Multi-Jurisdictional

Comprehensive Emergency Management Program (CEMP) 2014

... an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from emergencies or disasters that threaten life, property, economy, and the environment ...
The Yakima Valley Office of Emergency Management (YVOEM) ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The OEM will review and exercise elements of the CEMP annually and submit an updated plan to Washington State Emergency Management Division (EMD) every four years.
Basic Program (Plan)

This Plan describes the basic strategies, assumptions and mechanisms through which the jurisdictions (government and private) within Yakima County should mobilize resources and conduct activities to guide and support local emergency management efforts.
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Yakima County, Washington

Basic Program (Plan)

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Basic Program (Plan)

Part One: Mission
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Mission

It is the mission of government jurisdictions of Yakima County in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from natural and technological emergencies and disasters.

I. Purpose, Goals, and Definitions

A. Purpose

1. This plan describes basic strategies, assumptions and mechanisms through which departments/agencies within government jurisdictions will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided under Emergency Support Functions. These functions serve as the primary mechanism through which assistance is managed in an effective area.

2. This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from emergencies or disasters that threaten life, property, economy, and the environment within Yakima County boundaries by:

   a) Identifying major natural and technological hazard threats to life, property, economy, and/or the environment that are known or thought to exist.

   b) Assigning emergency management responsibilities and tasks.

   c) Describing predetermined actions (responsibilities, tasks) to be taken by department/agencies, cities and towns, and other cooperating organizations and institutions, to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.

   d) Providing for effective assignment and utilization of government employees.

   e) Documenting the current capabilities and existing resources of departments/agencies, cities and towns, and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.
Basic Plan—Part One: Mission

f) Providing for the continuity of government during and after an emergency or disaster.

g) Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, state and federal agencies.

h) Providing for an emergency planning team comprised of representatives from all departments as identified and utilized through this plan development for: continuing review and revision of the plan; exercise planning and evaluation; reviewing and offering recommendations on emergency management initiatives.

3. In further carrying out the mission, the purpose of the Yakima County Comprehensive Emergency Management Program (CEMP) is to provide government, associated agencies and volunteer organizations guidance for the following:

a) Mitigation, preparedness, response and recovery policy and procedures.

b) Disaster and emergency responsibilities.

c) Emergency management training and public education activities.

4. This plan is strategic and “responsibility oriented”, and addresses:

a) Coordinated county-wide evacuation, shelter, and post-disaster response and recovery.

b) Rapid deployment and pre-deployment of resources.

c) Communication and warning systems.

d) Annual exercises to determine the ability to respond to emergencies.

e) Clearly defined responsibilities for departments/agencies, cities and towns, associated agencies and volunteer organizations through a “functional” approach to planning and operations.

B. Goals

1. Develop citizen self-sufficiency.

2. Develop first responder capabilities.

3. To have a plan (framework, strategy) that will guide organizational behavior (response) during major emergency(ies) or disaster(s).
C. Definitions

1. The term “emergency” as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

2. “Disaster” means the situation requires all available local government resources and/or augmentation, and is beyond the capabilities of the county or city(ies). A state of “emergency” can be proclaimed by a chief elected official.

II. Authorities, Guidance Documents, Mutual Aid Agreements

A. Authorities

1. Federal
   c) P.L. 99-499, Title III, Emergency Planning and Community Right-to-Know (EPCRA), October 17, 1986.

2. State
   Revised Code of Washington (RCW) 38.52 and 39.34.

3. Local
   b) Amendment to Agreement for Yakima County Department of Emergency Services, March 12, 1987 and effective, January 1, 1988. Changes name to Yakima Valley Office of Emergency Management

B. Guidance Documents


2. WA State Supplement to CPG-101
Basic Plan—Part One: Mission

C. Agreements and Understandings

1. Intrastate Mutual Aid for Emergencies and Disasters in Yakima County


III. Situations

A. Hazard Analysis

1. The Yakima County Threat/Hazard Identification and Risk Assessment (published separately) provides details on local hazards to include type, effects, risk, capabilities, and other related data. See Attachment D.

2. Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:
   a) Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.
   b) Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.
   c) Threats or human-caused incidents are those resulting from the intentional actions of an adversary, such as a civil disturbance, school/workplace violence or terrorist acts.

   NOTE: A list of facilities that use, produce, store extremely hazardous substances and hazardous materials are on file at the Yakima Valley Office of Emergency Management.

3. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72 hour delay for emergency response services.

