency providing major relief efforts to the affected community.
 - b) Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Thurston County Food Bank will coordinate sorting, storing and distribution of unsolicited goods.
- E. The following depicts the level of donations that would accompany each level of disaster.
- 1. Small to medium disaster, a Phase I or II activation of the EOC.
 - a) Few and sporadic donations.
 - 2. Medium to large disaster, a Phase II or III activation of the EOC.
 - a) Donations activity is significant.
 - 3. Very large or catastrophic disaster, a Phase III or IV activation of the EOC with a probable State and Federal proclamation of disaster.
 - a) Donations Management Branch or Unit will be established.
- F. Public Messaging:
- 1. Managing the expectations of the general public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
 - 2. A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
 - 3. Valuable Public Messages may include:
 - a) “Don’t call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for true emergencies.”
 - 4. Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

VI. DEMOBILIZATION



- A. Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
- B. Demobilization:
 - 1. Collect and compile all of the documentation and records of volunteer time expended during response activities so they can be utilized towards the Federal Match.
 - 2. Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.
 - 3. Conduct a debriefing with staff to ensure that everyone is coping with the experience.

VII. RECOVERY

- A. Volunteer Management:
 - 1. After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.
- B. Donations Management:
 - 1. Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

VIII. EMD-204: EMERGENCY WORK REGISTRATION CARD

- A. If a volunteer would like to become an emergency worker under Washington State Law, they can fill out an EMD – 204: Emergency Worker Registration Card to begin the process. A copy of the EMD-204: Emergency Registration Card can be found on the following page as well as at the State Emergency Operations Center website by searching for “EMD-204: Emergency Worker Registration Card.”



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INCIDENT ANNEXES

CITY OF OLYMPIA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

REVISED JANUARY 2016

OLYMPIA FIRE DEPARTMENT, EMERGENCY MANAGEMENT DIVISION
100 EASTSIDE STREET, N. E., OLYMPIA, WA 98506



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Confidential Material: Under Revised Code of Washington 42.56.420 Incident Annex 1: Cyber is exempt from public disclosure.



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Confidential Material: Under Revised Code of Washington 42.56.420 Incident Annex 2: Counterterrorism is exempt from public disclosure.



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INCIDENT ANNEX 3: MASS EVACUATION

PRIMARY AGENCY

Police Department

SUPPORT AGENCIES

All City Departments, TCOMM, State Emergency Operations Center and Department of Health, Olympia School District, and the American Red Cross

I. INTRODUCTION

- A. Purpose: This Incident annex is intended to assist the City of Olympia, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.
- B. Scope: Evacuations may result from naturally occurring incidents such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. This annex focuses on evacuations in the City of Olympia and is intended to be coordinated with other local, state, and federal plans, should the incident require inter-jurisdictional coordination.

II. PLANNING ASSUMPTIONS

- A. Disasters and evacuations occur with little or no warning. Earthquake prediction has not developed enough to effectively assist emergency planners at this time.
- B. Current warning systems may not reach all of the population to be warned.
- C. First responder teams may not be available to conduct door-to-door evacuation notifications.
- D. Evacuation is normally a multiple jurisdiction activity.
- E. ICS will be used to manage evacuation activities and phases at all levels.
- F. Evacuations may be spontaneous, without government control.
- G. Some residents will not evacuate regardless of the hazards.
- H. Planning for evacuations must include special needs populations, pets, service animals, and livestock.

III. CONCEPT OF OPERATIONS

- A. General:
 - 1. City of Olympia or local response:



- a) The type of incident, the geographic scope of the incident, and the resources available will determine local response.
 - b) Any agency listed in this annex may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from EOC Manager/ Incident Commander.
 - c) If the incident is small and local in nature, Olympia Fire, Police, or Public Works may recommend a limited evacuation and request resources directly through TCOMM.
 - d) Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC/ECCs) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county or state at the appropriate EOC/ECC.
 - e) In the event of a healthcare facility evacuation the Health and Medical Area Command, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies and the public.
2. Washington State Response: Where city and county resources are exhausted, the State of Washington may provide assistance to local authorities for large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.
 3. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.
 4. Special Populations: The City of Olympia will support local agencies including Thurston County in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.



- B. Organization: The Olympia Police Department and Olympia Fire Department are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post, or use the EOC or the main police station. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.
- C. Procedures: Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as required. When resources from outside the City are requested, or transportation of evacuees and long term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.
- D. Response Activities: Evacuations are cumbersome and time-consuming endeavors. They are resource and manpower intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager/Incident Commander considering evacuation must choose between taking no action, evacuation, or shelter in place.
 - 1. Shelter in Place:
 - a) Most commonly used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.
 - 2. Evacuations:
 - a) An EOC Manager/Incident Commander makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager/Incident Commander requests activation of EOC to support the evacuation and notifies appropriate elected officials.
 - b) The EOC Manager/Incident Commander initiates the warning of affected populations by appropriate methods available.
 - c) At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
 - 1) The selection of a safe area to move impacted populations;
 - 2) Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes;
 - 3) Notifying jurisdictions and organizations that will receive or “pass through” evacuees;



- 4) Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
- d) The Public Works Department supports road closures and evacuation routes.
- e) The American Red Cross and other non-governmental organizations may provide shelters as needed.
- f) Salvation Army and American Red Cross support local responders, shelters, evacuees, etc.
- g) OPD supports safe area security, road closures and shelters.
- h) Sheltered populations are accounted for and are reunited with loved ones if possible.
- i) Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
- j) Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
- k) Evacuated populations may require transportation to return.
- l) All agencies are responsible for their own facility evacuation procedures.

IV. ROLES AND RESPONSIBILITIES

- A. The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Olympia EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.
- B. Primary Agency:
 - 1. Olympia Police Department:
 - a) Ensure that OPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
 - b) Act as the Field Incident Commander when appropriate and at suspected or determined crime scenes.
 - c) Provide, direct or command search and rescuer resources when appropriate.
 - d) Assist with or call for an evacuation.



- e) Assist with warning and emergency information.
 - f) Investigate crime scenes and collect evidence.
 - g) Provide a representative to the EOC as requested and if available.
 - h) Maintain evacuation plans for Police facilities.
 - i) Provide crowd and traffic control, site security, and emergency rescue/recovery.
- C. Support Agencies:
1. Olympia Fire Department: Emergency Management Division:
 - a) Activate the EOC when notified by OPD of the area evacuation.
 - b) Provide EOC planning, logistics, and Finance and Administration support to the OPD ICS structure for evacuation.
 - c) Coordinate support for all phases of evacuation.
 - d) Warn residents of dangers requiring evacuations in time critical situations.
 - e) Coordinate location of safe area(s) for evacuees to relocate.
 - f) Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
 - g) Support local coordination of short and long term shelter and feeding of evacuees.
 - h) Support coordination of accounting for evacuees with families and friends.
 - i) Support local coordination of resource support for field commanders.
 - j) Support the appropriate return of evacuees to their homes and businesses.
 - k) Coordinate with State EOC for evacuation resources as needed.
 2. Olympia Public Works:
 - a) Provide transportation if resources are available, for evacuees to designated public shelters when requested.
 - b) Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.



- c) Coordinate and notify the EOC of the resources used, destination, and number of people transported.
 - d) Coordinate the identification of safe evacuation routes with the EOC.
 - e) Maintain evacuation plans for Public Works facilities.
 - f) Provide a representative to the EOC as requested.
3. Community Planning and Development:
- a) Coordinate the inspection of buildings for structural integrity.
 - b) Inspect or coordinate the inspection of city governmental structures for safe occupancy.
 - c) Tag unsafe buildings as appropriate or call for their evacuation.
 - d) Recommend evacuation where structural safety is an issue.
 - e) Coordinate security of affected areas with the EOC.
 - f) Maintain evacuation plans for Community Planning and Development facilities.
4. Parks, Arts, and Recreation:
- a) Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Olympia shelters.
 - b) Make available City Park facilities, equipment, and personnel for general population emergency shelters in coordination with the American Red Cross and EOC.
 - c) Provide personnel and equipment to support emergency operations of other City Departments.
 - d) Provide assistance in dissemination of public information.
 - e) Maintain evacuation plans for Parks, Arts, and Recreation facilities.
5. The Olympia Fire Department:
- a) Initiate evacuations or shelter in place where deemed necessary in coordination with OPD and the EOC.
 - b) Coordinate evacuation activities with the EOC.
 - c) Provide staffing for a unified command structure to coordinate evacuation.



- d) Provide support with Public Information Officers where appropriate.
 - e) Coordinate with EMS personnel.
 - f) Request transportation as need for evacuees.
 - g) Request the opening of a shelter for displaced persons.
6. Other City of Olympia Departments:
- a) Maintain evacuation plans for department facilities.
 - b) Communicate resource needs and building status to the EOC.
 - c) Provide a representative to the EOC as requested.
7. TCOMM:
- a) Assist response agencies and EOCs in warning for evacuations.
 - b) Provide normal dispatch services for responder organizations.
8. State Emergency Operations Center:
- a) Provide a functional EOC to provide State resources for the local evacuation.
 - b) Provide Joint Information Center support when requested.
9. Washington State Department of Health:
- a) Make recommendations on health or radiological related evacuations.
 - b) Provide technical assistance where possible.
10. Olympia School District:
- a) Provide transportation resources for evacuation if available.
 - b) Provide facilities for shelters if available.
11. The American Red Cross:
- a) Provide temporary housing and feeding facilities for displaced persons.
 - b) Provide information & financial assistance for essential immediate needs to evacuees.
 - c) Provide feeding stations for first responders.
 - d) Provide a representative to the EOC as requested.

V. RESOURCE REQUIREMENTS



- A. Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.



