

# **EMERGENCY SUPPORT FUNCTION #5**

## **EMERGENCY MANAGEMENT**

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**ESF COORDINATOR:**     **Director of Emergency Management**

**LEAD AGENCIES:**       **Emergency Management Department**

**SUPPORT AGENCIES:**   **All City Departments**  
                                  **King County ECC**  
                                  **Zone 1 Emergency Coordinator**  
                                  **WA EMD**

### **I. Introduction**

#### **A. Purpose**

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

#### **B. Scope**

This ESF serves to support all City departments and the EOC across the spectrum of incident management from mitigation and preparedness to response and recovery.

#### **C. Situation**

A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. ESF #5 will support initial assessment of developing situations and will provide timely and appropriate information to support local agencies in determining whether federal assistance will be required.

#### **D. Assumptions**

1. In a public emergency situation, there is a need for a central-collection point in the EOC, where situation information can be compiled, analyzed, prioritized, and prepared for use by decision makers.

2. The field units are the most immediate source of vital information for the EOC staff regarding damage and initial response needs.
3. There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing public emergency situation.
4. A public emergency within or adjacent to the City has the potential to cause loss of life, property, and/or disruption of normal life support.
5. The City may be heavily dependent on outside agency and vendor assistance in order to adequately respond to emergencies.
6. There may be a need to rapidly deploy field observers or assessment personnel to the emergency area to collect additional critical information about resource requirements for victims or to conduct an immediate situation assessment to determine initial local response requirements
7. Early damage assessments will be general and incomplete and may be inaccurate. Rapid assessment of the emergency area is required to determine critical needs and to estimate potential workload or requirements for federal assistance.
8. Regional emergency coordination and planning is critical to ensure regional transportation stability.

**E. Policies**

1. All activities within ESF# 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
2. ESF #5 is responsible for establishing the support infrastructure within the City to satisfy the requirements for mitigation, preparedness, response, and recovery efforts.
3. The City has established Interlocal Agreements with surrounding community partners, i.e. local utilities, school district, and has mutual aid agreements (MAA) for some disciplines with surrounding cities in order to allow for direct assistance in the event of a disaster. During a disaster, the City will make requests for assistance to cities and community partners through established MAAs & interlocal agreements (ILAs). The city also is a signature to the King County Regional Disaster Framework, for Public and Private Organizations. In addition the city may need to request support through the States intrastate mutual aid system, WAMAS. In the event additional resources are required, the City will make requests to the Zone 1 Emergency Coordinator (Z1 EC), King County Emergency Coordination Center (KC ECC), and the Washington State

- Emergency Operations Center. Requests to Z1 EC and KC ECC may be made simultaneously. All requests for assistance will be initiated by the EOC based upon information from the field command posts.
4. ESF #5 outlines the coordination of resource allocation. ESF #5 staff identifies and resolves resource allocation issues identified by the incident command post and the Incident Commander (IC).
  5. ESF #5 staff provides the informational link between the City and the Z1 ECC, KC ECC, and the WA EMD.
  6. ESF #5 provides representatives to staff key positions in the EOC. The City has chosen EOC's that meet critical facility building requirements so that they are less vulnerable to damage. However, during a disaster the city's critical facilities, to include the EOC, could have been damaged and should be assessed for damage as soon as possible as to whether they are capable of operating during an emergency and so that continuity of government services can be assessed. Alternate facilities and procedures for using them may need to be considered if a facility becomes damaged or isolated.
  7. All requests for assistance will be submitted to and coordinated through Z1 EC, KC ECC and WA EMD.
  8. May tasks support agencies to provide technical expertise and information necessary to develop accurate assessment and analysis of developing or ongoing situations.

## **II. Concept of Operations**

### **A. General**

1. ESF #5 provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics and Finance and Administration Sections of the EOC.
2. The EOC staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts within the City. In addition, the EOC coordinates operations and situations reports to the Z1 EC, KC ECC, and WA EMD, as appropriate.
3. ESF #5 supports the activation and deployment of first responders within the City during a disaster.
4. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process and disseminate situational information.
5. Information will be provided by trained field personnel, responders, volunteers, the public, the media, and others.

6. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
7. Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; effects of weather, smoke, and other environmental factors.