B. Situations Requiring the Activation of the CEMP

1. Columbia Generating Station (Fixed Nuclear Facility) Emergency

2. Bureau of Reclamation Dam Failures

3. Earthquake magnitude of 6.0 or greater in the Yakima Valley

4. Volcanic eruption
Basic Plan—Part One: Mission

5. Weather-related events i.e., major flood, major winter storms
6. Major fires as defined in Yakima County Fire Plan
7. HM incidents that require coordination of multiple departments/agencies/organizations

IV. Assumptions

A. Governmental officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the Comprehensive Emergency Management Program is implemented.

B. General Conditions. When a community experiences an emergency or disaster, its surviving citizens fall into three broad categories: (1) those directly affected through personal or family injury or property damage; (2) those indirectly affected by an interruption of the supply of basic needs; and (3) those that are not personally impacted. These guidelines were designed to promote citizen self-confidence and independence in the face of an emergency or disaster. Following these guidelines will allow the emergency organization within the county to concentrate first on helping those citizens directly affected by an event.

C. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.

D. Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this plan.

V. Limitations

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

B. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

NOTE: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparation, response and recovery.

NOTE: The inability of departments/agencies, cities and towns to carry out their responsibilities as indicated in both Basic Plan and Emergency Support Services due to lack of staff and funding may lower the “emergency declaration threshold.”
VI. Policies

A. General Policy. It is the policy of Yakima County government jurisdictions to cooperate with and support each other in disaster and emergency mitigation, preparedness, response and recovery efforts.

B. Citizen Preparedness Policy. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of Yakima County government jurisdictions that citizens are encouraged to be self-sufficient for at least three days should an emergency or disaster occur.

C. Nondiscrimination. It is the policy of Yakima County government jurisdictions that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State Agreement for Major Disaster Recovery will be carried out in accordance with Title 44, CFR, Section 205.16.-- Nondiscrimination. Federal Disaster Assistance is conditional on full compliance with this rule.
Basic Program (Plan)

Part Two: Organization and Responsibilities
Basic Plan—Part Two: Organization and Responsibilities

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Preface

To provide for the effective utilization of resources within or from outside these jurisdictions to minimize the effects of disaster and to request assistance as needed through established Emergency Services channels, county to state, to federal.

I. Organization

A. Emergency Services Council (ESC)

1. In accordance with R.C.W. 38.52.070, the Yakima County Emergency Services Council shall consist of the County Commissioners and the Mayors of each participating incorporated city and town.

2. The ESC shall perform duties imposed by statute upon executive heads of emergency service departments. It shall review and recommend for adoption emergency services and mutual aid plans and agreements and such resolutions and rules and regulations as are necessary to implement such plans and agreements.

3. The Director shall be selected by a majority vote of the ESC. The Director of the Office of Emergency Management shall be responsible for the coordination and development of overall emergency services planning and regular training exercises. The OEM Director shall report activities to the ESC.

4. Subject to the direction of the ESC, the Director is hereby empowered and directed:
   
   a) To provide an emergency services operating plan for Yakima County and its participating cities and towns, conforming to the state emergency services plan and program.

   b) To coordinate the effort of the emergency services organization for the accomplishment of the purposes of this resolution.

   c) To direct coordination and cooperation between divisions, services and staff of the joint emergency services jurisdiction.

   d) To present the emergency services organizations of these cities in dealings with public or private agencies pertaining to emergency services and disaster.

   e) In the event of a disaster, the Director shall be empowered:

   (1) To coordinate matters reasonably related to the protection of life and property as affected by such disaster.
Basic Plan—Part Two: Organization and Responsibilities

(2) To obtain vital supplies, equipment and such other properties found to be lacking and needed for the protection of the life and property of the people, and bind the participating members thereof and if required immediately, to commandeer the same for public use.

(3) To execute the special powers conferred upon him by this agreement or by resolution adopted pursuant thereto, by powers conferred upon him by statute, or by agreement approved by the ESC or other lawful authorities.

(4) To request necessary personnel or material of any county, city or town department or agency. Officers and employees of these counties, cities, and towns with those volunteer forces enrolls to aid them during a disaster, and groups, organizations and persons who may by agreement or operation of law charged with duties, incident to the protection of life and property in these counties, cities, and towns during disaster, shall constitute the emergency services organization of the counties, cities and towns.

f. The Yakima Valley Office of Emergency Management shall provide service, equipment, and personnel to participating political subdivisions to assist them in effecting emergency operational plans and programs, to include the following:

(1) To provide an emergency services organization to coordinate operational activities and to minimize death, injury and damages for periods before, during and after a natural disaster or man-caused disaster.

(2) To coordinate local emergency services planning with the federal government, State of Washington, neighboring counties, military organizations and other support agencies.