INCIDENT ANNEX 4: EARTHQUAKE

PRIMARY AGENCY

Fire Department: Emergency Management Division

SUPPORT AGENCIES

All City Departments, State Emergency Operations Center, Federal Emergency Management Agency, and the American Red Cross

I. INTRODUCTION

- A. Purpose: To enable coordinated, multi-department, multi-jurisdictional response to an earthquake. This Incident Annex applies to all City Departments and provides information to all partners that support or depend on the City response.
- B. Scope: This Incident Annex addresses the challenges posed by earthquakes and associated aftershocks, tsunamis, seiches, landslides, liquefaction, and subsidence. The primary focus is a severe earthquake that causes large numbers of casualties, widespread damage, and severe impacts.

II. LIMITATIONS

- A. The City of Olympia will endeavor to make every reasonable effort to respond to an earthquake and related hazards. However, by definition of a disaster, City resources and systems will become overwhelmed by the magnitude of the disaster and its impacts. This Incident Annex represents guidelines and is not intended to guarantee that a perfect response to this type of disaster will be practical or possible.

III. EARTHQUAKE IMPACTS

- A. Possible Immediate Impacts:
 - 1. Large numbers of dead, injured, and missing.
 - 2. Multiple structures collapsed or severely damaged.
 - 3. Many people trapped in collapsed structures, including elevated structures such as roadways, requiring rescue.
 - 4. Multiple fires.
 - 5. Damage to fire detection and suppression systems.
 - 6. Damage to the waterfront area.
 - 7. Flooding of waterfront area and around lakes.
 - 8. Localized flooding from ruptured water pipes, damaged reservoirs or tanks.



9. Interruption of utility services for days, or even weeks to include electrical, water, natural gas, solid waste, sewer, etc.
 10. Shortage of water, food, and other commodities.
 11. Shortage of gasoline and diesel fuel.
 12. Hazardous materials release.
 13. Overloaded cellular and landline telephone systems.
 14. Interruption of commercial television and radio service.
 15. Disruption of information technology services.
 16. Separated family members.
 17. Widespread damage to roads and bridges.
 18. Isolated neighborhoods.
 19. Diminished healthcare capacity caused by damage to medical facilities and loss of medical supplies and medications.
 20. Reduction in emergency service capacity due to injured responders or damage to stations and equipment.
 21. Lost animals.
- B. Possible Long-Term Impacts:
1. Businesses failing due to economic impacts.
 2. Increased unemployment.
 3. Elevated risk of disease.
 4. Increased rates of general illness and mortality.
 5. Mental health issues due to the disaster and aftermath.
 6. Increased homelessness.
 7. Increased traffic congestion.
 8. Decreased tax revenue.
 9. Decreased residential population.
 10. Large number of structures, public and private in need of extensive repair.

IV. PLANNING ASSUMPTIONS

- A. A detailed and credible common operating picture may not be achievable for 24 to 48 hours, or longer, after the earthquake.



- B. Response operations may have to begin without a complete or detailed situation and critical needs assessment.
- C. Staffing varies in many City departments depending on the time of day, should an earthquake strike at the time of lowest levels of staffing the response will be significantly impaired until off duty personnel can respond.
- D. There are not enough City public safety resources to immediately address all, or even a majority, of the life safety needs expected after a severe earthquake.
- E. Fires are the leading danger immediately following an earthquake due to the expected number of fires, damage to fire suppression systems, damage to water pipelines, difficulty in accessing fire incidents, and limited resources.
- F. The number of expected deaths will likely exceed the capacity of the Coroner's Office, as well as any local mutual aid that office might call upon, which will require the mobilization of federal resources, establishment of temporary morgues, and instructions to the public on fatality management.
- G. The 9-1-1 phone system, if operating, will be overloaded.
- H. During the initial response, the amount of radio use by responders will likely overload radio systems.
- I. The limited capacity for charging portable radio batteries and the expected high tempo of operations will make it difficult to keep City portable radios charged.
- J. Departments should expect to receive no logistical support from the City EOC for 72 hours.
- K. Damage to City owned buildings might impact the ability of City employees to effectively respond.
- L. Traffic congestion will be significant due to roadway damage.
- M. The City does not stockpile food or water for the general public.
- N. The level of personal preparedness by the public is insufficient to significantly decrease the need for public services.
- O. Hospitals may not have sufficient capacity to meet the surge in patient demand.
- P. Many public and private organizations routinely use "just in time" ordering and do not generally stockpile significant amounts of supplies. After an earthquake shortages of critical items, such as medical supplies are likely.
- Q. Damage to water utility infrastructure may impair firefighting.
- R. Numerous initial, separate fires may combine to create extremely large fires.



- S. Spontaneous shelters will likely be established by private entities not in coordination with government.
- T. Social media will be an important source of information for the general public.
- U. The private sector will volunteer assistance to the response effort and provide contract services; which will require coordination with the public response.
- V. Many individuals will volunteer to assist with the response; while this represents a potential resource it will also present significant operational and logistical challenges.
- W. Donated goods, solicited and unsolicited, may present a significant challenge to manage.
- X. Communications and collaboration methods which depend on the Internet or Information Technology infrastructure may be impacted and compromised by virtue of physical damage, over use and heavy traffic, and possibly malicious use by those hoping to take advantage of the disaster. They may require an extended period of time and extensive resources to return to even a minimal level of availability, function, and security.
- Y. Neighboring jurisdictions will also be impacted, limiting the availability of mutual aid, and making it important to coordinate regional response operations through the Thurston County Emergency Management.

V. CONCEPT OF OPERATIONS

- A. Effective Response will include the following elements:
 - 1. City employees who know their role during a disaster and have been provided training and are personally prepared.
 - 2. A large percentage of the public who are prepared to survive without outside assistance for a minimum of three days and possibly several weeks.
 - 3. A unified response, at all levels government.
 - 4. Responders who are prepared to act without delay.
 - 5. Timely, accurate and comprehensive public information to assist the public in meeting their needs.
 - 6. Redundant systems and procedures in place to ensure continuity of command, control, coordination, and communications.
- B. City Response Priorities:
 - 1. Life Safety.



2. Incident Stabilization.
 3. Property Conservation.
 4. Environmental Protection.
- C. Initial Response Objectives:
1. Support the strategy for firefighting, emergency medical service, rescue and hazardous material response.
 2. Assess damage and impacts to community.
 3. Provide sheltering in coordination with regional efforts.
 4. Sustain public confidence and trust in response and recovery efforts.
 5. Ensure life-sustaining essentials are available to the public such as food, water, sanitation, medical care, and fuel.
 6. Develop and sustain situational awareness for Response and Recovery phases.
- D. City Strategy:
1. The City of Olympia will retain jurisdiction and authority over the response and recovery efforts. This will be accomplished by maintaining a line of succession throughout City government, clearly defining areas of operation and responsibility, establishing alternate command centers, augmenting command and general staff using Mutual Aid resources, Incident Management Teams, and delegating authority where needed.
 2. On duty personnel will be responsible for the first hours of the response. The initial common operating picture will be imperfect due to the many challenges that will follow an earthquake. It will be based primarily on windshield surveys conducted by the Police and Fire Departments and possibly some early media reports.
 3. The initial City response to an earthquake consists of supporting and coordinating life safety efforts; controlling fires, addressing hazardous materials releases, providing emergency medical care, ensuring access to hospitals, conducting rescues and evacuations and maintaining public order. Damage to water storage facilities or large pipelines may require immediate response operations to address hazards from local flooding and landslides.
 4. Responders may have to make difficult choices regarding where to assign the limited resources available. Close coordination and unity of effort between all responders will be especially critical.



5. Repair of roads, bridges, and water services to support life safety response operations will have priority over other repair missions.
6. Concurrent with early response operations, command centers will be activated, damage or impacts to infrastructure, facilities and systems determined, a more comprehensive common operating picture developed, City objectives and priorities established, resources obtained, an emergency proclamation issued and emergency powers implemented as needed.
7. Given the generally cold and wet climate and the time needed to establish shelters, efforts will be begin as soon as possible to access and assess shelter supplies, inspect for damage those buildings designated as shelter sites and begin the mobilization of shelter staff. The strategy for sheltering will be determined during the first operational period in the EOC.
8. Communication and coordination with neighboring jurisdictions and the State will be established as early as possible.
9. As resources arrive from outside the City, they will be integrated into response operations. Responders will work within established areas of operation and under the designated command organization. Self-deployment of resources will not be tolerated.
10. As immediate life safety issues are addressed and stabilized, the number of shelters established and their capacity will be increased as rapidly as available resources permit. To the degree practical, shelters will be established nearest to the community in need. Residents will be encouraged to remain in their homes if at all possible. Points of Distribution for food and water may be established for this purpose.
11. Fatality management and missing person investigations will be established as early as possible. An effective process for determining the status of missing persons contributes to stabilization and ultimately decreases the demand on law enforcement, medical and rescue resources.
12. Planning for recovery will begin as soon as possible and in parallel to response operations.