## **B. Organization**

1. ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS. These functions include:
  - a. **Command Support**

ESF #5 supports the command functions by providing senior staff, incident action planning capabilities, information, administrative, logistics, and financial support functions.
  - b. **Operations**

EOC staff will serve as the Operations Section Chief and Operations Branch Director positions to coordinate the human services, infrastructure support, emergency services and mitigation and community recovery branches (various ESFs also provide key staff for these areas); processes requests for assistance, and initiate and manage the mission assignment and/or the reimbursement agreement.
  - c. **Planning**

ESF #5 provides the Planning Section Chief and Planning Branch Director positions. ESF #5 provides for the collections, evaluation, dissemination and use of information regarding incident prevention and response actions and the status of resources. The planning section is responsible for coordinating the incident action planning process. This includes preparing and documenting incident priorities; establishing the operational period and tempo; and developing contingency, long-term, demobilization, and other plans related to the incident, as needed.
  - d. **Logistics**

ESF #5 provides staff for the Logistics Section Chief to manage the control and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies and services; resource tracking; facility location and operations; transportation coordination; and information technology systems services and other administrative services. The Logistics Section coordinates closely with ESF #7 Resource Support and with the Z1 EC, KC ECC, and WA EMD.

e. Finance/Administration

ESF #5 provides staff for the Finance and Administration Section Chief to monitor funding requirements and incident costs. The Finance/Administration Section is responsible for employee services, including security for personnel, facilities and assets.

**C. Actions**

**1. Preparedness**

- a. Conduct planning with ESF 5 support agencies and other emergency support functions to refine fire service operations.
- b. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency,
- c. Maintain a list of ESF 5 assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources,
- d. Assign and schedule sufficient personnel to implement ESF5 tasks for an extended period of time,
- e. Conduct vulnerability analysis at critical facilities and make recommendation to improve the physical security
- f. Ensure lead agency personnel are trained in their responsibilities and duties,
- g. Develop and implement emergency response strategies,
- h. Develop and present training courses for ESF 5 personnel, and Maintain liaison with support agencies,
- i. Conduct All Hazards exercises involving ESF 5
- j. Acquire, analyze and disseminate information and intelligence

on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities

- k. Coordinate appropriate exercises to test readiness of the CEMP, as appropriately.

## **2. Response**

- a. Whenever the EOC is activated Emergency Management Director will make every reasonable effort to respond as quickly as possible to perform roles assigned by the CEMP.
- b. In an EOC activation support organization personnel assigned or dispatched by their organizations to ESF-5 will make every reasonable effort to respond as quickly as possible to the EOC when notified, and perform respective duties as assigned.
- c. Coordinate operations at the ESF 5 position in the City EOC and/or at other locations as required,
- d. Establish and maintain of a system to support on-scene direction/control and coordination with the EOC, King County ECC, State EOC, or other coordination entities as appropriate,
- e. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests.
- f. Establish communications with appropriate field personnel to ensure readiness for timely response,
- g. Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings,
- h. Coordinate with support agencies, as needed, to support emergency activities,
- i. Obtain other resources through the King County Regional Disaster Framework, for Public and Private Agencies, WAMAS and/or the Regional Mutual Aid Agreements.
- j. Coordinate with other Jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies,
- k. Monitor and direct communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation

## **3. Recovery**

The City Administrator may appoint a Recovery Coordinator to manage the City's recovery process and a Recovery Task Force made

up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. The Emergency Management Director will serve on the Recovery Task Force as a subject matter expert on emergency management issues.

**4. Mitigation**

Mitigation efforts for this ESF are covered in the City of Snoqualmie Hazard Mitigation Plan.

**III. Responsibilities**

**A. Lead Agency**

**1. City Administrator**

- a. Manage City staff in their emergency management duties.
- b. Ensure the CEMP is amended as needed.
- c. Oversee the administration of all Emergency Management programs.
- d. Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.