(3) To provide for the effective utilization of resources within or from outside these jurisdictions to minimize the effects of disaster and to request assistance as needed through established Emergency Services channels, county to state, to federal.

(4) To recruit, register and identify personnel and to seek compensation coverage for volunteers who suffer injury or equipment loss as a result of Emergency Services duty.

(5) To establish and maintain training and public information programs.

(6) To identify protection for the population against known hazards.

(7) To provide emergency disaster control and coordination through the OEM office.
(8) To develop a system for warning the general public, and to provide for information and guidance to the general public.

(9) To provide support for search and rescue operations.

B. *Emergency Organization*

1. The Primary/Support Matrices (see Basic Plan, Attachment A.) reflects the organizational structure of the Yakima County emergency management network and indicates the various activities which can support emergency operations.

2. The Community Emergency Management System/National Incident Management System (CEMS/NIMS) reflects the implementation of this plan. (see Section 4, Response)

3. This plan establishes the emergency management organization within the county. Employees of county and local governments are part of the emergency organization. Work assignments in an emergency situation shall be documented. Departments/agencies will submit documentation as to staffing allocation, equipment distribution, and other emergency related needs as requested by the OEM Director.

4. Jurisdictions. Reference: D. Specific Responsibilities for Yakima County Jurisdictions

5. *Emergency Coordination Centers*

   **Operational Area Emergency Operations Center (OAEOC)**
   Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18<sup>th</sup> St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

   **Emergency Coordination Center (ECC)**
   Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

   **Department Operations Center (DOC)**
   Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.
Basic Plan—Part Two: Organization and Responsibilities

6. Incident Management System

This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS and the National Incident Management System (NIMS) which requires the integration of incident management into the emergency response structure.

II. Responsibilities

Responsibilities described in this section are shared jointly by county and municipal governmental entities, unless specifically assigned to a jurisdiction. Specific responsibilities of municipal/governmental departments/agencies and organizations covered by and incorporated in this plan are listed in the respective Emergency Support Functions (ESFs), tabs and other attachments to this plan.

A. General Preparedness Responsibilities. It is the policy of government that the head of each municipality (city/town government) is responsible for the following:

1. Establish policy and procedures for the municipality’s chain of command and succession of authority.

2. Designate primary and alternate locations from which to establish direction and control of departmental activities during a disaster.

3. Identify and obtain necessary equipment and supplies which may be needed to carry out the municipality’s activities.

4. Identify what information is needed to manage the municipality’s activities and how it will be gathered, stored, and accessed.

5. Decide how management of the municipality relates to the appropriate Emergency Coordination Center (ECC), and who should report to ECC headquarters should an emergency or disaster occur.

6. Appoint a liaison to work with the OEM in the development and maintenance of this plan.

7. Establish policy for 24-hour contact to activate department/agency responsibilities.

8. Make staff available, when requested by the OEM, for appropriate training and emergency assignments, such as ECC activities, damage assessment, and liaison with other agencies and organizations. Costs for these activities shall be the responsibility of the respective municipality jurisdiction.

9. Establish policy and procedures for the identification and preservation of essential municipal records.
Basic Plan—Part Two: Organization and Responsibilities

10. Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.

11. Keep an updated inventory of key municipal personnel, facilities and equipment resources.

B. **General Response Responsibilities.** Upon the occurrence of an emergency or disaster, each municipality is responsible for the following:

1. Assessing the impact of the event on municipal personnel, its citizens, businesses, facilities, equipment and capabilities.

2. Reporting assessment information through the respective municipality’s chain of command to the local ECC, on a continuing basis, as appropriate.

3. Maintaining records of costs, expenditures, overtime, repairs and other disaster related expenditures.

C. **Managing Disaster Operations.** Municipal management should utilize the following guidance as a basis for an action checklist:

1. Report to the pre-designated site to manage department/agency operations.

2. Ascertain what happened, what can be done about it and what is needed.

3. Make contact with the local ECC and report information.

4. Take appropriate actions consistent with the municipality’s capabilities.

5. Keep informed and keep the ECC informed.

6. Keep good records, document actions, costs, overtime, etc.

D. **Specific Responsibilities for Yakima County Jurisdictions**

1. **Office of Emergency Management**

   a) Provide coordination among local, state, federal, private and volunteer organizations.

   b) Maintain liaison with neighboring jurisdictions.

   c) Disseminate emergency alerts and warnings to key officials, departments/agencies and the public.
Basic Plan—Part Two: Organization and Responsibilities

c) Disseminate emergency information and instructions.

d) Coordinate requests for emergency assistance.