INCIDENT ANNEX 5: CATASTROPHIC

PRIMARY AGENCY

Fire Department: Emergency Management Division

SUPPORT AGENCIES

All City Departments, State Emergency Operations Center, Federal Emergency Management Agency, and the American Red Cross

I. INTRODUCTION

- A. General: A catastrophic incident or disaster is defined by the US Homeland Security National Response Framework (NRF) as “Any natural or manmade incident, including acts of terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.” Catastrophic incidents are rare and require significantly greater effort for initial response activities and the restoration of essential services as well as an extended recovery period. A catastrophic incident results in impacts over a prolonged period, across multiple jurisdictions and critical infrastructure sectors and almost immediately exceeds resources normally available to state, regional, tribal, local authorities and the private sector. In short the resources of the city of Olympia will be completely overwhelmed during a catastrophic incident. As a result prevention, mitigation, preparedness, response, and recovery will be heavily dependent upon County, State, and Federal resources. For more information on the region’s Catastrophic Incident Planning see the Catastrophic Incident Annexes of the Thurston County and Washington State Comprehensive Emergency Management Plans as well as the Puget Sound Regional Catastrophic Disaster Coordination Plan.
- B. Puget Sound Regional Catastrophic Disaster Coordination Plan Supplemental Annexes:
1. Evacuation and Sheltering.
 2. Long Term Care Mutual Aid.
 3. Medical Surge Resource Management.
 4. Pre-Hospital Emergency Triage and Treatment.
 5. Resource Management and Logistics.
 6. Structural Collapse Rescue.
 7. Transportation Recovery.
 8. Victim Information and Family Assistance.
 9. Volunteer and Donation Management



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INCIDENT ANNEX 6: DEBRIS MANAGEMENT

PRIMARY AGENCY

Public Works

SUPPORT AGENCIES

Fire Department: Emergency Management Division, All City Departments, Thurston County Emergency Management, and Thurston County Public Works

I. INTRODUCTION

- A. The *Incident Annex 1: Debris Management Emergency Response Plan* guides debris removal planning and post-event operations. It includes tools to assist the City of Olympia Public Works Department Waste ReSources and Transportation lines of business in addressing debris removal following a debris-generating event. The Annex incorporates a methodology that has been tested in many regions throughout the U.S. and meets the needs of the City of Olympia and its residents. The primary advantage to maintaining an approved debris management plan is that the City is prepared and knows how it will respond in a debris generating disaster. In theory this will directly affect the speed at which the city will respond to an event and Federal reimbursement is directly tied to the speed at which a jurisdiction responds/recovers. Jurisdictions are eligible for 85% reimbursement for operations in the first 30 days, 80% in the next 60 days, and 75% for the final 90 days. In addition to these benefits in accordance with the Sandy Recovery Improvement Act the City is now eligible for an additional 2% reimbursement in the first 90 days of response. This plan provides the City with a starting point that allows for a speedier response that is less likely to incur legal backlash on a number of issues including environmental/cultural impacts, private property/public nuisance abatement/demolition, emergency contracting, etc.
- B. Purpose:
1. To provide policies and guidance to City of Olympia Public Works for the removal and disposition of debris caused by a major disaster.
 2. To facilitate and coordinate the management of debris following a disaster in order to mitigate any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.
- C. Situation:
1. Natural and manmade disasters precipitate a variety of debris that include, but are not limited to, trees, sand, gravel, construction material, vehicles, personal property, and hazardous materials.



2. The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
 3. The quantity and type of debris generated, the location of the debris, and the size of the area over which it is dispersed will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
 4. In a major or catastrophic disaster, the City of Olympia will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short-term as well as long-term.
- D. Assumptions:
1. A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
 2. The amount of debris resulting from an event or disaster could exceed City of Olympia Public Works' ability to dispose of it.
 3. If a natural disaster requires, the Governor would declare a State of Emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request through FEMA a Presidential Disaster Declaration.
 4. Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process.
 5. The debris management program implemented by the City of Olympia will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration and landfilling.
 6. There are several types of emergencies the city of Olympia is vulnerable to that may require the activation of this incident annex including but not limited to:
 - a) Wind storms: Characterized by vegetative waste and may also include construction/demolition materials from damaged or destroyed structures. Extended power outages may result in large amounts of putrescible waste from private residences and grocery stores.
 - b) Flooding: Characterized by construction/demolition waste and solid waste including sediment, vegetation, animal carcasses, and hazardous materials.



- c) Earthquake: Characterized by construction/demolition waste and solid waste including sediment, vegetation, animal carcasses, and hazardous materials.
 - d) Urban and Wild-Land Fires: Characterized by burnt vegetation, burnt construction/demolition waste and solid waste including ash, charred materials, and ash-covered debris.
 - e) Ice Storms: Characterized primarily by vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.
 - f) Volcano: Characterized by ash and ash-covered debris.
 - g) Landslides: Characterized by sediments and construction/demolition waste.
 - h) Nuclear, Chemical, or Biological Incident: Characterized by various amounts of contaminated soil, water, construction/demolition waste and solid waste that could require special handling.
- E. Authorities:
- 1. FEMA-325 Public Assistance Debris Management Guide.
 - 2. FEMA Appendix B Debris Management Plan Outline Example.
 - 3. If a disaster strikes the City, the City Council may proclaim a Declaration of Emergency if the disaster has the potential to affect life, property, or the public peace under the provisions and limitations of RCW 35.33.081, RCW 36.40.180, and RCW 38.52.070(2). They may also command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110(2).

II. CONCEPT OF OPERATIONS:

- A. Incident Command System:
- 1. During a debris management event the Waste ReSources Director will make the determination as to whether or not to activate the Public Works Incident Command System (PW ICS) which will operate similarly to a Debris Management Task Force. See the Public Works All Hazards Plan: Basic Plan for more information on PW ICS.
 - 2. The PW ICS will determine the extent of damage, resulting debris, and issue appropriate directives to implement this incident annex.
 - 3. For a list of key Waste ReSources Contacts see *Support Annex 3: Emergency Response Contacts*.



- B. Goals:
1. To reduce life threatening and injury producing conditions.
 2. To provide reasonable driving conditions following a debris generating event.
 3. To reduce the interruption of the economic life in the City of Olympia.
- C. Objectives:
1. To clear public roads following a debris generating event.
 2. To close off hills when safe conditions cannot be assured.
 3. To improve the flow of traffic on City streets according to the following priorities:
 - a) Primary routes: including arterials and emergency routes.
 - b) Secondary routes: including major collectors.
 - c) Residential routes: including neighborhood collectors and local access streets.
- D. Estimating the Type and Amount of Debris:
1. The PW ICS Engineering and Damage Assessment Units comprised of staff from the General Services and Engineering lines of business will determine the estimated amount of debris generated as soon as possible. Methods for debris estimating include:
 - a) The United States Army Corps of Engineers (USACE) Hurricanes Debris Estimating Model, which has a predicted accuracy of $\pm 30\%$. Although the likelihood of a hurricane or typhoon, when occurring in the Pacific Ocean, impacting the City of Olympia is low this model is still viable as the primary factor is the number households in a developed urban/suburban area. Supporting factors include cubic yards generated per household per storm category, vegetative cover, commercial density, and precipitation. For a detailed explanation of the USACE Hurricanes Debris Estimating Model see *Appendix 2: Debris Estimating*.
 - b) For individual properties the following formula will be used to estimate the amount of debris generated by a totally destroyed household: $L \times W \times S \times 0.20 \times VCM$.
 - 1) L = Length of the building.
 - 2) W = Width of the building.
 - 3) S = Height expressed as number of stories.



- 4) 0.20 = reduction factor due to airspace in a single-family dwelling.
 - 5) VCM = Vegetative cover multiplier.
 - (a) Light, 1.1 multiplier, includes new home developments where more ground is visible than trees and canopy cover is sparse.
 - (b) Medium, 1.3 multiplier, generally has a uniform pattern of open space and tree canopy cover, and is the most common description for vegetative cover.
 - (c) Heavy, 1.5 multiplier, is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.
 - c) Drive-through “windshield” damage assessments may also be conducted to estimate the amount of debris visually.
 - d) If available, an aerial assessment by flying over the area using State Police and/or National Guard helicopters and Civil Air Patrol reconnaissance flights may be conducted. The damaged area can be assessed either visually or using aerial photography.
 2. Once the area has been assessed actions can be taken to implement Phase I debris clearing procedures and institute requests for additional State or Federal assistance. For more information on State or Federal assistance refer to the City’s Comprehensive Emergency Management Plan.
- E. Site Selection:
1. Public Works has designated two Temporary Debris Storage and Reduction (TDSR) sites. They should be opened in the following order:
 - a) 900 Plum St. SE referred to as the “Fire Pad”.
 - b) Black Lake Blvd. and 21st Ave, referred to as the “Parking Lot behind Yauger Park.”
 2. If additional sites are needed public property should be used first followed by private property.
- F. Pre-Designated TDSR sites:



1. A map identifying the Pre-designated TDSR sites in the City of Olympia can be found in *Appendix 3: Temporary Debris Storage and Reduction Sites*.
 2. Baseline environmental data for each site must be collected and maintained by Public Works and may include video, photos, documentation of physical and biological features, and soil and water samplings.
 3. 900 Plum St SE has approximately 1.5 acres of paved usable land. Ingress originates from 10th Ave SE and egress is through Plum St.
 4. Black Lake Blvd SW and 21st Ave SW has approximately 2 acres of open usable land. Ingress and egress are accessed through Black Lake Blvd SW.
- G. TDSR Site Preparation:
1. Identify the preparatory actions that need to be accomplished before a pre-designated TDSR site can be activated.
 2. The two designated TDSR sites are City property and do not require a Memorandum of Understanding or a Memorandum of Agreement to use.
 3. Waste ReSources is responsible for updating the initial base line data before activating a TDSR site.
 4. An operation layout with ingress and egress routes has been developed for each TDSR site and can be found in *Appendix 3: Temporary Debris Storage and Reduction Sites*.
- H. Existing Landfills and Recycling Centers:
1. Thurston County Waste and Recovery Center located at 2420 Hogum Bay Rd NE Lacey, WA 98516.
 2. Salvage and Recycle located at 1301 Humphrey St SE Olympia, WA 98502.
 3. Sutter Metals LLC located at 105 Carpenter Rd NE Olympia, WA 98516.
 4. Metal and Electronics Recycling, LLC located in Olympia.

III. DEBRIS REMOVAL

- A. General:



1. Natural disasters including severe storms and earthquakes can generate unprecedented amounts of debris in a few hours or a few minutes. The debris may be equally heavy in both urban and rural areas depending on the magnitude of the tree blow-down and associated structural damage such as homes, businesses, utilities, and signs. This section provides guidelines on debris removal issues, including emergency roadway clearance, public rights-of-way removal, mobile home park removal, private property removal, navigation hazard removal, and Household Hazardous Waste (HHW) removal.
2. Debris removal, regardless of source, becomes a high priority following a disaster. A debris management strategy for a large-scale debris removal operation divides the operation into two phases.
 - a) Phase I consists of the clearance of the debris that hinders immediate lifesaving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.
 - b) Phase II operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.
3. Historic and Cultural Preservation:
 - a) This plan incorporates guidance for compliance with Section 106 of the National Historic Preservation Act. If there is a Native American burial site in the vicinity of the site, the work will be performed under the guidance of an archeologist.
 - b) Archeological or historical objects, such as ruins, sites, buildings, artifacts, fossils, or other objects of antiquity that may have significance from a historical or scientific standpoint, which may be encountered by the contractor or City of Olympia personnel, shall not be further disturbed. The contractor or City of Olympia personnel shall immediately notify city engineers and the City Engineer will notify an archeologist of any such findings.
4. Discovery of Human Remains and personal property:
 - a) Debris material will be visually screened for remains, belongings, and hazardous materials.



