King County, Washington
Emergency Management Plan
Emergency Support Function (ESF) 5
Emergency Management

Primary Agency: King County Department of Executive Services (DES),
                        Office of Emergency Management

Support Agencies: All King County Executive Departments, Judicial, and Legislative
                        Branches, private sector businesses, and the ECC Support Team
                        Volunteers

I.   Introduction
   A. Purpose

The purpose of ESF 5 Emergency Management is to describe the framework for coordination of warning, information sharing, resource management, strategic decision making and consequence management before, during and after an emergency. This ESF describes the levels of staffing, the facility used, and equipment necessary to coordinate such activities.   It includes description of the organizational structure of the emergency coordination center with its ESF and zone coordinators, first responders, policy makers, public information officers, and the relationship of the county to other organizations. Capabilities and processes described here are complimentary to the Regional Coordination Framework and the Regional Hazard Mitigation Plan.

   B. Scope

The King County Office of Emergency Management (OEM) is responsible for supporting King County government and regional King County. This ESF describes the use of the Incident Command System (ICS), Emergency Support Functions (ESFs), and regional support through use of the Regional Coordination Framework (RCF) for situation assessment, response, and initial recovery missions. This ESF adheres to the five phases of emergency management as they are described in the National Response Framework. Concepts are consistent with the National Incident Management System (NIMS) and the National Recovery Framework (NRF).

II.   Policies

King County will adhere to NIMS and the Incident Management System. FEMA planning and program guidance provided under CPG-101, the National Response Plan and the National Recovery Plan, the Stafford Act, and federal, state, and local codes. Changes to King County Code 2.56 direct King County government to provide a regional emergency management program.

King County has the policy to staff a duty officer position for initial incident coordination and to staff the Regional Communication and Emergency Coordination Center (RCECC) for any of the following: earthquakes measuring a moment magnitude of 5.0 or greater, any river systems at flood phase 3 when moving to flood phase 4, at the direction of the King County Executive, or at the request of any regional partner in King County.

III.   Situation Overview

The King County Office of Emergency Management has a direct responsibility for preparing King County government and its regional services for the response to and recovery from impacts of emergencies. Ordinance 17075 amended King County Code 2.56 to broaden the obligations of King County government to extend its involvement in emergency measures to regional King County and coordinate more closely with our regional public and private sector partners.

The King County Office of Emergency Management staffs a 24x7 duty officer. This staff person may be the first to be aware of a threat or incident and may recommend expansion of a response to include staffing the RCECC.

King County is subject to many natural hazards which have the potential to disrupt normal life by impacting utilities, transportation, public services, schools, emergency services, and numerous other local systems. When there are widespread impacts that may continue for extended periods of time, the King County RCECC may require staffing levels appropriate to the emergency impacts.

A. Hazard Analysis Summary

See the King County CEMP Basic Plan, Section II.D.1 for the Hazard Analysis Summary
The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Severe Weather, Flooding, Drought, Tsunami and Seiches, Earthquake, Dam Failure, Fire, Avalanche, Landslide, Hazardous Materials Release, Terrorism, Cyber Terrorism, Civil Disorder, and Transportation.

Hazards are considered for their probability of occurrence and their likely impact to the regional community. High Probability events are those that are likely to occur at least annually, moderate probability events are those likely to occur at least once every 10 years but not annually, while low probability events are likely to occur less frequently than every ten years. High impact events are those that are likely to require outside assistance for response and/or recovery of the community, moderate impact events are those that may present response and/or recovery challenges, stress regional resources, and may require outside assistance for complete recovery of the community. Low impact events are those that may cause some inconvenience to the community but can be managed without assistance beyond the immediate area.

B. Planning Assumptions

- All King County departments have responsibility for supporting all phases (mitigation, prevention, preparedness, response, recovery) of emergency management to the best of their abilities. This is reflected by the assigned roles to each ESF of a Primary Coordinator and Support Agency(s) during an emergency or disaster.
- King County government has the primary objective of restoring King County Government services to unincorporated King County, the King County region, and contracted cities.
- King County residents, businesses, industry, tribes, and public sector may need to use their own resources and be self-sufficient following a disaster for a minimum of three days, possibly longer.

- King County may be unable to satisfy all emergency resource requests during a major emergency or disaster and will need to acquire resources from mutual aid partners, the private sector, non-governmental organizations (NGOs), tribal nations, State, Federal and international organizations.
- Staff at the Regional Communications and Emergency Coordination Center may be needed to manage information or resources from the consequences of an emergency or disaster.
- The use of the Regional Coordination Framework and Memorandum of Understandings/Agreements (MOU/MOA) will be utilized whenever possible.
- The receipt, analysis, and dissemination of accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
- Early in an incident little information will be available and initial information received may be vague or inaccurate.
- Communications outages may hamper the rapid collection and dissemination of accurate disaster information.

C. Capability Assessment
1. Facility

Where an incident or the threat of an emergency exceeds the ability of local responders and/or duty officer support to ensure public safety and public property protection, the coordination of the response may expand with partial or full staffing of the RCECC. The RCECC is the primary facility from which regional emergency coordination will take place. The RCECC is located at 3511 NE 2nd, Renton, WA 98056 and is co-located with the King County Sheriff's Communications Center. An agreement for the shared use of the Seattle Emergency Operations Center (EOC) or the Renton EOC augments the King County coordination facility capability. Further, a mobile command post that was obtained through homeland security grant funds is held by the King County Sheriff's Office and may also be made available. The RCECC is Americans with Disabilities Act (ADA) accessible and includes several security measures.

2. Staff

The King County emergency management program managers from the Office of Emergency Management are part of the duty officer rotation schedule. In rotation, a member of these professional staff maintains 24 hour coverage for one week duration. Should the emergency escalate or require support of more than the duty officer, the RCECC would be staffed by assigning a portion of the office professional staff to each of two twelve hour operational periods. Staff might also include: the Office of Emergency Management (OEM) director, the OEM assistance director, OEM supervisor(s), administrative staff and trained volunteers, ESF coordinators from King County departments, liaisons from the emergency management zones, cities, major businesses, and non-profit organizations.

3. Equipment

The RCECC is well outfitted with computers, radio equipment (800 MHz, CEMNET, NAWAS, and Amateur Radio), audio visual displays, satellite phone capability, land line phones and cell phones, video teleconference, Text Telephone (TTY), Emergency Alert System (EAS) hardware, the Regional Incident Management System (RIMS), email and internet access.

4. Outside assistance

In the event that local or regional resources are insufficient to address the facility, staffing, or equipment needs of the RCECC, some or all of an incident management team can be requested from Washington State Emergency Management or might be formed from our regional partners. The Regional Coordination Framework (formerly the Regional Disaster Plan) and the Agreement (formerly the Omnibus Agreement) or the Emergency Management Assistance Compact (EMAC) might be utilized for assistance. The Green River Memorandum of Understanding addresses the decision making process for emergencies on a smaller scale (cities in the Green River floodplain and King County).