**2. Director of Emergency Management**

- a. Approve the budget submission of the Emergency Management Performance Grant (EMPG) and other appropriate grants.
- b. Network with officials of all City departments and commissions, neighboring jurisdictions, state and federal governments, and the City's community at-large.
- c. Oversee the administration of EM budget and provide daily oversight and support of the EM program.
- d. Prepare, or oversee preparation of, mitigation and homeland security grant proposals.
- e. Maintain the City's Hazards Mitigation Plan and Comprehensive Emergency Management Plan (CEMP), and serve as the City's coordinator for monitoring the plan's implementation. Together with City department managers, measure the degree of hazard reduction that is being achieved, in addition to developing new strategies that may be required. the latter may involve interim and/or longer term actions.
- f. Assist departments maintain assigned ESF and Incident Annexes, in addition to department emergency management plans.
- g. Assist departments maintaining the Continuity of Operations Plans (COOPS). Assist departments in appropriate training for their assigned emergency management duties.
- h. Oversee the daily operations of all Emergency Management programs.
- i. Activate and convene City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state and federal emergency management organizations as needed.
- j. Coordinate planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are development in coordination with the Incident Commander (IC).

## **B Support Agencies**

1. Support agencies responsibilities and capabilities are outlined in the CEMP Basic Plan and each of the ESF. Every ESF has detailed



responsibilities of the lead and support agencies for every aspect of response and recovery during a disaster. Every ESF directly relates to the management of an emergency or disaster.

2. Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF #5. All city departments, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each department. Support capabilities of other departments may be used as required and available.
3. All City departments will provide support to the emergency management operations as required.

**C Zone 1 Emergency Coordinator**

1. Coordinate the zone-wide allocation of resources during regional emergencies through the local EOCs and the KC ECC to ensure equitable distribution.

**D King County ECC**

1. Provide resources and coordinate support as requested.

**E WA EMD**

1. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended. Assist with the coordination of resources requested under WAMAS.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
3. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

**IV. APPENDICES**

- A. EOC Activation/Call Out Information
- B. Department Lines of Succession
- C. Proclamation of Local Emergency – A 1 & A 2

D. Emergency Management Employee Procedures

**V. REFERENCES**

A. National Response Framework

E. CEMP Basic Plan

F. King County Regional Disaster Plan

## Appendix A

# Emergency Operations Center Activation/Call-Out Information

This check list is to serve as a guide for notification of key personnel in the event an emergency occurs that would require activating the EOC in the City of Snoqualmie. The emergency resources list, containing names, telephone numbers, and emergency recall data is found under Resources in the manual.

### Determine which location for the EOC will be activated.

- A. Primary – Fire Station
- B. Alternate - Police Station

#### EOC Levels of Activation

LEVELS	SITUATION	SUPERVISION	ACTIONS
<b>Level 1: Standby (blue sky)</b>	A standby / monitoring level.	EOC is not staffed but the Director of Emergency Management is available for consultation.	Staying attentive to situational awareness
<b>Level 2: Partial Activation</b>	Alert Status is used for small incidents that have a potential to grow.  Example: Preceding a flooding event where public information and warning are needed.	EOC is staffed with the Director of Emergency Management or designee and selected staff.	<ol style="list-style-type: none"> <li>1. Make phone contact &amp; determine status of all EOC personnel.</li> <li>2. Make EOC room available in event of activation.</li> <li>3. Assure communications, exercise radio communications</li> </ol>

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<b>Level 3: Full Activation</b>	<p>Used for large, complex, or long-term events or incidents.</p> <p>Example: Natural or manmade disaster threatening the life, property, environment, economy of the city.</p>	<p>EOC is staffed with all staff positions or designees, and elected officials.</p>	<ol style="list-style-type: none"> <li>1. Make contact with all EOC personnel.</li> <li>2. Call in appropriate personnel for initial operational period.</li> <li>3. Draft shift schedule.</li> <li>4. Set up and activate EOC.</li> </ol>
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### NOTIFICATION CHECKLIST

**1. Alert at least one person in each of the following groups:**

**Group One**

- |  |                    |   |
|--|--------------------|---|
|  | City Administrator | (425) 888-1555 Office<br>(425) 894-8097 Cell<br>(425) 396-7376 Home |
|  | Mayor Matt Larson  | (425) 281-3333 Cell<br>(425) 396-5273 Home                          |