- b) If a body is discovered on a roadway or in debris, all work in that area will cease immediately. All efforts must be made to leave any potentially identifying items exactly where they are at the time of discovery.
 - c) A medical examiner team will be assigned to the site to handle, collect, and remove the remains.
 - d) The contractor and City personnel will attempt to return discovered private property to legal owners when ownership can be determined and if the owner is available to receive the property within the City of Olympia. Refer to the Comprehensive Emergency Management Plan and supporting documents for more guidance.
- B. Emergency Roadway Debris Removal (Phase I)
- 1. Priorities:
 - a) The City of Olympia has five designations for roadway priorities: Primary, Secondary, Neighborhood, Unclassified, and Snow Closure. See *Appendix 4: Debris Removal Street Routes* for detailed maps. Debris Removal Street Routes are essential for emergency operations.
 - b) During a debris management event roadways will be cleared according to the five designated priority levels, which are based on established snow plow routes designed to keep lifelines open during winter storm events. Primary Routes will have first priority followed by Secondary, Neighborhood, and Unclassified in that order.
 - 1) Snow Closure routes will be cleared as needed in an ordered deemed appropriate at the time.
 - 2) There are a significant number of unclassified routes in the City of Olympia. In order to approach roadway clearance systematically, the City will clear unclassified routes following standard waste collection patterns.
 - 2. If State and/or Federal assistance are available then that assistance should be directed to roadways that connect with the Capitol grounds and the major freeways that bisect the city.
 - 3. Actions Steps:



- a) Roadway debris removal involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite the:
 - 1) Movement of emergency vehicles and law enforcement.
 - 2) Resumption of critical services.
 - 3) Assessment of damage to key public facilities and utilities such as schools, hospitals, government buildings, and municipal owned utilities.
4. Various types of debris may be encountered such as tree blow-down and broken limbs; yard trash such as outdoor furniture, trash cans, utility poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers.
5. Once Primary and Secondary Street Routes have been cleared roadway clearance will focus on clearing access routes to other critical facilities if they are not already accessible by Primary and Secondary Street Routes, such as municipal and utility buildings.
6. The requirement for government services will be increased drastically following a major natural disaster. The Damage Assessment and Engineering Units within PW ICS are responsible for determining the state of various utility systems throughout the City following an incident. For more information see the *Public Works All Hazards Plan: Basic Plan*.
- C. Local, Tribal, State and Federal Assistance:
 1. At this time the City of Olympia doesn't have any formal agreements with local, tribal, state, or federal governments for assistance or resource sharing during a debris management event.
- D. Supervision and Special Considerations:
 1. Immediate debris clearing (Phase I) actions will be supervised by local Public Works personnel using all available resources. Requests for additional assistance and resources should be made to the Thurston County and State Emergency Operations Centers.



2. Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous, and common sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews should coordinate with local utility companies to have power lines de-energized for safety reasons.
 3. Front-end loaders and dozers should be equipped with protective cabs. Driveway cutouts, fire hydrants, valves, and storm water inlets should be left unobstructed. All personnel should wear protective gear, such as hard hats, gloves, goggles, and safety shoes.
 4. The USDA Forest Service and other State and Federal land management agencies are equipped for fast responses to tornadoes, and hurricanes. Assistance would be requested through the State EOC.
- E. Public Rights-of-Way Debris Removal and Disposal (Phase II):
1. Debris is simply pushed to the shoulders of the roadway during the emergency opening (Phase I) of key routes. There is little time or concern for sorting debris at that time. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area. As removal operations progress, the initial roadside piles of debris become the dumping location for additional yard waste and other storm-generated debris, such as construction material, personal property, trash, white metals such as refrigerators, washers, dryers and hot water heaters, roofing and even household, commercial, and agricultural chemicals.
 2. Debris removal will be coordinated through the Transportation and Waste ReSources Lines of business.
 - a) The City of Olympia has five designations for roadway priorities: Primary, Secondary, Neighborhood, Unclassified, and Snow Closure. See *Appendix 4: Debris Removal Street Routes* for detailed maps. Debris Removal Street Routes are essential for emergency operations.
 - b) During a debris management event debris will be removed from roadways according to the five designated priority levels, which are based on established snow plow routes designed to keep lifelines open during winter storm events. Primary Routes will have first priority followed by Secondary, Neighborhood, and Unclassified in that order.



- 1) Snow Closure routes will be cleared as needed in an ordered deemed appropriate at the time.
 - 2) There are a significant number of unclassified routes in the City of Olympia. In order to approach roadway clearance systematically, the City will clear unclassified routes following standard waste collection patterns.
 - c) Damage assessments are necessary to determine the extent and the location of the debris. The Planning Section of the PW ICS will gather preliminary damage assessments.
3. During Phase I force account employees will generally come from the transportation line of business and be supported by the Waste ReSources line of business. As phase II operations begin the Waste ReSources line of business will lead operations and be primarily supported by the Transportation line of business. Furthermore the General Services line of business, Parks Arts, and Recreation, and Community, Planning, and Development also support each Phase of operations as needed.
 4. There are currently no Mutual Aid Agreements in existence for debris management.
 5. Determine if local contractors will be needed to assist in Phase II operations. If contractors are needed the City of Olympia uses a database called MRSC Rosters, which provides current and searchable lists of approved contractors and can be found at www.msrosters.org. Although MSRC Rosters maintains specific eligibility requirements ultimately confirming a contractor's eligibility for Federal work is the responsibility of the City of Olympia. Contracts awarded by the City to debarred contractors are prohibited pursuant to 44 CFR Part 13.35 and therefore are not eligible for federal reimbursement regardless of the work completed. The Washington State department of labor and industries maintains a list of debarred contractors that should be referenced to confirm a contractor's eligibility.
 - a) The following contractors can provide debris management services to the City of Olympia but their eligibility should be re-verified before entering into a contract (Created December 2016):
 - 1) Affordable Environmental, Inc.
 - 2) Ascendent, LLC.
 - 3) Clark and Sons Excavating INC.



- 4) EHS-International, Inc.
 - 5) Engineering/Remediation Resources Group, Inc. (ERRG).
 - 6) Magna Construction.
 - 7) PNE Corp. dba CCS, PNE Construction & Advanced Electrical Technologies.
 - 8) Ram Construction General Contractors, Inc.
 - 9) Rhine Demolition LLC.
 - 10) SMS – Superior Maintenance Solutions LLC.
 - 11) Trinity Contractors Inc.
 - 12) Walker Specialty Construction.
 - 13) WFS Environmental, Inc.
- b) Even in emergencies and disasters proper procurement procedures must be followed. When requesting bids and/or quotes, the approximate quantity of debris and the disposal location(s) should be specified and at a minimum the following should be obtained:
- 1) The Unit price per cubic yard or ton.
 - 2) Mobilization time and cost.
 - 3) References and proof of insurance.
6. Determine if additional State and/or Federal assistance will be required. For information on acquiring state or federal assistance refer to City of Olympia Comprehensive Emergency Management Plan and contact the City of Olympia Emergency Manager.
 7. Develop local field inspection teams to monitor debris management activities. This level of accountability is particularly important when hiring contractors to complete debris management processes. The teams become the “eyes and ears” for the PW ICS.
 8. Conduct daily update briefings with key debris managers. Ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager.
 9. Ensure that a representative of the PW ICS attends all briefings to resolve any coordination problems between State and Federal debris removal efforts and local debris removal and disposal efforts.



10. Coordinate with local, tribal, and State DOT and law enforcement authorities to ensure that traffic control measures expedite debris removal activities.
 11. Establish a proactive information management plan. Emphasis should be placed on actions that the public can perform to expedite the cleanup process, such as separating burnable and non-burnable debris; segregating HHW; placing debris at the curbside; keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping; and segregating recyclable materials.
- F. Private Property Debris Removal:
1. Private property debris removal is not common but may be necessary in extreme cases. Dangerous structures should be the responsibility of the owner to demolish to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of a lack of insurance or absentee landlords. Consequently, demolition of these structures may become the responsibility of PW ICS.
 2. *City of Olympia Municipal Code: Title 16 Buildings and Construction Chapter 16.10 Unsafe Buildings, Structures, and Premises* provides detailed information on procedures for debris removal on private property that ensure complete cooperation with numerous local and State government officials to include real estate offices, local law and/or code enforcement agencies, State historic preservation office, etc.
 - a) These procedures should be supplemented by qualified contractors to remove HHW, asbestos, lead-based paint, and field teams to photograph the sites before and after demolition. Use the MRSC Rosters database found at www.msrosters.org to hire contractors. Although MSRC Rosters maintains specific eligibility requirements, confirming a contractor's eligibility for Federal work is the responsibility of the City of Olympia. Contracts awarded by the City to debarred contractors are prohibited pursuant to 44 CFR Part 13.35 and therefore are not eligible for federal reimbursement regardless of the work completed. The Washington State department of labor and industries maintains a list of debarred contractors that should be referenced to confirm a contractor's eligibility.