IV.   Concept of Operations
   A. General
This Concept of Operations covers the entire emergency management programmatic cycle, including: mitigation, prevention, preparedness, response, and recovery.

   B. Organization
Organizational Structure - The incident command system has been adapted to use in the RCECC as a hybrid with the ESF model of this CEMP. See the organization chart below
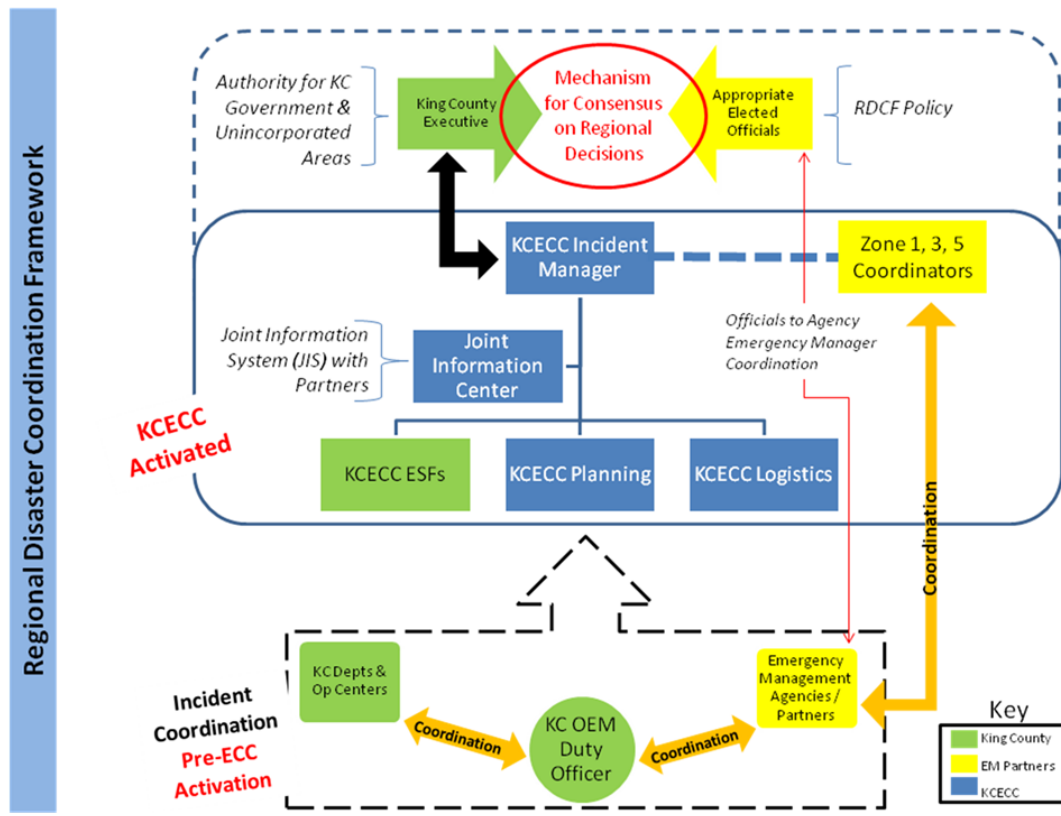

Figure 1: RCECC activation steps and organization

C. Procedures

Procedures for the King county OEM Duty Officer, the staffing of the RCECC, and conduct of recovery activities can be found in the King County Duty Officer Manual, Operations Manual and the Recovery Plan. The Communications Plan, phone lists, maps, and decision trees are contained in these documents.

D. Prevention and Mitigation

King County has been a leader in mitigation efforts – especially where flood management is concerned. King County has a flood protection district established by state code. Efforts by the flood management agency has resulted in the buyout of many properties in the flood plain, the savings of millions of dollars to tax payers and one of the best available flood insurance premium ratings in the country. King County is also involved in land use planning, wetland mitigations, and adherence to the International Building Code. Local building standards helped keep damages to local structures modest when the Nisqually Earthquake struck south Puget Sound in February 2001.

Usually prevention refers to law enforcement efforts to identify and deter criminals – especially terrorists – from actions that may intimidate or harm the public or damage infrastructure. These efforts are described in ESF 13- Public Safety. Preventative measures may also be part of the Public Health strategy for managing outbreaks of disease. Inoculation, isolation, and quarantine plans are covered under ESF 8 – Public Health. Some facilities may "harden" sites by increasing security measures.

E. Preparedness Activities

Not all emergency impacts can be avoided. We may still lose power or find batteries, groceries, and medicines hard to obtain during a winter storm. Good judgment suggests we prepare for those possibilities.

The corner stone to all emergency preparedness is personal preparedness. Having and maintaining emergency supplies for at least three days – preferably 7 days or more – ensures our own safety and makes it possible for us to help others. Having a plan for evacuating your home or reconnecting with friends and family using out of state contact points is a second way to personally prepare. Last of all, having CPR and basic first training as well as organizing with your neighbors supports community resilience to emergency impacts.

The Public Education program within King County OEM seeks to encourage the public to be better prepared for emergencies. Preparedness materials for the public include alternate delivery methods for persons that are: sight impaired, hearing impaired, have cultural differences, or are in need of materials in languages other than English. Preparedness presentations to the public seek to provide people with disabilities and vulnerable populations access to information regarding preparedness and regional emergency response or recovery efforts within available resources.

1. Legal Authorities

King County has a number of ordinances and codes that support emergency management. These include: establishment of the Office of Emergency Management, emergency powers of the

executive, numerous mitigation citations, emergency expenditure processes, and other important issues. For a list of the legal citations applicable to emergency management topics, see the Legal Authorities section of the King County CEMP Basic Plan and the corresponding section of each of the ESFs and CEMP Annexes. The emergency management program and the plans developed for King County are all based on legal authorities and executive policies designed to support public safety and stewardship of public property.

2. Plans and Procedures

Plans are documents that ensure that all entities involved in emergency activities understand WHO will be doing WHAT in an emergency. They provide a common understanding of authorities, information sharing, decision making, and resource sharing. Procedures describe HOW things will be done. Procedures are based on the plans and those legal authorities already noted. A number of the emergency plans available in King County are described in the Basic Plan under Preparedness – Plans and Procedures. Update and revision of the King County CEMP is done every four years or required under state code with an extensive review process that includes the public, regional partners, and senior management of King County government.

3. Training

Preparedness includes training to the applicable provisions of those current plans and procedures. In addition to training on the King County CEMP, those organizations and persons with roles identified in preparedness documents also receive some level of Incident Command System training. Professional staff and volunteers are regularly provided training on equipment and processes needed to do assignment specific tasks in the RCECC when it has been staffed.