2. Board of Commissioners and Mayors

   a) Provide overall direction and control

   b) Proclaim a “state of emergency”, when necessary

   c) Request state and federal assistance through the OAEOC.

   d) Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.

   e) Ensure municipal government continues to function administratively and make administrative policy decisions.

   f) Appropriate funds to meet disaster expenditure needs.

   g) Extend or terminate emergency/disaster declarations.

3. WSU Extension

   a) Provide information concerning adverse effects on domestic animals milk products and/or food produce.

   b) Coordinate with the OAEOC tasks as identified under B.5.a.

4. Department of Emergency Medical Services (EMS)

   a) Ensure basic and advanced life support systems are organized and coordinated to provide prompt and continuous emergency medical care to disaster victims.
b) Assess county-wide EMS needs and make logistical recommendations.

c) Provide liaison from the OAEOC with hospitals and out-of-hospital care providers.

5. Yakima Health District

a) Coordinate emergency health support and control of communicable diseases.

b) Coordinate emergency sanitation support.

c) Monitor and assure sanitation of food and food preparation at the point of consumption.

d) Monitor and assure safe drinking water supply.

e) Coordinate the collection of vital statistics relative to births and deaths.

f) Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.

g) Provide information for the public regarding food contamination, proper handling, distribution, conservation and safe drinking water.

h) Monitor food preparation at point of consumption and emergency water supplies for compliance with applicable standards.

6. Human Resources

a) Coordinate with public and private sector for maintaining resources information.

b) Develop and maintain specific resource lists as required.

c) Register emergency workers (other than employees of the county, cities or towns) under RCW 38.52 and WAC 118-04.

d) Recruit and hire additional human resources which may be needed in an emergency or disaster.

7. Planning

a) Provide information on the affects of disasters on “critical areas”.

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2014
b) Participate in the damage inspection process.

c) Participate in the damage assessment process. i.e., PDA Teams

8. Yakima County Public Services and Local Public Works

a) Provide debris clearance, emergency protective measures, emergency and temporary repairs, and/or construction.

b) Provide light and heavy construction, and emergency equipment and supplies.

c) Provide damage assessments and inspections of government buildings, roads, bridges and facilities for public safety concerns, and compilations of damage totals.

d) Provide for emergency restoration of government facilities.

e) Provide traffic control signs and barricades for road closures and detours, and provide operational control of traffic signals and flashers under local jurisdiction.

f) Provide support and coordination for emergency transportation planning.

g) Provide personnel to the OAEOC/jurisdiction ECC when requested.

h) Assessment of damages to transportation routes and, identifying and coordinating emergency transportation routes into the jurisdiction.

i) Provide traffic control signs and barricades, and operational control of traffic signals and flashers.

j) Assist with identification of evacuation routes.

k) Provide information to the OAEOC/jurisdiction ECC on government facility evacuations and personnel safety.

l) Maintain liaison with water purveyors and support efforts in preparedness and response to water shortage emergencies.
8. Yakima Transit

When transportation is needed within county/municipal governmental, non-governmental organizations and private sector jurisdictions, that jurisdiction takes the lead role for services unless otherwise decided by the jurisdiction head. When the jurisdiction is assisting within another jurisdiction they take action as directed or needed. Yakima Transit will:

a) Provide buses, ADA transportation services, and other mass transportation vehicles as necessary for evacuation purposes or as otherwise determined by the jurisdiction head.

b) Provide drivers to operate the buses, ADA vehicles, or any other transit vehicle used in providing the service.

c) Assist in evacuating individuals to a predetermined location or a location as determined by the person in charge of the operation.

d) Set aside a specified number of vehicles for any related event, which shall consist of emergency contingency vehicles and some spare vehicles (depending on the event and the event’s location).

9. Law Enforcement

a) Yakima County Sheriff’s Office

(1) Provide law enforcement services and emergency traffic control.

(2) Provide representation in the OAEOC to coordinate law enforcement

(3) Provide security to the OAEOC during disaster operations

(4) Assist in the removal of stalled vehicles and equipment from evacuation routes.

(5) Assist in the identification of evacuation routes.

(6) Provide on-scene security to support hazardous materials spills and releases.
Basic Plan—Part Two: Organization and Responsibilities

(7) Assist with notification of citizens to evacuate

a) **Municipal Police Departments**

(1) Provide law enforcement services and emergency traffic control

(2) Provide representation in the jurisdiction ECC to coordinate law enforcement

(3) Provide security to the jurisdiction ECC during disaster operations

(4) Assist in the removal of stalled vehicles and equipment from evacuation routes.

(5) Assist in the identification of evacuation routes.