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 - (d) Affordable Environmental, Inc.
 - (e) Ascendent, LLC.
 - (f) Clark and Sons Excavating INC.
 - (g) EHS-International, Inc.
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 - (i) Magna Construction.
 - (j) PNE Corp. dba CCS, PNE Construction & Advanced Electrical Technologies.
 - (k) Ram Construction General Contractors, Inc.
 - (l) Rhine Demolition LLC.
 - (m) SMS – Superior Maintenance Solutions LLC.
 - (n) Trinity Contractors Inc.
 - (o) Walker Specialty Construction.
 - (p) WFS Environmental, Inc.
- 2) Even in emergencies and disasters proper procurement procedures must be followed. When requesting bids and/or quotes, the approximate quantity of debris and the disposal location(s) should be specified and at a minimum the following should be obtained:
 - (q) The Unit price per cubic yard or ton.
 - (r) Mobilization time and cost.
 - (s) References and proof of insurance.
3. A demolition of private property checklist can be found in *Appendix 1: Demolition of Private Property Checklist*.



4. The most significant building demolition problem will be the lack of proper ordinances in effect to handle emergency condemnation procedures. Moreover, structures will be misidentified or have people or belongings in them when the demolition crews arrive necessitating removal by local law enforcement. Close coordination is essential, and it is recommended that at least one FEMA staff person be on site to work directly with the local government staff to ensure that all required legal actions are taken.
 5. Sample ordinances that can be activated during a “state of emergency” can be found in City’s CEMP.
- G. Household Hazardous Wastes Removal:
1. HHW may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.
 2. If possible assign HHW response teams to respond ahead of any debris removal efforts. Consider preparing draft emergency contracts with generic scopes of work. Coordinate with regulatory agencies concerning possible regulatory waivers and other emergency response requirements.
 3. If possible arrange for salvageable HHW to be collected and segregated based on their intended use.
 4. Properly trained personnel or emergency response HHW contractors should accomplish removal of hazardous waste. Coordinate with regulatory agencies to ensure cleanup actions meet local, tribal, State, and Federal regulations. Use the MRSC Rosters database found at www.msrosters.org to hire contractors. Although MSRC Rosters maintains specific eligibility requirements, confirming a contractor’s eligibility for Federal work is the responsibility of the City of Olympia. Contracts awarded by the City to debarred contractors are prohibited pursuant to 44 CFR Part 13.35 and therefore are not eligible for federal reimbursement regardless of the work completed. The Washington State department of labor and industries maintains a list of debarred contractors that should be referenced to confirm a contractor’s eligibility.
 - a) The following contractors can provide debris management services to the City of Olympia but their eligibility should be re-verified before entering into a contract (Created December 2016):



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 - 4) EHS-International, Inc.
 - 5) Engineering/Remediation Resources Group, Inc. (ERRG).
 - 6) Magna Construction.
 - 7) PNE Corp. dba CCS, PNE Construction & Advanced Electrical Technologies.
 - 8) Ram Construction General Contractors, Inc.
 - 9) Rhine Demolition LLC.
 - 10) SMS – Superior Maintenance Solutions LLC.
 - 11) Trinity Contractors Inc.
 - 12) Walker Specialty Construction.
 - 13) WFS Environmental, Inc.
- b) Even in emergencies and disasters proper procurement procedures must be followed. When requesting bids and/or quotes, the approximate quantity of debris and the disposal location(s) should be specified and at a minimum the following should be obtained:
- 1) The Unit price per cubic yard or ton.
 - 2) Mobilization time and cost.
 - 3) References and proof of insurance.
5. Complete HHW identification and segregation before building demolition begins. Qualified contractors should remove HHW debris. Regular demolition contractors can remove uncontaminated debris.
6. A separate staging area for HHW materials, contaminated soils, and contaminated debris should be established at each TDSR site. The staging area should be lined with an impermeable material and bermed to prevent contamination of the groundwater and surrounding area. Materials should be removed and disposed of using qualified HHW personnel/contractors in accordance with local, tribal, State, and Federal regulations.

H. Public Information:



1. The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps.
2. The Public Information Officer should be prepared to respond to questions pertaining to debris removal from the press and local residents. The following questions are likely to be asked:
 - a) What is the pick-up system?
 - b) When will the contractor be in my area?
 - c) Who are the contractors and how can I contact them?
 - d) Should I separate the different debris materials and how?
 - e) How do I handle Household Hazardous Waste?
 - f) What if I need assistance due to mobility limitations?
3. Notification:
 - a) The City will use all available and appropriate means of communication to inform the public, including but not limited to press releases, social media, radio, local news and television, the city website, etc.
4. Household Hazardous Waste:
 - a) The Public Information Officer will communicate to City residents HHW eligibility following an event. It is important that residents separate HHW from other disaster debris to ensure that HHW does not enter the debris stream at Solid Waste locations.
 - b) HHW removal is eligible for FEMA reimbursement if the debris is a result of the disaster.
 - c) If curbside collection of HHW, which helps ensure proper disposal of HHW, is established then measures should still be taken jointly by the certificated haulers, the City, and the monitoring departments to identify, segregate, and dispose of intermingled HHW at Solid Waste locations. City of Olympia, Revised Code of Washington (RCW), and federal laws should be followed regarding the final disposal of removed refrigerants, mercury, or compressor oils.
 - d) Household Hazardous Waste includes:



- 1) Lawn chemicals.
 - 2) Aerosol spray cans.
 - 3) Fire extinguishers.
 - 4) Cleaning agents.
 - 5) Fluorescent lamps.
 - 6) Paint.
 - 7) Batteries.
5. White Goods:
- a) The public information officer will communicate to City residents white goods eligibility following an event. It is important that residents separate white goods from other disaster debris to ensure that white goods do not enter the debris stream at Solid Waste locations.
 - b) White goods debris removal is eligible for FEMA reimbursement if the debris is a result of the disaster and removed from publicly maintained property and roadways whose maintenance is the responsibility of the City.
 - c) White goods debris that contains ozone depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. White goods collection will be determined based on input from City Staff and certificated haulers.
 - d) White goods must be properly disposed of at a licensed disposal facility. White goods include:
 - 1) Refrigerators.
 - 2) Heat pumps.
 - 3) Washing machines.
 - 4) Freezers.
 - 5) Ovens.
 - 6) Clothes dryers.
 - 7) Air conditioners.
 - 8) Ranges.
 - 9) Commercial chillers.

IV. TEMPORARY DEBRIS STORAGE AND REDUCTION SITES



- A. Once the debris is removed from the damaged area, it will be taken to temporary debris storage and reduction sites.
- B. Removal and disposal actions should be handled at the lowest level of government possible based on the magnitude of the event. When resources are exceeded at each level of responsibility, Federal assistance may be requested according to established procedures. Because of the limited debris removal and reduction resources, the establishment and operation of TDSR sites are generally accomplished by contracts. However, the City of Olympia is capable of managing the two TDSR sites identified in this document.
- C. Emphasis is placed on local government responsibilities when developing debris disposal contracts. Local, tribal, county, and/or State governments may be responsible for developing and implementing these contracts for debris removal and disposal under most disaster conditions.
- D. PW ICS should review all debris disposal contracts. There should be a formal means to monitor contractor performance to ensure that funds are being used wisely.
- E. Site Preparation: The topography and soil conditions should be evaluated to determine best site layout. Consider ways to make remediation and restoration easier when planning site preparation.
- F. Site Operations: Site preparation and operation are usually left up to the contractor, but guidance can help avoid problems with the ultimate closeout.
- G. Establish lined temporary storage areas for ash, HHW, fuels, and other materials that can contaminate soils, groundwater and surface water. Set up plastic liners, when possible, under stationary equipment such as generators and mobile lighting plants. Include this as a requirement of the contract scope of work.
- H. If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills such as petroleum products and hydraulic fluids. Include clauses in contract scope of work to require immediate cleanup by the contractor.
- I. Be aware of and mitigate things that will irritate the neighbors such as:
 - 1. Smoke - proper construction and operation of incineration pits. Do not overload air curtains.
 - 2. Dust - employ water trucks.
 - 3. Noise - construct perimeter berms.
 - 4. Traffic - proper layout of ingress and egress procedures to help traffic flow.



V. DEBRIS REDUCTION METHODS

A. Volume Reduction by Grinding and Chipping:

1. Severe storms may present the opportunity to employ large-scale grinding and chipping operations as part of the overall debris volume reduction strategy. Severe storms can blow away scarce topsoil in the agricultural areas and cause extensive tree damage and blow-down. This two-fold loss, combined with local climatic conditions, may present an excellent opportunity to reduce clean woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.
2. Grinding and chipping woody debris is a viable reduction method. Although more expensive than incineration, grinding and chipping is environmentally friendly, and the resulting product, mulch, can be recycled.
3. Grinding and chipping woody debris reduces the large amounts of tree blow-down. Chipping operations are suitable in urban areas where streets are narrow or in groves of trees where it is cheaper to reduce the woody vegetation to mulch than to move it to a central grinding site and then return it to the affected area. This reduces the costs associated with double handling.
4. PW ICS should work closely with local environmental and agricultural groups to determine if there is a market for mulch. Another source for disposal of ground woody debris may be as an alternative fuel for industrial heating or for use in a cogeneration plant.
5. There are numerous makes and models of grinders and chippers on the market. When contracting, the most important item to specify is the size of the mulch. If the grinding operation is strictly for volume reduction, size is not important. However, mulch to be used for agricultural purposes must be of a certain size and be virtually free of paper, plastic and dirt. The city of Olympia owns a chipper.
 - a) If contracting additional grinding and chipping operations the following metrics should be used:
 - 1) The average size of wood chips produced should not exceed 4 inches in length and 1/2 inch in diameter.
 - 2) Production output should average 100 to 150 cubic yards per hour when debris is moderately contaminated, which slows feeding operations, and 200 to 250 cubic yards per hour for relatively clean debris.