4. Exercises, drills, and After Action Reports (AAR)/Improvement Plans

Personnel that have been trained benefit from regularly scheduled testing of the plans and plan assumptions. Testing of the plan consists of exercises of varying levels of complexity with specific objectives to be accomplished. Weekly testing of communications equipment (drills) ensures equipment is functioning properly and that all duty officers can operate all communications equipment in an emergency. Annual testing of the CEMP ensures familiarity with the plan provisions and identifies areas needing revision where no one gets hurt and property is not damaged.

5. Equipment

RCECC equipment and duty officer tools are regularly used and tested to ensure they are available during an emergency. Members of the Emergency Coordination Center Support Team (volunteers) are also trained and tested on use of the equipment needed to conduct RCECC operations.

F. Response Activities

1.0 General

Emergency response efforts begin with King County assigned duty officers. The King County Office of Emergency Management, Public Health, the King County Department of Transportation, and the King County Sheriff's Office all have similar position assignments for off-hours emergency response. When an emergency is discovered that may require escalation to staffing the RCECC, the duty officer initiates a process that may include:

- Obtaining and using a state mission number
- Warning - Warning of the public and notification of senior county management. This may include instructions for protective measures like evacuation, shelter in place, the need for sandbagging and other actions. There are levels of notice for flooding that are established by the King County Flood Warning Center (flood phase 1 – low impacts to severe flooding - phase 4). The National Weather Service may also provide notifications to the public including Weather Watches (more than 24 hours until expected impacts) and Warnings (less than 24 hours before expected impacts). Emergency Alert System (EAS) messaging may be initiated by the King County Sheriff's Communications Center, NORCOM, the King County OEM duty officer, the State of Washington, or the National Weather Service. These sources of information are often followed up by King County's public information system through the use of the Regional Public Information Network (RPIN).
- Assessment – The assessment process begins with the duty officer and continues in the RCECC should the situation escalate. Assessment is a continuous process with members of the public sector and private sectors alike contributing to situation awareness of the RCECC staff. Assessment is part of a regular progression of activity in the RCECC that is governed by a planning "clock". Executive departments and their operating centers, cities, tribal nations, and private sector regional partners are contacted for their situations at least twice daily. Everyone receiving information is expected to validate and analyze that information and share it with the Planning Section of the RCECC and all those with an interest in the information. That information is shared by consolidation into standardized reports like Snapshots (may be issued every three to four hours), Situation Reports (issued once an operational period), conference calls (held at least once daily between jurisdiction representatives and separately between King County Department leadership), Operations Briefings within the RCECC (at least once an Operational Period) and public informational briefings to the media usually twice a day. From these documents may be developed the need for a local proclamation of emergency. See Figure 3: RCECC Planning Clock.
- Transition from duty officer - When response effort is begun by the duty officer, he/she is the incident manager and fills all ICS roles until such time as the RCECC is staffed. When the RCECC is staffed, the incident manager may become someone other than the duty officer. Other ICS roles and responsibilities are delegated as the incident expands or needs are identified. A request to staff the RCECC may be made by an incident commander, any city's chief elected executive, a department of King County government, at the direction of the County Administrative Officer (CAO) or when the King County Executive has determined the need for emergency coordination. The RCECC is activated and staffed when the duty officer alone cannot manage the

information flow, resource needs of the incident, or maintain the close coordination of responders or jurisdictions that may be needed. Activity is managed under a state mission number when the Planning Section and Communications Unit of the Logistics Section are staffed. Staff may be added in the Operations Section and/or the Logistics Section to implement the coordination goals identified in the ESFs to the King County CEMP Basic Plan. Most ESFs are organized into branches of the Operations Section. ESF 7 falls under the Logistics Section and the Public Information role is in ESF 15 under the command function of the RCECC/ICS structure. Some consequences of the incident may require formation of taskforces in the RCECC (like low land ice/snow taskforces or groups with transportation, evacuations and sheltering/mass care missions).

- Forms used in the RCECC - ICS forms that are commonly used include: ICS 201 (Briefing), ICS 202 (Incident Objectives-Incident Action Plan), ICS 203 (Staffing Plan), ICS 205 (Communications Plan), ICS 206 (Medical Plan), ICS 213 (General Message Form), and ICS 213 RR (Resource Request Form). A Unit Log (ICS 214) and a Position Log (214 A) may be used to capture activity of RCECC units and individual with an assignment in the RCECC. Other non-ICS forms with a standardized format may include Snapshot and Situation Reports. A common operating picture will be formed using the Regional Incident Management System (RIMS) whenever possible.

- 24 hour Operations - The RCECC operational period governs staffing patterns and cyclic activities for sharing information and the common operating picture. The RCECC Planning Clock follows an amended ICS "Planning P". Usually; an operational period is 12 hours with staff for the new shift arriving early to be briefed and continuing for a short time into the next period to brief oncoming staff. A situation report and an operational briefing are conducted at least once for every operational period. The situation report is shared with regional partners, King County Department Operating Centers, and senior county government leadership.

- 24 hour Staffing - When 24 hour staffing of the RCECC is necessary, an a plan is developed to provide food for them. In some cases where commercial power sources are interrupted, fuel levels for the RCECC generators must be monitored. Staffing of the RCECC may include all members of the staff from the Office of Emergency Management, county leads for specifically involved ESFs, senior leadership and elected officials, and representatives of the emergency management zones. Extended activation of the RCECC may require use of members of an incident management team to backfill members of the RCECC that are unable to cover shifts.

- Continuity of Operations - The RCECC may also be the place from which the county's continuity of operations (COOP) of essential government services may be conducted. Representatives of King County departments and agencies may convene with the King County Executive (in person, or virtually) to prioritize the continued delivery or return of essential services against life, safety and public property protective actions outlined in the CEMP.

- Transition to Recovery - When response issues of the emergency have been addressed, the RCECC will transition to recovery. In some cases, the recovery "phase" of the incident may be very brief but will always include creation of an After Action Report (AAR). The RCECC will remain open until all operational period objectives requiring coordination have been addressed and a transition back to duty officer coverage can be achieved.

