



## City Council

# Approval of an Ordinance Adopting the City of Olympia Comprehensive Emergency Management Plan

**Agenda Date:** 1/31/2023  
**Agenda Item Number:** 4.N  
**File Number:**23-0071

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**Type:** ordinance **Version:** 2 **Status:** Passed

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### Title

Approval of an Ordinance Adopting the City of Olympia Comprehensive Emergency Management Plan

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Move to approve on second reading the Ordinance Adopting the Comprehensive Emergency Management Plan and authorize the City Attorney to sign the letter of promulgation.

### Report

#### Issue:

Emergency management in Olympia is defined and described in the City of Olympia, Comprehensive Emergency Management Plan (CEMP). The CEMP was updated and re-written in places to conform to current State and Federal guidelines. The format and some language were changed to the document to make it more accessible and user-friendly for staff.

#### Staff Contact:

Mike Buchanan, Interim Deputy Fire Chief, 360.628.2444

#### Presenter(s):

Mike Buchanan, Interim Deputy Fire Chief

#### Background and Analysis:

Background and Analysis did not change from first to second reading.

The Comprehensive Emergency Management Plan (CEMP) must be reviewed and updated every 5 years. A current CEMP is a requirement for Emergency Management grant programs. It has been 6 years since the last update. An additional year was added to the review cycle for all jurisdictions due to the Covid-19 Pandemic.

The material in the old plan was accurate but could be challenging for staff to use who are not familiar with Emergency Management/ FEMA language and systems. Patrick Knouff, currently with the City's Public Works Department, who completed the 2016 update, took 5+ years of experience managing the City's Emergency Management program and modified the plan to make the 2022 update more accessible for staff while staying in compliance with current federal regulations. Staff from each department reviewed applicable sections to ensure that the plan represented actual response actions taken during large, complex events. Despite the changes, the updated CEMP still aligns with the County and State CEMPs.

The State reviews CEMPs and considers their "consistency with the National Response Framework, the National Incident Management System, and the Washington State Comprehensive Emergency Management Plan while complying with the content requirements of Chapter 118-30-060 WAC and Chapter 38.52.070 RCW." The State responded that Olympia's CEMP was well-written, easy to understand, and included the necessary information for the administration of an emergency management program.

It is impossible to know what disaster will hit and when, therefore the CEMP is written using the industry standard, "All-Hazard" approach. The CEMP does not provide a detailed checklist of how to respond to an earthquake or a severe winter storm. Instead, it provides guiding principles on how to organize a response effort and collaborate and coordinate with neighboring jurisdictions. The CEMP identifies the strengths of each department and how City resources are incorporated into response and recovery efforts.

#### **Climate Analysis:**

The process of updating the CEMP started in 2021 before the Climate Framework process was established. The CEMP does recognize severe weather hazards and addresses these hazards utilizing an all-hazards approach. An all-hazards approach to emergency preparedness planning focuses on capacities and capabilities that are critical to preparedness for a full spectrum of emergencies or disasters, including internal emergencies, man-made emergencies (or both), or natural disasters.

#### **Equity Analysis:**

The process of updating the CEMP started in 2021 before the Equity Framework process was established. The CEMP does recognize the importance of equity and inclusion and these important principles are addressed in the Concept of Operations, Whole Community, and Non-discrimination sections of the CEMP.

Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, territorial, and federal partners.

#### **Neighborhood/Community Interests (if known):**

The community has an interest in the City having a Comprehensive Emergency Management Plan ensure preparedness for a full spectrum of emergencies or disasters, including internal emergencies,

man-made emergencies (or both), or natural disasters.

**Options:**

1. Move to approve the ordinance adopting the Comprehensive Emergency Management Plan on second reading and authorize the City Attorney to sign the promulgation letter.
2. Do not approve the ordinance adopting the Comprehensive Emergency Management Plan on second reading and authorize the City Attorney to sign the promulgation letter.

**Financial Impact:**

There are no direct financial impacts, but the CEMP is designed to streamline response and recovery efforts in the City. It helps the City use resources efficiently and provides a framework for tracking costs which is essential during the federal reimbursement process

Note: Once the plan is approved, hard copies will be distributed as needed and the document will also be made available online.

**Attachments:**

Ordinance  
Promulgation Letter  
2022 CEMP Update  
2022 City of Olympia CEMP Review by WA EMD