**Group Two**

- |  |                 |   |
|--|-----------------|---|
|  | Fire Chief      | (425) 888-1551 Office<br>(425) 754-5467 Cell<br>(425) 292-3575 Home |
|  | Captain         | (425) 888-1551 Office<br>(425) 419-3469 Cell<br>(425) 888-6563 Home |
|  | On-Duty Officer | (425) 888-1551 Office<br>(425) 419-6654 Cell                        |



**Group Three**

_____	Police Chief	(425) 888-2332 Office (425) 365-6009 Cell
_____	Police Captain	(425) 888-3333 Office (425) 999-1522 Cell
_____	On-Duty Sgt	(425) 888-3333 Office

**Group Four**

_____	Public Works Director	(425) 831-4919 Office (425) 766-2231 Cell
_____	Public Works Operations Manager	(425) 831-4798 Office (425) 766-0565 Cell

**2. Alert the following department heads, as necessary:**

_____	Director of Administrative Services	(425) 888-1551 Office (425) 985-7889 Cell (425) 888-0851 Home
_____	Financial Officer	(425) 888-1551 Office (425) 281-6979 Cell
_____	Community Development Director	(425) 888-5337 Office (425) 283-7067 Cell (425) 888-1138 Home
_____	City Attorney	(425) 888-1555 Office (425) 890-0232 Cell
_____	Building Official	(425) 888-5435 Office (425) 503-0059 Cell (425) 865-9793 Home
_____	IT Director	(425) 888-8010 Office (425) 985-8799 Cell

**3. Additional Numbers**

_____	Weather – NWS 24/7	(206) 526-6857
_____	American Red Cross	(206) 323-2345

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_____	CenturyLink	(800) 553-4171
_____	Puget Sound Energy	(425) 225-5773
_____	Washington State Patrol	(425) 649-4370
_____	Washington State DOT	(206) 440-4697
_____	METRO	(206) 296-3311 King County Dispatch <a href="http://transit.kingcounty.gov">http://transit.kingcounty.gov</a>
_____	Waste Management	(425) 481-1100 Business Tim Crosby SR District Manager (206) 396-6051 Cell Tom Leland (425) 471-5040 Cell

**EOC Radio Room is (425) 888-5911**

## EOC SUPPORT STAFFING

Call	Position	Name	Time Called	Initials
	Call Taker			
	Call Taker			
	Call Taker			
	Radio Operator			
	Amateur Radio			

### Message Center

	Logger			
	Router			
	Runner/Relief			
	Runner/Relief			

### Information & Analysis

	Displays			
	AV System			
	Situation Reports			

### EOC ADMINISTRATION

	Security			
	Documentation			
	Facility issues			



## **EOC ACTIVATION BENCHMARKS**

### **Decision to Activate Plus 30 Minutes**

- Notifications of Emergency Management staff, Mayor, City Administrator
- Staffing needs to be identified, call outs started
- EOC set-up started

### **Decision to Activate Plus 1 Hour**

- At least some of EOC staff have arrived
- Staffing need to be identified and notifications completed
- Basic situation identified, rapid impact assessment started
- EOC set-up completed

### **EOC Open Plus 1 hour**

- Initial EOC actions completed
- Support staff positions identified and notifications completed
- Coordination of staff identified and notifications completed
- Message logger and router positions staffed
- Information and analysis section staffed
- Rapid impact assessment continues (windshield survey)

### **EOC Open Plus 2 Hours**

- First briefing, briefing schedule posted
- Initial damage information available
- City departments assessing response capability
- Planning Section prepares Situation Report
- Report any weather related damage to NWS

### **EOC Open Plus 4 Hours**

- Damage assessment continues
- Initial contact made with all utilities, surrounding jurisdictions and situation reports requested.
- Situation report written and sent out to all interested parties
- Evaluate staffing needs for next 24 hours and make notifications
- Identify EOC facility needs for next 24 hours; food, maintenance, office supplies
- Identify staffing needs for relief

### **EOC Open Plus 8 Hours**

- Assessment of general areas of damage should be complete
- General situation of neighboring counties and cities should be known
- Logistics section in place
- Plans and recovery functions working
- Coordination group has moved from damage assessment to coordination of resources

**SHIFT CHANGE FOR EOC - BRIEF RELIEF CREW (This is done generally after 12 hours under activation. RETIRING CREW REMAINS ON SHIFT FOR 30 MINUTES TO OVERSEE SMOOTH TRANSITION OF INCIDENT.**

## **C. EOC SETUP CHECKLIST**

- \_\_\_\_\_ 1. Direct setup of EOC:
- √ Open EOC and Communication Room.
  - √ Establish EOC security.