- RCECC Leadership - RCECC incident command system leadership positions have assigned primary, secondary, and tertiary personnel. The matrix of assignments is maintained by OEM management with the list being revised as personnel change in the office. RCECC leadership positions are consistent with ICS organizational positions.
- Briefing Senior Management - Senior management representatives from the King County Departments and agencies conference by phone at least once daily according to the established Planning Clock for the RCECC. See Figure 3: RCECC Planning Clock
- Volunteer Management – Volunteers may be used in several capacities during emergencies. Where volunteers are used, they must be under the supervision of a county employee and be working under a state mission number. Liability for injuries or property damages is covered under the state mission number. Volunteers may be used to assist with flood damage assessment, direction of evacuations, field or RCECC communications, staffing call centers, directing or staffing resource staging areas, or other positions for which they may have training.
- Incoming Resources – Where resources are arriving from outside King County, staging areas will be established at a location identified by the incident commander in conjunction with the RCECC Logistics Section. Staffing of the staging area may include a combination of first responders, county staff, city staff, and volunteers.
- Coordination of Communications – The King County RCECC Communications Unit may act as a network control for communications when the RCECC has been staffed at level 2 or level 1. This may include direction of non-first responder communications on the 800 MHz talk groups or amateur radio bands. A standing communications plan exists for coordination of a number of common consequence management topics. City emergency managers and their elected officials are briefed annually on communications plan elements.
- Resource Requests and Tracking – An automated system (RIMS) has been established for making and recording resource requests during an emergency calling for establishment of a state mission number. Tracking of the requests can be viewed by regional partners with access to the RIMS system. When an incident commander requires resources within his/her discipline or jurisdiction, exiting mutual aid requests may be made according to established procedures. Where resource or supplies that are not available within the agency, discipline, or jurisdiction are needed, they may be requested through the local emergency operations center, zone coordinator, or the RCECC whichever is most appropriate. When resources within the geographic county are insufficient to support the response, King County may request the needed resources from adjacent counties or from the State of Washington. A source of resources may also be our regional partners that are signatory to the Regional Coordination Framework for Disasters and Planned Events.

2.0 Direction, Control, and Coordination

State and county code provide specific emergency powers and authorities for the King County Executive, the local public health official, and the incident commanders of the first responders in the community.

The authority of the King County Executive is limited to his/her emergency powers, direction of the RCECC, coordination with other elected officials, direction of executive departments, and implementation of those authorities identified in the Regional Coordination Framework and the

King County CEMP. For instance: the King County Executive may call for an evacuation of some portion of King County but does not act as the incident commander implementing the evacuation.

The authority of the County Administrative Officer (CAO) in an emergency is limited to direction of the RCECC and the Joint Information Center (JIC). The CAO may direct the RCECC to move to another location for safety of the staff, to maintain operational capabilities, or other reasons.

The authority of the King County Director of Emergency Management is limited to his/her roles as the Incident Manager in the RCECC and the JIC. The King County Director of Emergency Management reports to the CAO.

The authority of the King County Executive department directors is limited to the staff and resources of the department and their assigned spending authority.

The authority of the Public Health – Seattle and King County local health official is limited to those assignments found in ESF 8 – Public Health or in their support role in other ESFs.

The authority of a local Incident Commander is limited to those items identified in state and local codes for the implementation of public safety directives and the supervision and direction of employee and mutual aid first responders at the scene. The Incident Commander may recommend evacuation and may implement any directive issued for evacuation but may not call for the evacuation of the public.

The authority of the RCECC Incident Manager is limited to a coordination role and to advise the Executive and CAO.

3.0 Information Collection, Analysis, and Dissemination
Information management is one of the primary assignments to the King County OEM Duty Officer and the RCECC when it is staffed. The other assignments are seeking to maintain continuity of King County essential services, ensure regional coordination, provide resource management, and implement consequence management missions.

All RCECC staff regardless of position or assignment may receive or share information during their assignment. The primary units where information is consolidated, analyzed, repackaged and distributed are the Situation Unit of the Planning Section and the Joint Information Center (JIC) found under Command.

A variety of tools are used for collection and distribution. These may include: the Regional Incident Management System (RIMS), the Regional Public Information Network (RPIN), MyStateUSA (MSU), the Emergency Alert System (EAS), radio (primarily 800 MHz and amateur radio), email, TTY, Twitter and Facebook, plain old telephone system, Government Emergency Telephone System (GETS), and cell phones. These tools may include Situation Reports and Snapshots, conference calls, media briefings, web postings, and use of social media.

While information may be received and shared anytime during an emergency, the Planning Clock manages the regular intervals for formal information sharing by scheduling times for receipt of situation reports from our regional public and private sector partners. See Figure 3: "Planning Clock" at the end of this ESF. News media outlets have regularly scheduled needs for information that roughly coincides with the morning and evening work commutes.

4.0 Communications
Emergency communications are essential to the organizational structure of the RCECC, coordination of our regional public and private sector partners, public safety, and support of first responders during any emergency. A number of plans and planning efforts have been directed at ensuring good emergency communications. Plans include the Tactical Interoperable Communications Plan (TICP), the King County Communications Plan, the Central Puget Sound Regional EAS Plan, and the Green River Planning Group (Operational Action Plan). For more detail see the individual plans listed here and ESF 2 – Communications.

The TICP organizes the radio frequencies and the regional communications equipment caches expected to be used during an emergency.

The King County Communications Plan organizes the use of available communications tools to specific missions. It also may include the primary, secondary, and tertiary voice and data communications systems to be used for each mission (sheltering, evacuation, resource management, etc.).

Public warning is the most important component of a communications plan. Several systems may be needed to achieve the alert of PSAPs, first responders, the public, support agencies, and adjacent jurisdictions. These may include: MyStateUSA, the EAS Endec, RPIN, commercial media, and social media.

Also important are situation awareness and regional coordination. These are usually conducted through operational briefings in the RCECC, with partners through sharing situation reports and snapshots, or using regularly scheduled conference calls. While traditional tools like email and phones are still commonly used, these have been supplemented with more sophisticated tools, such as MyStateUSA and RIMS.

Communications with first responders to support their resource needs and coordinate with non-traditional responders are often done using radio frequencies when cell phone service is unavailable.

Resource management at the RCECC may use many of the traditional communications tools like email and phone systems but is now expanded by the inclusion of RIMS.

6. Recovery Activities
The recovery process begins the moment response starts. Where response can be described as those activities conducted to protect lives, safety, and property – response can also include temporary measures needed to continue use of infrastructure. Recovery includes steps taken to return the community infrastructure, economy, or environment to the condition or functionality

available before the impacts of the emergency caused damage or interruption. Recovery is a process with defined, sequential steps.