(6) Provide on-scene security to support hazardous materials spills and releases.

(7) Assist with notification of citizens to evacuate

10. **Coroner**

a) Provide for the identification, storage and disposition of the deceased.

b) Provide notification to local agencies of the locations of any temporary morgues.

c) Coordinate transportation of the deceased to these sites in coordination with the OAEOC.

11. **Finance**

a) Responsible for emergency financial planning, management of revenues and expenditures, preparation of financial reports, and other related fiscal operations. Also assists in the allocation of funds for the procurement of emergency resources.

b) Authorize emergency procurement and purchase of emergency supplies and equipment
12. **Tax Assessor**

Assist with damage assessment.

13. **Prosecuting Attorney/ Legal Counsel**

   a) Provide legal counsel when needed by the OAEOC/jurisdiction ECC during an emergency or disaster.

   b) Draft and/or review proclamations, emergency ordinances, and other legal documents and provide legal services, as required.

   c) Maintain legal information, records and reports relative to the emergency.

14. **Purchasing**

Establish a system for the coordination and acquisition of supplies, equipment, and services in support of emergency response efforts.

15. **Technology Services**

   a) Determine need for computer services, identifies resources and coordinate procurement an deployment.

   b) Insure computer systems capabilities during an activation of the OAEOC/jurisdiction ECC, to include email, internet, etc.

16. **Geographic Information Services (GIS)**

   a) Determine and establish GIS production priorities.

   b) Converts requests into GIS products quickly and effectively.

   c) Locate and secure needed database information to support production goal.

   d) Operate specialized GIS production equipment.
17. **Hospitals/Clinics—Public and Private**
   (Yakima Regional, Yakima Memorial, Toppenish Community, Sunnyside Community, Central Washington Podiatry)
   
a) Provide medical care.

b) Re-supply field units with consumable medical supplies, as requested.

c) Provide assessments of facility capabilities and damages to the OAEOC/jurisdiction ECC.

d) Mobilize staff to provide teams to respond to field treatment and triage sites, as requested.

18. **Private Ambulance Providers**

Provide emergency medical transportation resources.

19. **Fire Services (Fire Protection Districts/City Departments)**

a) Act as lead agency in the provision of fire suppression and control, and immediate life safety services within their respective fire protection jurisdiction, and support other fire protection agencies if they are signatories to a mutual aid agreement.

b) Conduct light duty rescue operations.

c) Maintain inventories of firefighting staffing and equipment.

d) Provide initial and continuing situation assessment information of major incidents to the OAEOC/jurisdiction ECC.

e) Assist with notification of citizens to evacuate.
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f) Provide technical information relative to the decision to evacuate or shelter-in-place.

g) Respond to hazardous materials spills and releases not occurring on state highways and perform initial identification and containment activities.

20. Yakima County Operational Point for 9-1-1

a) Primary warning point for Yakima County area for the NAWAS system.

b) Operational point for the EAS.

c) Maintain coordination with telephone service providers and assist with the coordination of the restoration of 9-1-1 services.

21. Public Safety Dispatch Centers

a) Assist with the warning and emergency information dissemination to emergency services agencies.

b) Provide primary emergency communications

c) Coordinate and assist with restoration of emergency communication systems.

22. Yakima Valley Chapter of the American Red Cross

a) Provide shelter to evacuees.

b) Identify and provide referral services as to who is in what shelter.

c) Provide information to the OAEOC/jurisdiction ECC on the provision and coordination of emergency service function for feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families and individuals.
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d) Primary provider and coordinator of emergency service function of feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families.

e) Provide mobile canteen service to both victims and emergency services workers.

f) Provide supplementary medical, nursing aid and other health services upon request and within capabilities.

g) Establish procedures whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate family.

h) Assist with the notification of next of kin at the request of the Coroner

23. School Districts—Public and Private; Higher Education Institutions

Protective measures requested:

a) Provide buses and drivers in support of evacuation; based on availability and within capabilities.

b) Provide facilities for shelter and feeding; based on availability and within capabilities.

c) Consider facilities for use as equipment staging area; temporary campground for the displaced or for personnel staging; and, temporary aid station; based on availability and within capabilities.


a) Identify possible locations within the county for emergency animal shelters and confinement areas.
b) Maintain list of local resources of food and water for sheltered and confined animals.

c) Maintain list of local transportation resources.

d) Provide identification and documentation of injuries and deaths of animals rescued and sheltered as a result of the disaster.