6. Contaminants are all materials other than wood products and should be held to 10% or less for the mulch to be acceptable. Plastics are a big problem and should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the grapplers. Bucket-loaders tend to scoop up earth, which is a contaminant and causes excessive wear on the grinder or chipper. Hand laborers should remove contaminants prior to feeding the grinders. Shaker screens should be used when processing stumps with root balls or when large amounts of soil are present in the woody debris. A contractor will likely complete an operation of this scale.
 7. Chippers are ideal for use in residential areas, orchards, or groves. The number of damaged and uprooted trees presents significant problems if they are pushed to the rights-of-way for eventual pick-up and transport to staging and reduction sites. The costs associated with chipping are reasonable because the material does not need to be transported twice.
 8. Grinders are ideal for use at debris staging and reduction sites because of their high volume reduction capacity. Locating the grinders is critical from a noise and safety point-of-view. Moreover, there is a need for a large area to hold the woody debris and an area to hold the resulting mulch. Ingress and egress to the site is also an important consideration.
- B. Volume Reduction by Recycling:
1. Recycling reduces mixed debris volume before it is hauled to a landfill. Recycling is attractive and strongly supported by the City of Olympia because there may be an economic value to the recovered material if it can be sorted and sold. A portable Materials Recovery Facility could be set up at the site. Metals, wood, and soils are prime candidates for recycling.
 2. Severe storms may present opportunities to contract out large-scale recycling operations and to achieve an economic return from some of the prime contractors who exercise their initiative to segregate and recycle debris as it arrives at the staging and reduction sites. Recycling has significant drawbacks if contracts are not properly written and closely monitored.
 3. Specialized contractors should be available to bid on disposal of debris by recycling, if it is well sorted. Contracts and monitoring procedures should be developed to ensure that the recyclers comply with local, tribal, State and Federal environmental regulations.



4. Recycling should be considered early in the debris removal and disposal operation because it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling:
 - a) Metals - Severe storms may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals in these structures are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet. Metals that have been processed for recycling can be sold to metal recycling firms.
 - b) Soil - Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time. Large amounts of soil can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. This soil could also be used at local landfills for cover. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.
 - c) Wood - Woody debris can be either ground or chipped into mulch.
 - d) Construction Material - Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Construction materials and wood can also be ground to reduce volume. This construction material could also be used at local landfills for cover.
 - e) Residue Material - Residue material that cannot be recycled, such as cloth, rugs, and trash, can be sent to a landfill for final disposal.
- C. Volume Reduction by Incineration:
 1. There are several incineration methods available including uncontrolled open incineration, controlled open incineration, air curtain pit incineration, and refractor lined pit incineration. PW ICS should consider each incineration method before selection and implementation as part of the overall volume reduction strategy.



2. **Uncontrolled Open Incineration:** Uncontrolled open incineration is the least desirable method of volume reduction because it lacks environmental control. However, in the haste to make progress, the Department of Natural Resources may issue waivers to allow this method of reduction early in a disaster.
3. **Controlled Open Incineration:** Controlled open incineration is a cost-effective method for reducing clean woody debris in rural areas. This option must be terminated if mixed debris such as treated lumber, poles, nails, bolts, tin and aluminum sheeting enters the waste flow. Clean woody tree debris presents little environmental damage and the local agricultural community can use the resulting ash as a soil additive. Department of Agriculture and county agricultural extension personnel should be consulted to determine if and how the resulting ash can be recycled as a soil additive.
4. **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open incineration. Specifications and statements of work should be developed to expedite the proper use of the systems, because experience has shown that many contractors and subcontractors are not fully knowledgeable of the system operating parameters.
5. **Refractor Lined Pit Incineration:** Pre-manufactured refractory lined pit burners are an alternative to air curtain open pit incineration. The units can be erected on site in a minimal amount of time. Some are portable and others must be built in-place. The units are especially suited for locations with high water tables, sandy soil, or where materials are not available to build above ground pits. The engineered features designed into the units allow for a reduction rate of approximately 95% with minimal air pollution. The air curtain traps smoke and small particles and recirculates them to enhance combustion that reaches over 2,500 degrees Fahrenheit. Manufacturers claim that combustion rates of about 25 tons per hour are achievable while still meeting emission standards.
6. Local officials, environmental groups, and local citizens should be thoroughly briefed on the type of incineration method being used, how the systems work, environmental standards, health issues, and the risk associated with each type of incineration. Public Information Officers should take the initiative to keep the public informed. A proactive public information strategy to include press releases and media broadcasts should be included in any operation that envisions incineration as a primary means of volume reduction.



7. Environmental Controls:
 - a) Environmental controls are essential for all incineration methods, and the following should be considered:
 - 1) A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractors should use fencing and warning signs to keep the public away from the incineration area.
 - 2) The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.
 - 3) The incineration area should be placed in an above ground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.
 - 4) The incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
 - 5) The ends of the pits should be sealed with dirt or ash to a height of 4 feet.
 - 6) A 12-inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should be 3 to 6 inches from the end of the pit.
 - 7) There should be 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.
 - 8) Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
 - 9) The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.
 - b) The pit should be no longer than the length of the blower system, and the pit should be loaded uniformly along the length.



VI. TDSR SITE CLOSE-OUT PROCEDURES

- A. Each TDSR site will eventually be emptied of all material and be restored to its previous condition and use. The contractor should be required to remove and dispose of all mixed debris, construction and demolition (C&D) debris, and debris residue to approved landfills. Quality assurance inspectors should monitor all closeout and disposal activities to ensure that contractors complied with contract specifications. Additional measures will be necessary to meet local, tribal, State, and Federal environmental requirements because of the nature of the staging and reduction operation.
- B. The contractor must assure the PW ICS that all sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.
- C. The basic close-out steps are to remove all debris from the site; conduct an environmental audit or assessment; develop a remediation or restoration plan approved by the appropriate environmental agency; execute the plan; get acceptance from the landowner; and terminate lease payments, if applicable. The key to timely closeout of the mission is the efficient scheduling of the above activities for multiple sites. Therefore, critical path scheduling of all the activities as far in advance as possible will minimize down time between steps.
 1. Environmental Restoration - Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. HHW and medical wastes should be segregated and removed prior to stockpiling. Activities at the debris disposal sites will include anyone or a combination of the following activities: stockpiling, sorting, recycling, incineration, grinding, and chipping. Incineration is done in air curtain pits and generally only woody debris is incinerated; however, the efficiency of the incineration and the quality of incineration material is highly variable. Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, incineration sites, and ash piles.
 2. Site Remediation - During the debris removal process and after the material has been removed from each of the debris sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.



- a) The monitoring of the ash should consist of chemical testing to determine the suitability of the material for landfilling.
 - b) Monitoring of the soils should be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons. The contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
 - c) The monitoring of the groundwater should be done on selected sites to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.
3. Consider the following requirements to closeout a temporary storage and reduction site.
- a) Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
 - b) Establish a testing and monitoring program based on appropriate and applicable environmental regulations. The contractor should be responsible for environmental restoration of both public and leased sites. Contractors will also be required to remove all debris from sites for final disposal at landfills prior to closure.
 - c) Prioritize site closures.
 - d) Schedule closeout activities.
 - e) Determine separate protocols for air, water, and soil testing.
 - f) Develop cost estimates.
 - g) Develop decision criteria for certifying satisfactory closure based on limited baseline information.
 - h) Develop administrative procedures and contractual arrangements for the closure phase.
 - i) Inform local, tribal, and State environmental agencies regarding the acceptability of program and established requirements.
 - j) Designate the approving authority to review and evaluate contractor closure activities and progress.



- k) Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist.



VII. ORGANIZATION AND RESPONSIBILITIES

- A. Lead Agency:
 - 1. Public Works: Oversees both phases of debris management and coordinates activities with other departments, regional partners, and contractors when necessary.
 - a) The Transportation Line of Business conducts emergency road clearing activities during the post-event response phase following a debris-generating event.
 - b) The General Services line of business provides general administration support including contracts and record keeping.
 - c) The Waste ReSources line of business manages all debris collection, storage, and reduction processes.
- B. Supporting Agencies:
 - 1. Parks, Arts, and Recreation: Provide general support for debris collection, storage, and reduction processes.
 - 2. Community, Planning, and Development: Provide general support for debris collection, storage, and reduction processes.

VIII. ADMINISTRATION AND LOGISTICS

- A. All agencies will document personnel and material resources used to comply with this Incident Annex. Documentation will be used to support any Federal assistance that may be requested or required.
- B. Requests for support and/or assistance will be up channeled from the local level to the county level EOC and then to the State EOC. Requests for Federal assistance will be made by the State EOC through established procedures, as outlined in the National Response Framework.
- C. All agencies will ensure 24-hour staffing capability during implementation of this Incident Annex, if the emergency or disaster requires.
- D. The Public Works Waste ReSources Director is responsible for initiating an annual update of this annex. Limitations and shortfalls that are identified should be documented, and work-around procedures developed, if necessary.
- E. For more information on Staff, Equipment, Technology, Contract Resources, Mutual aid agreements, facilities, etc. see the Public Works All Hazards Plan: Basic Plan.



- F. Contractors: If contractors are needed the City of Olympia uses a database called MRSC Rosters, which provides current and searchable lists of approved contractors and can be found at www.msccrosters.org. Although MRSC Rosters maintains specific eligibility requirements ultimately confirming a contractor's eligibility for Federal work is the responsibility of the City of Olympia. Contracts awarded by the City to debarred contractors are prohibited pursuant to 44 CFR Part 13.35 and therefore are not eligible for federal reimbursement regardless of the work completed. The Washington State department of labor and industries maintains a list of debarred contractors that should be referenced to confirm a contractor's eligibility.
1. The following contractors can provide debris management services to the City of Olympia but their eligibility should be re-verified before entering into a contract (Created December 2016):
 - a) Affordable Environmental, Inc.
 - b) Ascendent, LLC.
 - c) Clark and Sons Excavating INC.
 - d) EHS-International, Inc.
 - e) Engineering/Remediation Resources Group, Inc. (ERRG).
 - f) Magna Construction.
 - g) PNE Corp. dba CCS, PNE Construction & Advanced Electrical Technologies.
 - h) Ram Construction General Contractors, Inc.
 - i) Rhine Demolition LLC.
 - j) SMS – Superior Maintenance Solutions LLC.
 - k) Trinity Contractors Inc.
 - l) Walker Specialty Construction.
 - m) WFS Environmental, Inc.
 2. Even in emergencies and disasters proper procurement procedures must be followed. When requesting bids and/or quotes, the approximate quantity of debris and the disposal location(s) should be specified and at a minimum the following should be obtained:
 - a) The Unit price per cubic yard or ton.
 - b) Mobilization time and cost.
 - c) References and proof of insurance.