- Establishment of a state mission number – See Response above
- Preliminary Damage Assessment (PDA) and documentation – Within 72 hours of the inset of an emergency, State Emergency Management will request documentation of damages and expenses incurred from the emergency. An intermediate step for collection of information from county departments, King County cities impacted by the emergency, and damage estimates from the private sector are rolled up into summary documents for the state report. If the level of damages and expenses reported meets federal minimums, the governor may request federal assistance.
- Governor request/proclamation – Before the governor can request federal assistance, a Washington State Proclamation of Emergency must be declared. This can only happen when thresholds are exceeded and/or the resources of the state can reasonably be expected to be exceeded for the incident.
- Individual Assistance (IA), Public Assistance (PA), and other federal assistance – Several types of federal assistance may be made available. These may include Small Business Administration (SBA) programs, US Department of Transportation (USDOT) programs, Individual Assistance (IA) or Public Assistance (PA). King County usually staffs a citizen call line for taking reports of damages to private property for all of geographic King County. The county also has a regional role in the Public Assistance process.
- Federal Emergency Management Agency (FEMA)/Small Business Administration (SBA)/State verification team – If state criteria and local criteria have been met, FEMA sends inspection teams to verify the damages for accuracy and eligibility. Findings from these evaluations will determine eligibility for federal assistance. King County facilitates and guides the FEMA teams to the locations with the most damages and escorts them while in the field.
- Applicant Agent Briefing – If a presidential disaster has been declared for King County, an Applicant Agent meeting is convened. King County facilitates the Applicant Agent Briefing for representatives of the cities, special purpose districts and impacted King County departments and agencies. King County assigns an Applicant Agent and a co-applicant agent for King County government.
- Locating the Disaster Recovery Center (DRC) – At least one DRC will be needed for situations where a presidential disaster has been declared for Individual Assistance (IA). Private Citizens and businesses can come to the DRC to register for assistance and determine which programs they may be eligible for. King County usually is the point of contact for the establishment of a DRC. DRCs are usually staffed by federal program staff and may be augmented by state and local agencies or non-profits with assistance capabilities related to the emergency.
- Coordination of non-profit organizations – Most non-profit organizations that may assist with private sector recovery is national or regional entities. While the assistance may be in cities or unincorporated areas of the county, the non-profit organizations are usually coordinated through the King County RCECC. King County OEM may organize an Unmet Needs Committee of selected not-for-profit organizations to assist those members of the community that continue with severe needs that fall beyond all federal, state, and local recovery programs.

- Debris clearance and waste disposal – While disaster debris may be located in cities and unincorporated areas of the county, coordination for collection and disposal is done by the King County Solid Waste Division of the Department of Natural Resources and Parks.
- Small and Large Project development – King County will manage its own large and small projects through internal processes and in conjunction with the King County Applicant Agent. Usually, the King County Applicant Agent is assigned to OEM management.
- Project Accounting/Record Keeping, Close out, and Audits – The recovery process may continue for many years. Project accounting and record keeping are fundamental to ensuring maximum recovery of eligible federal or state assistance. Close out can be as more than ten years after the disaster declaration. After close out, no additional billable activity will be accepted. Audits of recovery documentation may occur long after close out.

V. Responsibilities
Primary Agencies for ESF 5

King County Executive will:
- Establish a line of succession for implementation of emergency authorities
- Direct executive departments and their employees
- Proclaim a state of emergency in the county
- Call for evacuation of any portion of King County
- Seek state and mutual aid assistance
- Implement any necessary emergency powers granted by King County Code
- Establish and maintain an emergency management capability for the county
- Name an applicant agent for county public assistance coordination
- Direct activation and staffing of the RCECC
- Coordinate with the governor and chief elected officials within King County
- Seek to ensure continuity of essential services provided by the executive departments
- Facilitate regional decision making and emergency priorities
- Review and approve this and other related emergency plans

County Administrative Officer (CAO) will:
- Act as the Director of Emergency Management under state law
- Direct the RCECC to be staffed or closed
- Direct the activity in the RCECC and JIC when either has been staffed
- Direct the movement of the RCECC to another location if necessary

Director of the Office of Emergency Management will:
- Manage the emergency management program
- Manage the staff of the RCECC
- Make recommendations to the CAO and the King County Executive
- Direct the King County OEM Duty Officer assignment
- Act as a liaison to the other emergency managers of the cities, tribal nations, and state emergency management director

King County Office of Emergency Management will:
- Establish plans and procedures
- Maintain the RCECC, its equipment, and staff
- Establish, coordinate, and maintain mitigation, prevention, preparedness, response, and recovery activity within county government
- Coordinate and support regional emergency management activities
- Ensure staffing of KC OEM duty officer
- Lead and manage the King County RCECC in accordance with established procedures and protocols and in accordance with NIMS.
- Advise and assist county officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- Represent King County Government as coordinating agent and prepare requests for emergency resources from Washington State Emergency Management or Federal agencies.
- Provide advice and assistance for the preparation and dissemination of emergency information.
- Collect emergency operations information, analyze data, and prepare operational reports.
- Coordinate with King County Information and Technology to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements of county government.
- Maintain, operate, coordinate, and recommend the appropriate use of public warning systems as it pertains to King County.
- Advise executive heads of political subdivisions within the county on direction and control of their emergency operations, and coordination with county operations and plans.
- Act as Applicant Agent for King County Government in the recovery process following a Presidential declared disaster. Advise county officials on emergency administrative and recovery procedures and requirements.
- Advise and assist county officials in obtaining and using military support to civil authority.
- Manage and coordinate the Joint Information Center (JIC).
- Ensure development of after action reports and improvement plans following use of the CEMP and its implementing procedures

King County OEM Duty Officer will:
- Staff the duty officer function as assigned for one week rotations
- Answer all calls for assistance and determine best action
- Contact and brief the OEM Director or the OEM Director's Line of Success as needed
- Make recommendations for emergency actions
- Gather and record needed information for situation awareness
- Seek necessary resources for response and recovery when the RCECC is not staffed
- Obtain a state mission number and post as necessary
- Ensure knowledge of all RCECC communications equipment operations

- Record and report equipment malfunctions
- Post all required information to RIMS
- Announce and conduct the weekly radio check for the 800 MHz system
- Prepare or accept transition briefing with/for the incoming or outgoing duty officer
- Interact with the incident commander on an incident scene when necessary
- Initiate public warning through MyStateUSA or the Emergency Alert System

King County RCECC will:
- Operate under a state mission number
- Have the primary location is at 3511 NE 2nd in Renton, Washington 98056
- Assign staff when the activity exceeds the ability of the duty officer to support
- Staffed at the direction of the King County Executive, the County Administrative Officer, or the King County Director of Emergency Management
- Seek to obtain information to establish situation awareness and a common operating picture
- Seek to locate resources in support of first responders and public entities in King County
- Manage regional registration of emergent volunteers when necessary
- Operate around the clock within operational periods
- Establish an internal feeding plan where necessary
- Operate within the operational period using the "Planning P"
- Seek to facilitate regional decision making for consequence management
- Seek to provide a location from which coordination can be conducted
- Gather damage and emergency cost information
- Manage regional communications between cities, tribal nations, and county operating centers
- Support continuity of King County government essential services
- Provide situation reports and snapshots to tribal nations, the State of Washington, and regional public and private sector partners
- Use the incident command system and ICS forms
- Maintain the communications and information management systems necessary to ensure situation awareness, decision making, and resource management
- Staff or obtains staff to support the emergency support functions needed for the response and recovery
- Escalate or de-escalate staffing an appropriate for the incident
- Support JIC Operations and public information
- Gather damage information from the private sector
- Transition back to duty officer and/or to recovery operations

<u>Partners, Support, and Dependent Agencies</u>

<u>President and Federal agencies will:</u>
- Direct response and recovery activities of federal agencies
- Establish standards for federal assistance to states, counties, and the general public
- Declare a state of emergency
- Delegate emergency authorities to federal agencies
- Uphold federal laws and requirements
- Issue directives for the orderly conduct of response and recovery efforts