25. **Congregate Care Facilities— Department of Social and Health Services Licensed and Certified Long-Term Care Providers**

   - Adult Family Homes; Nursing Homes; Immediate Care Facilities; Assisted Living Facilities, Hospice

   ![Congregate Care Facilities](image)

   Provide assistance in mass care, shelter and feeding, as appropriate, to other facilities

26. **Heartlinks Hospice & Palliative Care**

   Staff (Registered Nurses, Physicians, Social Workers, Chaplains, Aides) available to assist, as requested.

27. **Yakima Urology Surgery Center**

   Staff (Registered Nurses, Physicians, Surgical Technicians, Radiology Technicians) available to assist, as requested.

28. **Central Washington State Fair /Yakima Valley SunDome**

   a) Provide facilities for shelter and feeding; based on availability and within capabilities.
b) Consider parking area for use as equipment staging area; temporary campground for the displaced or for personnel staging; and, temporary aid station; based on availability and within capabilities.

29. **Central Washington Comprehensive Mental Health**

Provide counseling and referral services.

30. **People for People, Operating the Greater Columbia 2-1-1 (GC 2-1-1) Information and Referral Center and Transportation Services**

a) Greater Columbia 211 would be available to distribute emergency information (transportation, food, shelter, health care, or any other relevant and appropriate social service) that could be provided by OAEOC during incidents.

b) People for People transportation sources, may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the OAEOC.

31. **Volunteer Organizations**

a) **Amateur Radio**

(1) Assist with the warning and Emergency information dissemination.

(2) Provide communication support.

(3) Within capabilities, provide emergency radio communication links between the OAEOC/jurisdiction ECC and shelters.
b) **Churches, Civic Groups**

Provide assistance in mass care, shelter and feeding, as appropriate.

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E. Specific Responsibilities—Washington State

Washington State

1. Washington State Department of Agriculture (WSDA)

   a) Assist in coordination, through the state EOC Executive Section and the federal Food and Drug Administration (FDA), interstate and international food safety activities, as appropriate.

   b) Checks foods, including milk products, feeds, and other commodities for injurious contamination in processing and distribution areas.

   c) Provides inspection services following a disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.

   d) Provides current information on the disposal of contaminated crops and dead livestock.

   e) Protects the public from consuming adulterated food through the implementation of food control measures in coordination with other agencies and local jurisdictions.

   f) Coordinates with other government agencies and private organizations in combating farm animal disease in the recovery period.

   g) Provides current information for potentially affected areas in farms, food crops, food processors and distributors, and other agricultural data under the department’s authority. Provides pesticide disposal services as part of disaster recovery.

   h) Provides support by sending staff to affected jurisdiction(s) ECC, the affected facility, and at the scene to implement appropriate protective actions, if needed.

2. Washington State Department of Ecology (Wa ECY)

   a) Serves as the lead agency for emergency environmental pollution response and cause investigation.
b) Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.

c) Coordinates and manages the overall state effort to detect, identify contain, clean up, and dispose of or minimize releases of oil or hazardous materials.

d) Serves as a member of the Preliminary Damage Assessment (PDA) Team to provide damage assessments on the following:
   --Dikes, levees, dams, drainage channels, and irrigation works.
   --Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems, and dam systems.

e) Debris removal from river channels and lakes.

f) Participates on PW Teams to conduct inspections of other state and local jurisdiction facilities damaged by an emergency or disaster.

g) Monitors state waters suspected of contamination due to an emergency or disaster.

h) Coordinates with, and assists the DOH and WSDA in developing and implementing procedures for sampling food crops, waterways, and other environmental media that may be contaminated.

i) Provides staff support to local jurisdictions or facilities, as necessary.

3. **Washington State Department of Fish and Wildlife**

a) Supplies water tank trucks and potable water at selected sites, as available.

b) Provides aerial reconnaissance of impacted areas.

c) Provides air transportation, upon request.

d) Assists local jurisdictions in the evacuation of individuals or property from an emergency or disaster area.

e) Makes recommendations for preventing and/or modifying of the public consumption of contaminated food from fisheries or wildlife habitats.
Basic Plan—Part Two: Organization and Responsibilities

4. **Washington State Department of Health (Wa DOH)**

   a) Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters to include describing the distribution levels and types of health impacts and effects on the continued ability to provide essential public health services.

   b) Assesses the threat of vector borne diseases.

   c) Assists in determining requirements for recovery into affected area(s).

   d) Mobilizes and deploys an assessment team to the affected area to assist in determining specific health and medical needs and priorities.

   e) Assists in establishing surveillance systems to monitor the general population and special high-risk groups, conducts field studies and investigations, and provides technical assistance on disease and injury control measures and precautions.