- √ Transfer EOC phone lines to ring in Communication Room (see “Snoqualmie Fire Station – Phone Line Transfer Options”)
- √ Complete sign-in board next to Communication Room
  
- \_\_\_ 2. Assign someone to take telephone messages.
  
- \_\_\_ 3. Assign someone to post the situation information and key contact numbers on maps and status boards.
  
- \_\_\_ 4. Notify Washington State Division of Emergency Management Duty Officer (1-800-258-5990 [dutyofficer@mil.wa.gov](mailto:dutyofficer@mil.wa.gov)) for mission number and/or situation report.
  
- \_\_\_ 5. Notify the Zone One Coordinator of the situation [Zone1Coordinator@kingcounty.gov](mailto:Zone1Coordinator@kingcounty.gov) , (425) 985-4619
  
- \_\_\_ 6. Notify King County Emergency Communication Center (KCECC) of our activation. EOC Office - 206 296-3830 Duty officer, ECC Activations: [ecc.kc@kingcounty.gov](mailto:ecc.kc@kingcounty.gov)  
King County JIC: [jic@kingcounty.gov](mailto:jic@kingcounty.gov)
  
- \_\_\_ 7. Ensure that all necessary warnings and notifications have been made. If not, either make them, or direct someone to make them.
  
- \_\_\_ 8. Obtain an updated weather report, if appropriate. Use Weather Net if available, if not NOAA information is available at (206) 526-6083/(206) 526-6857 or 162.550 MHz; or on the web, TV, or radio. Post the information and plan to get updates as necessary.
  
- \_\_\_ 9. Keep an accurate log of activities.
  
- \_\_\_ 10. Prepare a communication plan with potential talk-group assignments.
  
- \_\_\_ 11. Prepare a “Situational Report” and obtain approval for transmission to the KCECC.

## EOC DEACTIVATION CHECKLIST

- Notify King County ECC 206-296-3830
  
- Notify the State EOC 253-512-7000

- Notify City Departments
  - Police 425-888-3333
  - Fire 425-888-1551
  
- Re-transfer phone lines to “Night Ringing” mode
  
- Notify surrounding municipalities
  
- Notify all agencies that were notified of activation (National Weather Service, School District, Hospital, etc.)
  
- Return room to ready state
  
- Secure Room and Communication Office
  
- Complete a final “Situational Report”

**EOC DISPLAYS, MAPS, STATUS BOARDS**

*All changes shall indicate the DATE and TIME of the change.*

*The person updating the display shall INITIAL all changes.*

*Changes will be made ONLY by personnel in charge of that EOC function or their Designee.*

*Official authorities will verify information on display boards before being posted.*

*Information of display boards is not necessarily for public or media dissemination.*

*Check with the EOC Supervisor if unknown what information is public knowledge.*

Suggested information for display - white boards, flip charts, clipboard

- Significant Events
- City Department Status
- Deaths
- Injuries
- Transportation Systems
- Utilities
- Structures
- Hospital Status
- EOC Staffing
- Evacuation Areas
- Event Logs
- Incident Sites, Command Posts, Incident Commander and Phone Numbers
- Public Information Officers and Phone Numbers
- Resources distributed and plotted on map
- Resources requested
- Environmental conditions
- School status
- Shelter locations and status
- Time of next briefing
- Utility status
- Weather conditions and predictions

**L. EOC REPRESENTATIVE CHECKLIST**

1. Check In: Upon arrival at the EOC, sign check-in board.
2. Determine Status: Check status boards and determine immediate situation.
3. Confer: Check with EOC Director and previous section representative.
4. Determine: Review messages and determine immediate actions. Forward messages are required.
5. Damage Assessment: Monitor damage assessment and the status of capabilities and resources.
6. Response/Recovery: Monitor response and recovery needs for field support, technical support, and resource needs.
7. Coordinate Actions: Coordinate requests for information, outside assistance and executive decisions and / or actions.
8. Assist: The section leader or EOC Director in developing and revising short-and long-term plans of action for supporting the field commands and the public.
9. Inform: Keep your department/agency current of all pertinent information, including that resulting from:
  - Interaction with counterpart EOC representatives.
  - Action plan development meetings.
  - Information from status boards.
10. Ensure Safety: As appropriate, ensure that all warning information that affects safety and survivability of Snoqualmie resources is relayed to appropriate personnel immediately, even if it has been disseminated by other means.
11. Participate: At the request of the EOC Director, participate in status briefings, and policy group meetings.