IX. APPENDICES

- A. Appendix 1: Demolition of Private Property Checklist.
- B. Appendix 2: Debris Estimating.
- C. Appendix 3: Temporary Debris Storage and reduction Sites.
- D. Appendix 4: Debris Management Street Routes.



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APPENDIX 1: DEMOLITION OF PRIVATE PROPERTY CHECKLIST

Property Address: _____

Geographic Parcel Number: _____

Pre-Demolition			
Action	Initial	Date	Notes
1. Establish property management file for the parcel of private property. Create a copy for local and State records management.			Take photographs before demolition
2. Provide Notice of Condemnation.			
3. Complete Environmental and Historic Preservation Reviews.			
4. Obtain Right of Entry and Hold Harmless Agreements.			
5. Verify property description and ownership i.e. tax assessment, legal description, etc.			
6. Document property owner's insurance coverage for future recovery.			
7. Notify lienholder(s) of intent to demolish, as needed.			
8. Conduct building inspection, as needed.			
9. Conduct public health inspection, as needed.			
10. Conduct fire inspection, as needed.			
11. Provide public notification of condemnation and demolition.			
12. Verify personal property removal.			

I, the authorized applicant official, certify that the above items have been completed, and the corresponding documentation is contained in the Property Management File.

Name (Print)	Title	Signature	Date
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Demolition			
Action	Initial	Date	Notes
13. Verify the structure is unoccupied.			
14. Cap well, water, sewer and septic lines. Disconnect electrical service. Remove propane tanks.			
15. Mark easements and underground utilities.			
16. Identify, remove, and dispose of asbestos, lead-based paints and other hazardous materials per State environmental and EPA requirements.			
17. Identify, remove, and dispose of all HHW per State environmental agency and EPA requirements.			
18. Record GPS coordinates. Photograph site before and after demolition.			
19. Document actual demolition and removal of debris.			

Complete documentation is compiled within the project file for each individual structure/property.

I, the authorized applicant official, certify that all processes and documentation referred to in this checklist are complete, except item 19, prior to the demolition of the referenced structure.

Name (Print)

Title

Signature

Date



APPENDIX 2: DEBRIS ESTIMATING

I. INTRODUCTION

- A. Purpose: The purpose of this appendix is to provide detailed information on the United States Army Corps of Engineers (USACE) Debris Estimating Model.
- B. General: USACE Emergency Management staff have developed a modeling methodology designed to forecast potential amounts of hurricane-generated debris. The model is based on actual data from Hurricanes Frederic, Hugo and Andrew and has a predicted accuracy of $\pm 30\%$. The primary factor used by the model is the number of households in a developed urban/suburban area. Other factors utilized are: cubic yards of debris generated per household per storm category, vegetative cover, commercial density, and precipitation.
 - 1. Household debris includes damage to the house, contents and surrounding shrubs/trees.
 - 2. Vegetative cover includes all trees and shrubbery located along public rights-of-way, parks and residential areas.
 - 3. Commercial density includes debris generated by damage to businesses and industrial facilities.
 - 4. Private contractors will remove the majority of commercial related debris; however, disposal/reduction space is still required.
 - 5. Very wet storms will cause ground saturation, increasing tree fall.

II. DEBRIS ESTIMATING

- A. Initial Planning Data:
 - 1. For planning purposes, the worst-case scenario should be used for the subject area.
 - 2. The most accurate process is to determine the defined areas by using Doppler radar from National Weather Service Broadcasts and Geographical Information Systems (GIS).
 - 3. Doppler radar will define the storm's intensity and the track of the storm in relation to the affected area.
 - 4. Enter coordinates into a GIS database to determine areas and demographic information, such as: population, schools, businesses, etc.



- B. Formula: The formula used in this model will generate debris quantity as an absolute value based on a known/estimated population or a debris quantity per square mile based upon population density per square mile.
1. Formula: $Q = H(C)(V)(B)(S)$.
 - a) Q is Quantity of debris in cubic yards.
 - b) H is number of Households found by $P/3$, where P is Population, and 3 is the assumed number of people per household.
 - c) C is the storm Category factor in cubic yards. It expresses debris quantity in cubic yards (cy) per household by hurricane category and includes the house and its contents, and land foliage.
 - 1) Hurricane Category and Value of "C" Factor:
 - (a) Category 1 is 2 cubic yards.
 - (b) Category 2 is 8 cubic yards.
 - (c) Category 3 is 26 cubic yards.
 - (d) Category 4 is 50 cubic yards.
 - (e) Category 5 is 80 cubic yards.
 - d) V is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation, including shrubbery and trees, on public rights-of-way.
 - 1) Vegetative Cover and Value of "V" Factor:
 - (a) Light is 1.1 and includes regions where more ground is visible than trees and canopy cover is sparse.
 - (b) Medium is 1.3 and generally has a uniform pattern of open space and tree canopy cover, and is the most common description for vegetative cover.
 - (c) Heavy is 1.5 and includes regions where the ground or houses cannot be seen due to the tree canopy cover.



- e) B is the commercial/business/industrial use multiplier. It takes into account areas that are not solely single-family residential, but includes small retail stores, schools, apartments, shopping centers, and light industrial/manufacturing facilities. Built into this multiplier is the offsetting commercial insurance requirement for owner/operator salvage operations.
 - 1) Commercial Density and Value of "B" Multiplier.
 - (a) Light is 1.0 and includes primarily single-family dwellings.
 - (b) Medium is 1.2 and includes single-family with a few commercial buildings.
 - (c) Heavy is 1.3 and includes single-family dwellings with some apartment complexes, schools, and shopping centers.
 - f) S is the storm precipitation characteristic multiplier. It takes into account either a "wet" or "dry" storm event. A "wet" storm event will generate more vegetative debris do to the uprooting of trees.
 - 1) Precipitation Characteristic and Value of "S" Multiplier.
 - (a) Dry or none to light is 1.0 and includes Category 1 and 2 Hurricanes.
 - (b) Wet or medium to heavy is 1.3 and includes Category 3 or greater Hurricanes.
- C. Example:
- 1. Scenario: A category 1 storm passes through Thurston County, WA. The area is primarily single-family dwellings with some apartment complexes, schools, and shopping centers. Vegetation characteristic is medium. The storm precipitation is light. The population of Olympia is approximately 48,000 according to projections based off of 2010 census data.
 - 2. Formula: $Q = H(C)(V)(B)(S)$
 - a) $H = P/3 = 48,000/3 = 16,000$ households.
 - b) $C = 2$, factor for a Category 1 storm.
 - c) $V = 1.3$, multiplier for medium vegetation.



- d) B= 1.3, multiplier for heavy commercial due to schools/stores/apartments.
 - e) S= 1.0, multiplier for “dry” storm event.
3. Results: $Q= 16,000 \times 2 \times 1.3 \times 1.3 \times 1.0 = 54,080$ cubic yards of debris generated $\pm 30\%$ or 16,224 cubic yards of debris.

III. DEBRIS STORAGE REQUIREMENTS

- A. In order to estimate the amount of land or space needed to process debris considering the following:
- 1. 1 acre is 4840 square yards and with debris pile of 10 feet or 3.33 yards, 16,117 cubic yards of debris can be held per acre.
 - 2. In order to process the debris, the site will need access roads, safety buffers, burn pits, and household hazardous waste areas. These fixtures will occupy 60% land area under use. Therefore a 1-acre debris pile with a height of 10 feet will need an additional 0.6 acres to process requiring a total processing site of 1.6 acres.
 - 3. To determine the acreage required for debris reduction sites the following formula can be used: Cubic Yards of Debris divided by 16,117 the cubic yards per acre when the debris pile is 10 feet high, multiplied by 1.6 to account for the land needed for access roads, safety buffers, burn pits, and household hazardous waste areas.
 - a) $(\text{Cubic Yards} / \text{Cubic yards per Acre}) \times 1.6$.
 - 4. From the previous example for the city of Olympia the area required for a debris reduction site is:
 - a) $(54,080 \text{ cy} / 16,117 \text{ cy/ac}) \times 1.6 = 5.4$ acres.
 - 5. A site, smaller than 5.4 acres, may be able to handle the debris generated in the example. If the processed materials are transferred to other locations including final destinations then more debris may be cycled through the site. For example, if a 1.6-acre site capable of holding 16,117 cubic yards of debris can complete a cycle every 15 days then all of the debris generated in the example could be processed in under 60 days.
- B. Given the nature of storms in the Pacific Northwest the above example is representative of a worst-case scenario. However, other hazards in the region, including a Cascadia Subduction Zone earthquake may generate significantly more debris. As a result larger and multiple sites will be necessary to process the amount of debris generated by an event of that scale.



1. The number of sites needed may vary with:
 - a) Size.
 - b) Distance from source.
 - c) Speed of reduction.
 - d) Removal urgency.

IV. CATEGORIES OF DEBRIS

- A. Debris removed will consist of two broad categories:
 1. Clean wood debris.
 2. Construction and demolition (C&D) debris.
- B. The clean debris will come early in the removal process as residents and local governments clear yards and rights-of-way.
- C. The debris removal mission can be facilitated if debris is segregated as much as possible at the origin along the right-of-way, according to type.
- D. The public should be informed regarding debris segregation as soon as possible after the storm or incident.
- E. Time periods should be set for removal; the first 7-10 days clean woody debris only, and then followed by other debris, with the metals segregated from non-metals.
- F. Most common storm-generated debris will consist of the following:
 1. 30% Clean woody debris.
 2. 70% Mixed C&D.
 - a) Of the 70% mixed C&D:
 - 1) 42% Burnable but requires sorting.
 - 2) 5% Soil.
 - 3) 15% Metals.
 - 4) 38% Landfilled.
- G. Based upon the example, 54,080 cy of debris would break down as follows:
 1. 16,224 cy Clean woody debris.
 2. 37,856 cy Mixed C&D.
 - a) Of the 37,856 cy of mixed C&D, 15,900 cy is burnable but requires sorting, 1,893 cy is soil, 5,678 cy is metals, and 14,385 cy is landfilled.