   f) Provides liaison with the federal Centers for Disease Control and Prevention, and other states and provincial health agencies, as potential sources of consultation and/or direct assistance.

   g) Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment, and medical supplies during an emergency or disaster.

   h) Provides assistance to local health departments, public and private health care institutions, and other local government agencies with identification, treatment, and control of communicable diseases and non-communicable disease risk, which threaten public health.

   i) Provides state laboratory services to support the detection, identification, and analysis of hazardous substances which may present a threat to public health.

   j) Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.
k) Provides consultation to support local health agencies in the maintenance of required potability and quality of domestic water supplies affected by the emergency or disaster.

l) Provides technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling, and disposal of solid waste and other refuse during an emergency or disaster.

m) Provides consultation to support local health agencies to assist in the identification, disease testing, and control of small animal, insect, and rodent populations that present potential and actual hazards to public health.

n) Provides technical basis for establishing and reducing food control and relocation areas.

o) Maintains food control measures in coordination with other participant agencies and local jurisdictions.

p) Certifies food as “safe for human consumption” for subsequent release by WSDA.

q) Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement, and disposition of the deceased.

r) Serves as lead agency in the state EOC for coordinating medical and public health services during emergency or disaster activities.

s) In support of local authorities, provides technological assessment, toxicological analysis, and radiological support services in emergencies or disasters.

t) Assists in assessing potable water, wastewater, and solid waste disposal issues.

u) Provides victim identification and mortuary services.

v) Provides supplemental assistance to local jurisdictions to identify and meet the health and medical needs of disaster victims.

w) Provides for the movement of seriously ill and injured patients from the impacted areas.
Basic Plan—Part Two: Organization and Responsibilities

5. **Washington State Department of Social and Health Services**

![Image of Washington State Department of Social and Health Services]

a) Lead state agency coordinating assistance to special needs populations statewide.

b) Provides relevant information to emergency management decision-makers.
   - Location and special needs of clients, including foster children, frail elderly, persons with disabilities and chronic diseases, and non-English speaking persons.
   - Licensed resident facilities and offices.

6. **Washington State Department of Labor and Industries**

![Image of Washington State Department of Labor and Industries]

a) Examines electrical installations, boilers, pressure vessels, manufactured housing, and work establishments to assure workplace safety compliance for all workers, including those involved in response and recovery activities.

b) Determines when a facility/industry is safe for occupancy and resumption of activity.

c) Provides state laboratory services and/or equipment to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.

7. **Washington State Military Department**

**Emergency Management Division (Wa EMD)**

![Image of Washington State Military Department Emergency Management Division]

a) Coordinates the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).

b) Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
Basic Plan—Part Two: Organization and Responsibilities

c) Coordinates state assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

d) Coordinates the provision of statewide search, rescue, and recovery assets to supplement the efforts of local jurisdictions.

e) State EMD coordinates operation of the State Emergency Operations Center.

National Guard (Wa NG)

Coordinates military support to civil authorities. Provides:

a) Limited air and land transportation of personnel and equipment

b) Assists local governments and the WSP by providing supplementary security forces to patrol damaged areas, establishes roadblocks, and directs traffic for the preservation of law and order

c) Coordinates with WSDOT to provide aerial reconnaissance and photographic missions, as requested and within capabilities.

d) Provides limited emergency medical assistance

e) Provides limited mass feeding.

f) Provides assistance for emergency traffic regulation, movement control.

8. Washington State Patrol (WSP)

a) Assists local authorities with local law enforcement operations and the evacuation of persons and property.

b) Coordinates and maintains liaison with the Departments of Corrections, Fish and Wildlife, Natural Resources, Military Department, Transportation, Liquor Control Board, Parks and Recreation Commission, and Utilities and Transportation Commission for use of their available personnel and equipment for augmentation and special assignments.
Basic Plan—Part Two: Organization and Responsibilities

c) Assists the state EOC in receipt and dissemination of warning information to state/local government.

d) Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.

e) Provides aerial reconnaissance photographic missions.

f) WSP coordinates State Fire Mobilization.

9. Washington State Department of Transportation (Wa DOT)

a) Coordinates with WSP for traffic control on appropriate state routes.

b) In coordination with WSP, provides available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the WaDOT’s resources are not put at risk.

c) Coordinates with WSP and local jurisdictions:

--Traffic control on the Washington State Transportation System to prevent entrance of unauthorized persons into controlled areas.

--Assists in promptly identifying and removing impediments to movement.

--Provides barricades, road signs, and highway rerouting information necessary to redirect traffic from relocation and food control areas, provided resources are available.

--Conducts aerial reconnaissance and photographic missions, as requested, provided resources are available.