<u>State and Governor will:</u>
- Identify a line of succession for implementation of emergency authorities
- Establish and direct state emergency management programs and operations
- Coordinate with county, city, and state elected officials as directed by law
- Direct state departments, personnel, and resources
- Seek federal or interstate assistance for emergencies within Washington State
- Proclaim a state of emergency where warranted
- Implement emergency powers as needed and allowed under state law

<u>All King County Departments and Agencies will:</u>
- Assign an executive level representative to the King County Government Emergency Management Executive Board.
- Identify Department Line of Succession at least four deep and provide this information to the King County Office of Emergency Management.
- Assign Department and Division RCECC Representatives at least four deep to the RCECC for training and during disaster events, and will provide this information to the King County Office of Emergency Management and update it on a quarterly basis.
- Ensure that Department and Division RCECC Representatives and emergency management and response staff have taken the appropriate and required National Incident Management System (NIMS) training for NIMS compliance, and retain certification documents at the Department level for audit purposes.
- Develop Department and Division procedures that increase capabilities to respond to and recover from emergencies and disasters. These procedures may include the identification and notification of critical staff, planning for and allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
- Develop a continuity of operations plan (COOP) disaster recovery plan that addresses the long-term restoration and continuity of services and facilities following an emergency or disaster.
- Inventory resources (equipment and teams) using the National Incident Management System (NIMS) Resource Typing categories and provide King County OEM with an inventory of these resources annually.
- Ensure that training is provided to employees for personal preparedness and readiness to respond to emergencies and disasters.
- Establish a disaster mitigation program to protect employees, facilities, equipment, and programs.

- Ensure that all employee work areas are safe, clear of equipment or supplies that may compromise access/egress routes, and/or injure employees.
- Participate in emergency management training, drills, and exercises to test County plans and procedures.
- Train department employees on continuity of operations plans and procedures to ensure operational capabilities and facilitate an effective response.
- Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure cabinets, shelving, and storage areas, etc.)
- When appropriate, develop mutual support agreements with other similar or peer departments or organizations in other jurisdictions.
- Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.
- Develop procedures to document all costs of disaster response and recovery.

Response and Recovery will:
- Assign and set department priorities for the response and recovery phases of disasters impacting King County government.
- Ensure the effective coordination of emergency response and recovery operations for each department using the National Incident Management System (NIMS), and the Incident Command System (ICS).
- Ensure the establishment of department and division operational procedures and EOCs if needed.
- Provide for the identification, recruitment, and allocation of King County employees for emergency operations in coordination with directors of King County departments.
- Provide support to other ESFs as outlined in the KC CEMP, when required.
- Provide resources and representatives to the King County RCECC as requested.
- Provide public information officers to the Joint Information Center (JIC) as required.
- Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- Determine status and availability of department facilities, equipment, and personnel and report to the King County RCECC any damage of department occupied facilities, equipment, or resources.
- Provide available department resources (supplies, equipment, services, personnel), as coordinated through the King County RCECC.
- Provide staff and resources to other county departments and jurisdictions, if available.
- Support response and recovery activities directed at the "whole community" as required.
- Track, summarize and report emergency purchases utilizing guidance from FBOD and FEMA.
- Return Department and Division activities to normal levels as soon as possible.

Tribal Nations may:
- Interact with the state and federal agencies
- Establish an emergency management organization as directed by state law
- Staff and direct an emergency operations center or other city coordination location
- Collect damage assessment for public and private sector impacts of the emergency
- Seek needed emergency resources with the city, mutual aid partners, the private sector and other sources within their respective zones
- Provide situation awareness documents at least daily to the RCECC
- Maintain communications capability with regional partners
- With changes to the Stafford Act, tribal nations may proclaim a state of emergency for the impacted jurisdiction through either the State of Washington or directly with the US fede4ral government
- Participate in coordination of resource management and regional decision making

Cities in King County will:
- Establish an emergency management organization as directed by state law
- Staff and direct an emergency operations center or other city coordination location
- Collect damage assessment for public and private sector impacts of the emergency
- Seek needed emergency resources with the city, mutual aid partners, the private sector and other sources within their respective zones
- Provide situation awareness documents at least daily to the county RCECC
- Maintain communications capability with regional partners and the RCECC
- Proclaim a state of emergency for the impacted jurisdiction and within the cities authorities
- Participate in coordination of resource management and regional decision making

Incident Commander may:
- Direct first responders at the incident site
- Use the Incident Command System and may form a unified command
- Seek resources from mutual aid partners or the most local government organization able to assist
- Maintain communications with the local EOC or the RCECC as is most appropriate
- Request activation of an EOC or the RCECC as needed to support the response
- Establish resource staging areas and communicate location of same to the EOC or RCECC as appropriate

RCECC Leadership will:
- Request staffing for the RCECC and direct same
- Ensure the King County Executive is briefed on the situation; decisions needed, and expected future events
- Make recommendations to the King County Executive
- Prepare proclamations for the executive
- Act as liaison to regional partners
- Ensure ICS and CEMP are implemented
- Review all documents generated in the RCECC prior to distribution

Applicant Agent will:
- Be assigned by the tribal nation, city, utility or other special purpose district, or county as the representative of the jurisdiction
- Act on behalf of the jurisdiction for recovery activity
- Attend the Applicant Agent briefing on behalf of the jurisdiction
- Prepare any and all paperwork required to obtain or retain federal and state recovery support

Volunteers will:
- Register with the King County Office of Emergency Management or their tribal/city counterpart
- Act under the direction of a staff member of the public entity for which they are registered
- Operate under a state mission number
- Obtain training for their emergency assignment
- Only operate in an assignment for which the volunteer has training

Private Non-profit Organizations may:
- Coordinate activity with public entities through the RCECC or the most appropriate EOC
- Participate in recovery as either a public (like) or private entity as they may be defined

VI.   Authorities and References

PL 93-288/42 USC 5121Stafford Act (updated 2013): http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended
"It is the intent of the Congress, by this Act, to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from such disasters…."

PL 99-499 Superfund Amendments and Reauthorization Act - SARA Title III - Community Right to Know Act (1986): http://www.epw.senate.gov/sara.pdf
Summary: The act establishes state and local planning bodies that include a wide range of disciplines and includes businesses and private citizens. The act further establishes a process for reporting the emergency release of hazardous materials, report of qualifying quantities of chemical inventories, testing and training to response plans, and access to information on all elements of the covered items by the public.

PL 110-325 - Title 42 Chapter 126Americans with Disabilities Act -ADA (1990) as amended: http://www.ada.gov/pubs/ada.htm
"No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." The act has been extended to consider delivery of public services and access to locations and information.

National Incident Management System (updated 2013): http://www.fema.gov/national-incident-management-system
"The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient nation."