## **Appendix B**

### **City Department**

### **Lines of Succession**

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Executive Branch	<ol style="list-style-type: none"><li>1. Mayor/City Administrator</li><li>2. Mayor Pro Tem</li><li>3. Senior Council Member</li></ol>
Public Information Officer	<ol style="list-style-type: none"><li>1. Communications Program Manager</li><li>2. CPM Assistant</li><li>3. Police or Fire Captain</li></ol>
Executive Scribe	<ol style="list-style-type: none"><li>1. Executive Asst. to City Administrator</li><li>2. Administrative Assistant to the FD</li><li>3. Administrative Coordinator to the PD</li></ol>
EOC Director	<ol style="list-style-type: none"><li>1. Fire Chief</li><li>2. Police Chief</li><li>3. Public Works Director</li><li>4. City Administrator</li></ol>
Logistics Coordinator	<ol style="list-style-type: none"><li>1. Fleet Manager</li><li>2. Community Development Director</li><li>3. SECAST Member</li></ol>
Financial Director	<ol style="list-style-type: none"><li>1. Finance Officer</li><li>2. Sr. Account Clerk (Accounts Payable)</li><li>3. Sr. Account Clerk (Payroll)</li></ol>
Police Department	<ol style="list-style-type: none"><li>1. Police Chief</li><li>2. Captain</li><li>3. Sergeant</li></ol>
Fire Department	<ol style="list-style-type: none"><li>1. Fire Chief</li><li>2. Captain</li><li>3. Senior Lieutenant</li></ol>
Public Works	<ol style="list-style-type: none"><li>1. Director of Parks &amp; Public Works</li><li>2. PW Operations Manager</li><li>3. Public Works Crew Chief</li></ol>

## Appendix C Proclamation of Local Emergency



### CITY OF SNOQUALMIE, WASHINGTON PROCLAMATION OF EMERGENCY

WHEREAS, it has been reported to the Office of the Mayor, beginning \_\_\_\_\_ (*date*), that a \_\_\_\_\_ (i.e.: winter storm, earthquake, flooding, etc.) has caused disruption of services, emergency public works operations and/or flood preparation in the CITY OF SNOQUALMIE, and

WHEREAS, these problems have caused a threat to life and property, and

WHEREAS, this constitutes an emergency as defined by the SNOQUALMIE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN and necessitates the utilization of emergency powers granted pursuant to Snoqualmie Municipal Code Chapter 2.48 and RCW 35.33.081(2).

THEREFORE, be it proclaimed by the Mayor of the CITY OF SNOQUALMIE that an emergency exists in SNOQUALMIE; therefore, CITY OF SNOQUALMIE departments are authorized to do the following:

- (1) Enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of person and property;
- (2) Provide appropriate emergency assistance to the victims of such disaster; and
- (3) Other, as appropriate.

Each CITY OF SNOQUALMIE department is authorized to exercise the powers vested under this PROCLAMATION OF EMERGENCY in the light of the exigencies of an extreme situation without regard to time-consuming procedure and the formalities prescribed by law (expecting mandatory constitutional requirements).

It is the policy of CITY OF SNOQUALMIE, of the King County, of the State of Washington, that no guarantee is implied by this plan of a perfect response system. As the CITY OF SNOQUALMIE, assets and systems may be overwhelmed, the CITY OF SNOQUALMIE can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at this time.

Dated this \_\_\_ Day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

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City Clerk



## **Appendix D**

# **Emergency Management Employee Procedures**

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The City is in the business of providing vital public services. This means that the City does not cease its operations during times of inclement weather or natural disasters” and has a commitment to continue to provide vital services to the community during emergency conditions, while maintaining a primary concern for the safety of City employees and their families. Therefore, all employees are asked to make every reasonable effort to report to work during such times even if it is inconvenient.

