



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.



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.



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.



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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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**



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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