Presidential (Policy) Decision Directive 5 (2003) as amended:
http://www.fas.org/irp/offdocs/nspd/hspd-5.html
Summary: The purpose of this PDD is "to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system." The key elements that are provided by this Presidential Decision Directive include: policy provisions, tasking provisions and amendments to previous Presidential Decision Directives.

Presidential (Policy) Decision Directive 8 (2011) as amended: http://www.dhs.gov/presidential-policy-directive-8-national-preparedness
"This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while this directive is intended to galvanize action by the Federal Government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness."

PL 104-321 National Emergency Management Assistance Compact (1996) as amended:
https://bulk.resource.org/gpo.gov/laws/104/publ321.104.pdf
''The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency disaster that is duly proclaimed by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.''

RCW 38.52 Emergency Management (1986) as amended:
http://apps.leg.wa.gov/rcw/default.aspx?cite=38.52&full=true
State military department to administer emergency management program — Local organizations authorized to change name. The department shall administer the comprehensive emergency management program of the state of Washington as provided for in this chapter.

Summary: This RCW covers emergency management, volunteer management, search and rescue, mine rescue, planning for such occurrences, powers of the governor, requirements of local programs, mutual aid, impressments of citizenry, and claims posted by registered volunteers.

RCW 38.56 Intrastate Mutual Aid (2011) as amended:
http://apps.leg.wa.gov/rcw/default.aspx?cite=38.56&full=true
"The intrastate mutual aid system is established to provide for mutual assistance in an emergency among political subdivisions and federally recognized Indian tribes that choose to participate as member jurisdictions."

WAC 118-04 Emergency Worker Program (1993) as amended:
http://apps.leg.wa.gov/wac/default.aspx?cite=118-04
"The purpose of this chapter is to adopt rules pertaining to the use, classes, scope, conditions of duty and training of emergency workers and compensation of emergency workers' claims. The intent of these rules is to clearly delineate the responsibilities of authorized officials and emergency workers before, during, and after emergencies, disasters, and other specific missions."

WAC 118-30 Local Emergency Management Services Organizations, Plans, and Programs (1986) as amended: http://apps.leg.wa.gov/wac/default.aspx?cite=118-30&full=true
This administrative code is currently under review for timely revisions to current standards.
"The purpose of this chapter is to establish criteria for evaluating local emergency management/services organizations, plans and programs to ensure consistency with the state comprehensive emergency management plan and program."

Summary: Includes provision for local ordinances establishing emergency management obligations, contents and format of the local emergency plan, establishment of program papers, and review periods for the local program.

WAC 118-40 Hazardous Chemical Emergency Response Planning and Community Right to Know Reporting (1988) as amended: http://apps.leg.wa.gov/wac/default.aspx?cite=118-40&full=true
Emergency Planning and Community Right to Know Act (EPCRA) establishes requirements for federal, state, and local governments, and industry regarding emergency response planning and community right-to-know on hazardous chemicals.

The emergency planning provisions of EPCRA (Sections 301-305) are designed to develop state and local government hazardous chemical emergency preparedness and response capabilities through better coordination and planning, especially at the local level.

Other community right-to-know provisions of EPCRA require the owners and/or operators of facilities to provide information about the nature, quantity, and location of reportable chemicals manufactured, processed, stored, or used at their facility sites. The purpose of these provisions is to increase public knowledge of the presence of hazardous chemicals in communities and to better prepare for potential emergencies.

King County Omnibus Legal and Financial Agreement (2006) as amended:
Summary: The Omnibus Legal and Financial Agreement is a mutual aid document that includes resource sharing perimeters for the public, tribal, non-governmental, and private sector partners that are signatory to the document. *The document is currently under review.*

King County Code 2.56 Emergency Management (updated 2013):
http://www.kingcounty.gov/council/legislation/kc_code/05_Title_2.aspx
Purpose: "Because of the existing and increasing possibility of emergencies which exceed local resources, in order to ensure that the preparations of King County are adequate to deal with such emergencies, to ensure adequate support for search and rescue operations, to manage recovery from such emergencies, to generally protect the public peace, health and safety, and to preserve the lives and property of the people of the county….."

King County Code 12.52 Emergency Powers (1996) as amended:
http://www.kingcounty.gov/council/legislation/kc_code/15_Title_12.aspx
Summary: This county code provides a list of emergency authorities granted to the executive when an emergency has impacted county government or the citizens of the county.

King County Continuity of Operations Plan (March 2013) – The Continuity of Operations Plan for county government is intended to support the continuation of essential governmental services during an emergency. The current version of the county COOP was drafted in accordance with Continuity Guidance Circular 1 (January 2009) and Continuity Guidance Circular 2 (July 22, 2010).
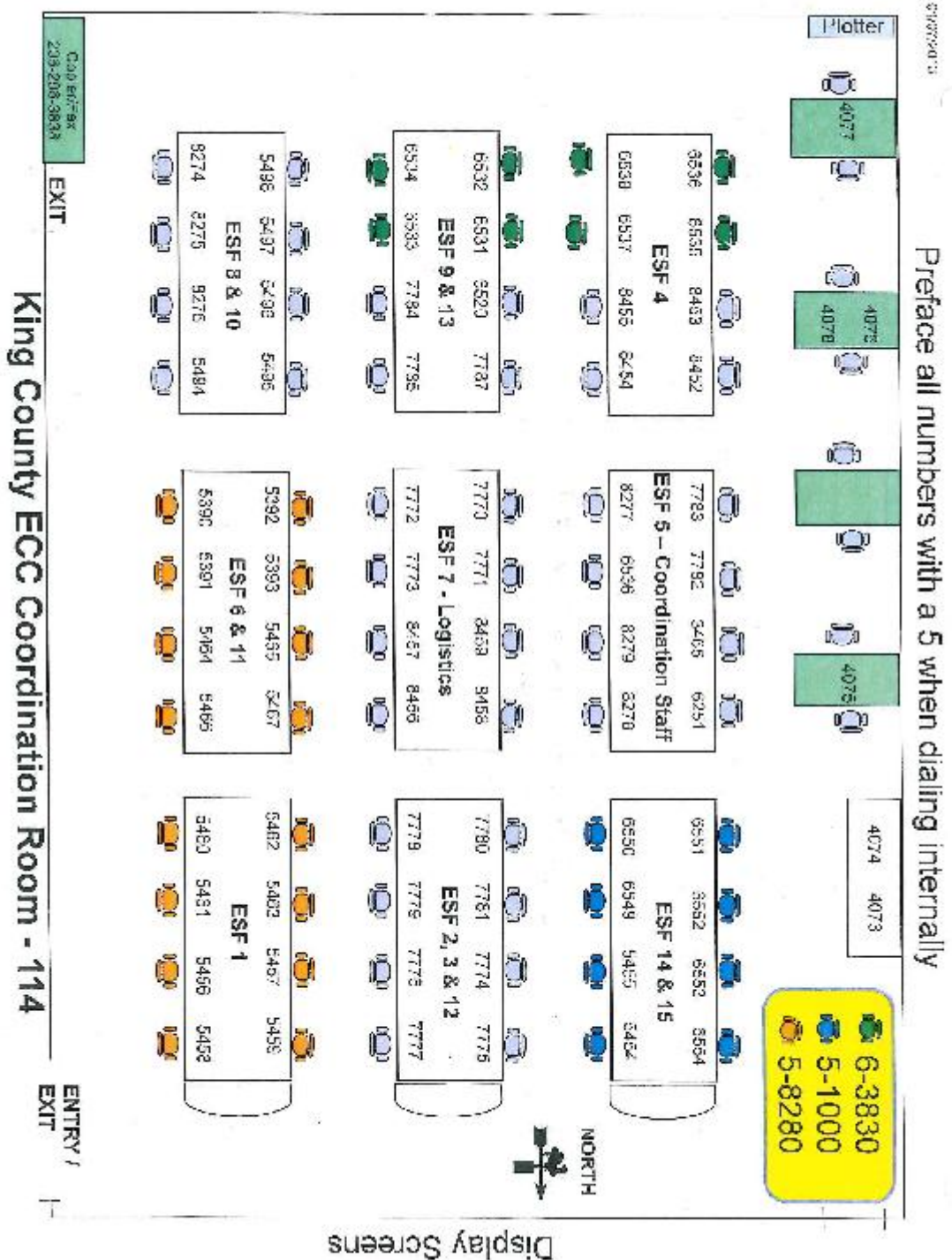
Agency Approval _____ Date Approved _____