### **Activation of the Emergency Operations Center (EOC):**

In the event of a widespread emergency or disaster the City’s Operational staff will need to respond to assist with response activities. The Emergency Operations Center will be activated to assess the situation in the City of Snoqualmie. Staff assigned to the EOC should respond and assist with the situation assessment (see EOC Staffing Chart). Staff assigned to the City’s Operations functions from Public Works, Police, Fire, and Park Maintenance will respond to the City EOC for deployment. Department Directors are responsible for ensuring their staff knows their assignments during such an event. It is important to note that not everyone will be reporting through their daily assigned department director. In the activation of the EOC, staff will be assigned to perform either through a Section Chief or a Command Staff member like the Incident Commander.

### **Notifying the City:**

Employees assigned to the EOC or to Operations must attempt to notify the City if they are unable to report to their work assignment in the EOC or in the field.

### **Continued Staffing of Emergency:**

After the situation assessment, the City Mayor and the City Administrator or his/her designee may decide that the situation will require staff over an extended period of time. He/she will then initiate, through the Planning Section of the EOC, a staffing plan to ensure coverage of essential services for the duration of the event. This could include modifying the work schedule to a potentially longer work day than considered normal, including a 12 hour or longer staffing plan. Every attempt will be made to notify all City employees of this staffing decision and when they will be needed to work.

For employees who are required to remain at work upon the occurrence of a disaster or activation, departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in the City’s Comprehensive Emergency Management Plan.

### **If You Are Not at Work During the Emergency:**

If the EOC is activated, and you are not at work, you can call and/or email the EOC to give a status report as to your availability at (425) 888-5911 or at [eoc@ci.snoqualmie.wa.us](mailto:eoc@ci.snoqualmie.wa.us). Your status report provides useful information for staffing for the duration of the event. If you are at

work, you will be given direction as to if you should remain or when you will need to return. You may also receive information from the City through the employee notification system.

## **1.2 Departmental Emergency Staffing Plan for Catastrophic Events**

### **Emergency During Non-Business Hours:**

If a widespread catastrophic event should occur, such as a large earthquake in the greater Seattle Metropolitan area during non-business hours, and there is no way to communicate to employees, the following plan will be in affect:

1. The EOC will be activated to coordinate the City's response to the event. All staff who are assigned to the EOC shall make every effort to respond to staff the EOC and report to your Section Chief or the Director of Emergency Management (DEM). On an annual basis the EOC Staffing Chart will be evaluated and updated as needed.
2. If you are assigned to the City's Operations Team (Public Works, Park Maintenance, Police, and Fire), or a staff person who supports them administratively, you should respond and report in to the Operations Supervisor. Once a determination is made as to who has been able to make it to work, the Planning Section in the EOC will begin working out a staffing plan in conjunction with the Public Works Operations Manager, to enable the City to meet the most immediate service needs to the community for the next operational period. This plan can also include the use of mutual aid and the Registered Disaster Volunteer Workers (Snoqualmie CERT members).

## **1.3 Emergency Contact Information**

Each department will have a protocol that allows for an appropriate way to contact their employees to relay any emergency information or need. In addition, employees are encouraged to contact the City's Emergency Operation Center at (425) 888-5911 for general information and/or specific direction.

## **1.4 Emergency Preparation Encouraged**

All City employees are encouraged to preplan for the safety and welfare of their families and homes. All City employees are encouraged to have emergency provisions for their families and homes to survive a minimum of 72 hours if a crisis necessitates it.

## **2.1 Issued Equipment**

The City of Snoqualmie has issued equipment to many employees to be able to communicate with other staff and to perform their assigned functions. If you have been issued such equipment, i.e. radios, phones, flashlights, etc., you are required to maintain the assigned equipment in a state of operational readiness and have immediate access to it.

1. If any assigned equipment becomes lost, damaged, or does not work the employee should report this to their supervisor immediately.
2. Supervisors will ensure all City owned equipment is repaired or replaced as soon as practical after being notified of its status by the assigned employee.