- 1) Burning will produce about 95% volume reduction.
- 2) Chipping and grinding reduce the debris volume on a 4-to-1 ratio (4 cy is reduced to 1 cy) or by 75%.
- 3) The rate of burning is basically equal to the rate of chipping/grinding, about 200 cy/hr. However, chipping requires on-site storage and disposal of the chips/mulch.

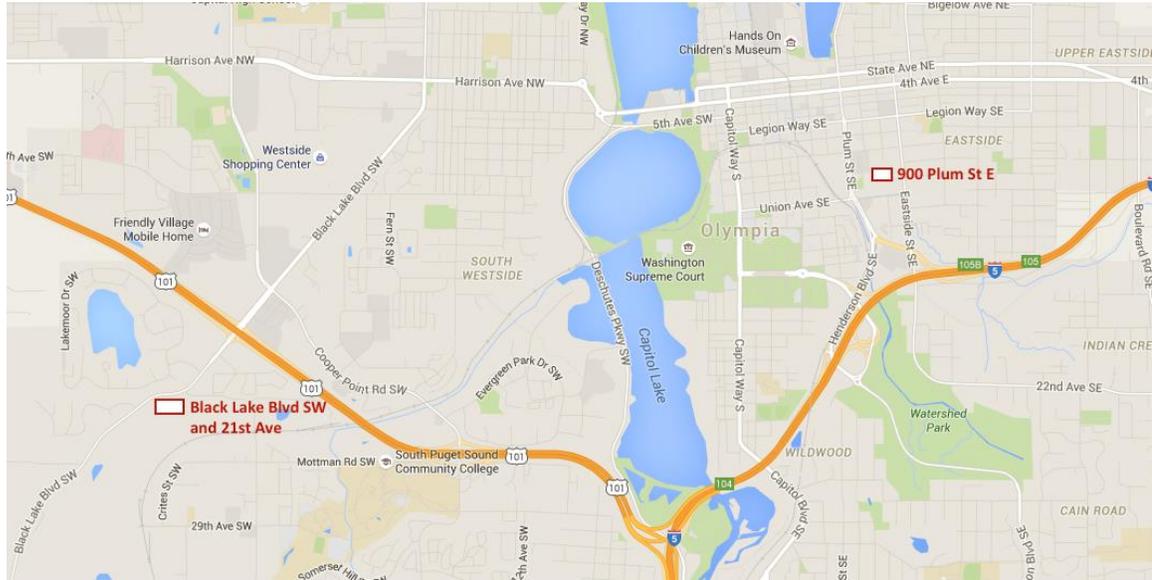


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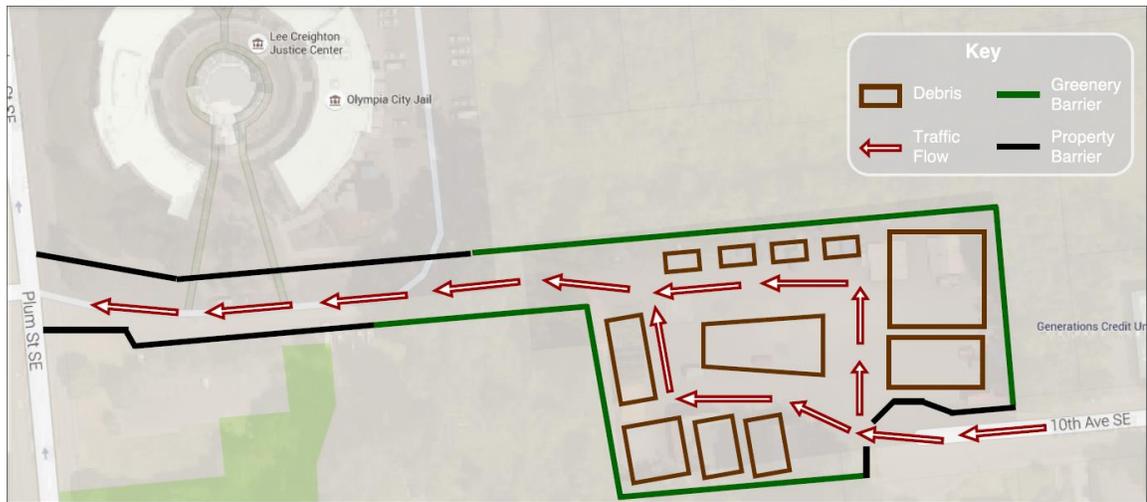


APPENDIX 3: TEMPORARY DEBRIS STORAGE AND REDUCTION SITES

V. CITY MAP WITH TEMPORARY DEBRIS STORAGE AND REDUCTION SITE LOCATIONS



VI. 900 PLUM ST E OPERATION LAYOUT WITH INGRESS AND EGRESS





VII. BLACK LAKE BLVD SW AND 21ST AVE OPERATION LAYOUT WITH INGRESS AND EGRESS





APPENDIX 4: DEBRIS MANAGEMENT STREET ROUTES

VIII. UNDER DEVELOPMENT, IN THE INTERIM PLEASE REFER TO PUBLIC WORKS ALL HAZARDS PLAN *INCIDENT ANNEX 2: SNOW AND ICE EMERGENCY RESPONSE PLAN, APPENDIX 1: SNOW AND ICE STREET ROUTES.*



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APPENDIX 5: HAZARD TREE REMOVAL

I. INTRODUCTION

- A. Severe weather produces hazard trees throughout the City on a regular basis. Consequently, Hazard Tree Removal is a common need within the City of Olympia. The concept of operations section in this appendix is designed to address major incidents where impacts are citywide, public safety is a concern, and resource optimization and a systematic approach are essential for successful response. In major incidents resources are initially focused on transportation routes and then transition to City-owned Parks. The procedures section in this appendix is designed for emergency removal of a single hazard tree but the information can be used when confronting a citywide event with multiple hazard trees.

II. POLICIES

- A. Trees and limbs that create an imminent hazard should be removed regardless of available budget capacity.
- B. The City will remove trees or limbs that are in the Right-of-way up to the property line. Code enforcement will notify property owners to remove the remaining tree located on private property if it is a public threat.
- C. The City will remove City-owned trees and limbs on private property if the tree or limb is accessible without touching private property and if the tree or limb is not leaning on or touching personal property (i.e. houses or cars).
- D. If trees on private property are a threat to life or property, then the City will notify all parties involved. Generally, citizens will be directed to use a professional Urban Forester to assess the situation.
- E. Citizens will be directed to drop off sites for debris generated on private property.

III. CONCEPT OF OPERATIONS

- A. Transportation: Refer to *Appendix 4: Debris Management Street Routes* for detailed maps of transportation routes.
1. Primary and Secondary Routes:
 - a) Primary Routes are assessed and cleared by Transportation, Parks, Arts, and Recreation, and/or contractors.
 - b) Secondary routes are assessed and cleared by Transportation and/or contractors.
 2. Neighborhood Routes and Residential Streets:



- a) Transportation will not assess these routes, unless requested by private citizens.
- b) Tree clearance will be completed by Transportation or contractors.
3. Alleys:
 - a) Transportation will clear the right-of-way in alleys when requested by Waste ReSources.
- B. Parks:
 1. Parks, Arts, and Recreation and contractors, if needed, will assess and clear parks in the following order: OWT Woodland Trail, Community Parks, Neighborhood Parks, Interim Use Parks, Undeveloped Parcels, and Nature Trails.
 2. Parks will also determine and disseminate the open/ close status of each park and the projected reopen date if closed.

IV. PROCEDURES

- A. Incoming calls:
 1. Calls are received by PW Customer Service or TechTell.
- B. Blocking roadway:
 1. If a tree falls across a roadway then Streets will clear the road and request an assessment of any remaining tree stump.
 2. Daytime contact: Kevin Krall (507-5935) or Kit Creson (239-2084).
 3. After hours/ Weekends contact: TechTell will contact the Streets on duty person.
- C. Not blocking roadway:
 1. If a tree is leaning or has fallen parallel to the roadway or is leaning over the roadway but not blocking the roadway then Streets will inspect the location, if necessary close the roadway, and request an assessment for removal.
 2. Daytime contact: Kevin Krall (507-5935) or Kit Creson (239-2084).
 3. After Hours/ Weekends contact: TechTell will contact Streets on duty person.
- D. Falls in a Park:
 1. If a tree falls in a park then Parks, Arts, and Recreation will request an assessment for removal.



2. Contact Sam Baker (239-2762).
- E. Right-of-way conflicts:
1. If a tree falls from private to city property or from city to private property then a right-of-way assessment may be necessary to determine who is responsible. If it is determined that the city has partial or full responsibility, then an assessment for removal will be requested.
 2. Right-of-way assessment contact: Ladd Cluff (753-8389) or Eric Murphy (753-8358).
- F. Private Property:
1. If a tree falls or is leaning but its impact is limited to private property then the City is not required to take any action to remove the tree.
- G. Tree Assessment for Removal:
1. The City's primary contact for tree assessment is Kevin McFarland with Sound Urban Forestry. (cell phone 870-2511.)
 2. If Sound Urban Forestry is unavailable or the amount of hazard trees needing assessment exceeds the capabilities of the company, then Joe Roush (753-8563), Tom Otto (570-3957), and Kris Bryan (570-3806) can be contacted for tree assessment.
- H. Tree Removal:
1. Do not contact a tree removal service until an assessment for removal has been completed.
 2. The City's primary contact for tree removal is Ron's Tree Service (951-4184).
 3. If Ron's Tree Service is unavailable or the amount of hazard trees needing to be removed exceeds the capabilities of the company, then coordinate with Thanh Jeffers (753-8278) to establish a contract with another tree removal business.



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