Figure 2: RCECC Layout diagram

King County Emergency Coordination Center Planning Clock

A SHIFT (Daytime Operations)

Clock Hour / Shift Hour	Event
7A / 0	**24 Hour Plan STARTS** / **Situation Briefing (Form 201) or IAP**
9A / +2	Region VI Jurisdictional Call / Local SnapShot due to KCECC
	Regional SnapShot Published
11A / +4	State Conference Call
	Local SnapShot due to KCECC
1P / +6	Regional SnapShot Published
3P / +8	Regional Objectives Conference Call / Local SnapShot due to KCECC
	Regional SnapShot Published
5P / +10	
	Local SITREP due to KCECC
7P / +12	Shift Change Briefing Situation Report Published

B SHIFT (Nighttime Operations)

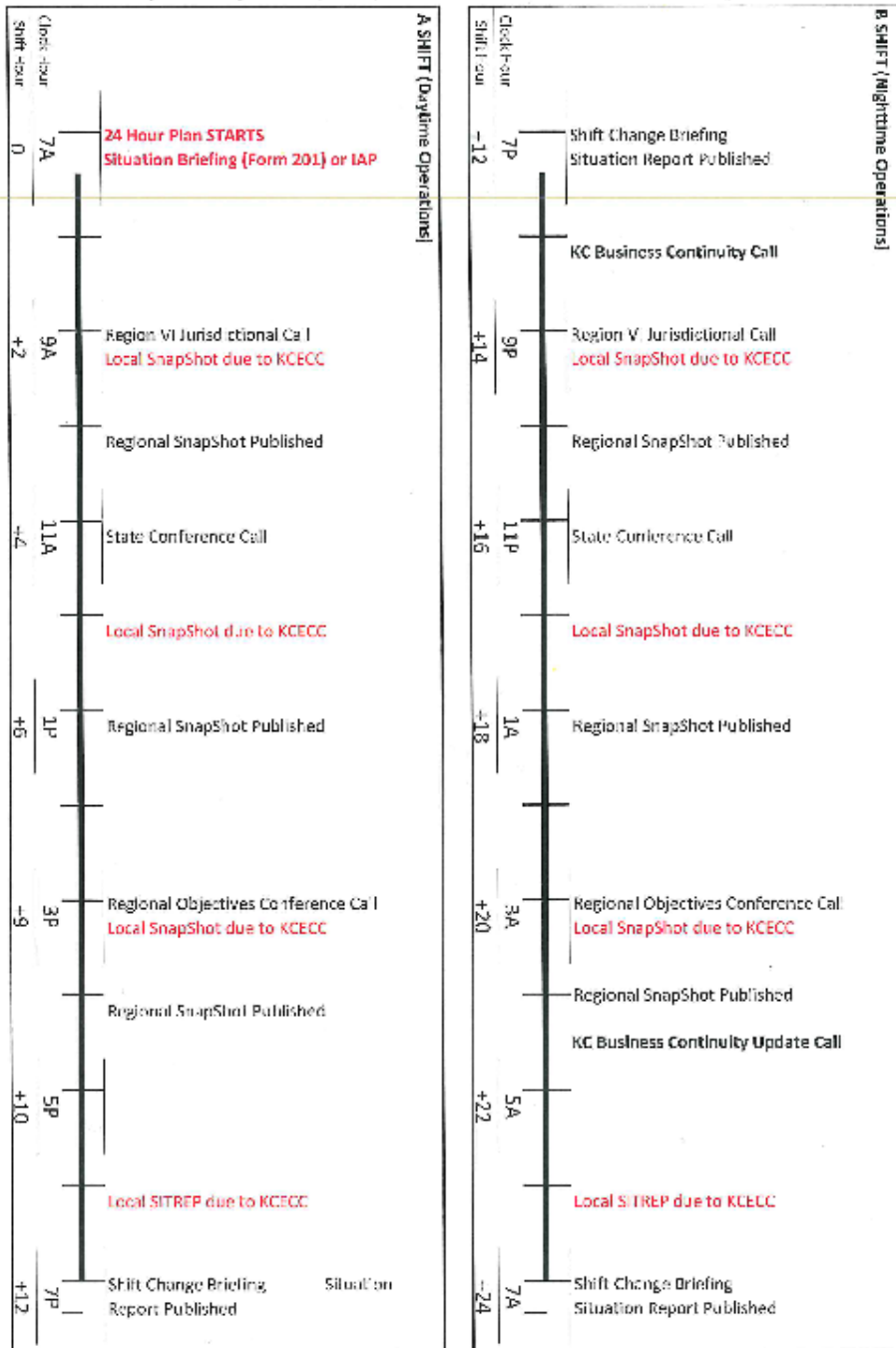| Clock Hour / Shift Hour	Event
7P / -12	Shift Change Briefing / Situation Report Published
	KC Business Continuity Call
9P / +14	Region V Jurisdictional Call / Local SnapShot due to KCECC
	Regional SnapShot Published
11P / +16	State Conference Call
	Local SnapShot due to KCECC
1A / +18	Regional SnapShot Published
3A / +20	Regional Objectives Conference Call / Local SnapShot due to KCECC
	Regional SnapShot Published
	KC Business Continuity Update Call
5A / +22	
	Local SITREP due to KCECC
7A / -24	Shift Change Briefing / Situation Report Published

12 Hour Operational Periods

Figure 3: RCECC Planning Clock