--Manages overall effort for aerial search and rescue.

10. Region 8 Public Health

Provides relevant information to emergency management decision-makers:

a) Managing evacuation of hospitals, nursing homes, assisted living facilities, etc. and the off-site care for displaced residents.
b) Managing medical shelters.

F. Specific Responsibilities—Federal

1. Bureau of Reclamation (BOR)

![BOR Logo]

a) Coordinates activities of BOR dam response in Yakima County to include:
   --classifying emergency events into response levels
   --developing expected actions for each response level

b) Providing emergency analysis to the Operational Area EOC.

2. Supporting Responsibilities—Federal

![Federal Logos]

a) Federal Emergency Management Agency (FEMA)

(1) Helping Communities nationwide prepare for, respond to and recover from natural and manmade disasters

(2) Provides rapid, ready, clear and consistent access to disaster assistance to eligible individuals and communities.

b) Department of Homeland Security (DHS)

Communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.
Basic Plan—Part Two: Organization and Responsibilities

G. Yakima Training Center

Supports the Yakima County Comprehensive Emergency Management Program’s (CEMP) Mission:

1. It is the mission of government jurisdictions of Yakima County in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from natural and technological emergencies and disasters.

2. To carry out this mission, government jurisdictions’ goals are to develop citizen awareness and self-sufficiency, have procedures in an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

H. Yakama Nation

Supports the Yakima County Comprehensive Emergency Management Program’s (CEMP) Mission:

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Basic Program (Plan)

Part Three: Concept of Operations
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Preface

Jurisdictions should meet their responsibility for protecting life and property from the effects of emergency events by acting within the four phases of emergency management: Mitigation; Preparedness; Response; and, Recovery.

I. General

A. The primary objective for emergency management in Yakima County is to provide a coordinated effort from supporting county/city and non-governmental jurisdictions in the preparation for, response to, and relief from injury, damage and suffering resulting from either a localized or county-wide disaster.

B. The Yakima Valley Office of Emergency Management (YVOEM) is the focal point for emergency management within the county. However, emergency management responsibilities extend beyond this office, to county/city government departments/agencies, non-governmental, private, and ultimately, to each individual citizen.

C. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a county/city emergency may exist. It is then the responsibility of government to undertake comprehensive emergency management activities. Local government has the responsibility for emergency management activities.

D. As the emergency exceeds local government capabilities, the YVOEM will request assistance from mutual aid jurisdictions and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

E. In addition to the YVOEM, emergency management is the day-to-day function of certain county/city departments, such as law and fire services. While the routine functions of most county and city departments are not of an emergency nature, pursuant to this plan, officers and employees of the county and cities should plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the on-set of one of these events. Disasters may require county and city departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people’s basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.
II. Emergency Management Phases

Yakima County jurisdictions should meet their responsibilities for protecting life and property from the effects of hazardous events by acting within each of the four phases of emergency management.

A. Mitigation

1. Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevents the most damage and are the most cost effective. (Reference: CEMP, Section 2, Mitigation)

2. Jurisdictions should enforce public safety mandates to include land use management and building codes; and recommend to governing bodies measures to improve the emergency readiness of the jurisdiction.

B. Preparedness

1. Preparedness consists of any pre-disaster action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response.

2. Jurisdictions should prepare for disasters by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the jurisdiction’s total capabilities into a disaster response. Disaster SOPs should complement this plan.

3. Jurisdictions should ensure that their employees are trained to implement emergency and disaster procedures and instructions. Jurisdictions should validate their level of emergency readiness through internal drills and participation in exercises appropriate to the hazard impacting their jurisdiction. Other jurisdictions within and outside county/city boundaries should also be encouraged to participate in these exercises. Exercise results should be documented and used in a continuous planning effort to improve the jurisdiction’s emergency readiness posture. This joint, continuous planning endeavor should culminate in revisions to this plan in the on-going attempt to achieve a higher state of readiness for an emergency or disaster response.

C. Response

1. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of the jurisdiction’s emergency and disaster standing operating procedures, mutual aid agreements, and this plan.

2. Emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-
support systems to minimum operating conditions. When any jurisdiction within the county receives information about a potential emergency or disaster, it should conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts.

3. Emergency response activities should be described in jurisdiction SOPs and may involve activating the Emergency Coordination Center (ECC) for coordination of support. Jurisdictions should strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment. Responses to declared emergencies and disasters should be guided by this plan.

D. Recovery

Emergency and disaster recovery efforts aim at returning to pre-disaster community life. They involve detailed damage assessments, restoration of vital infrastructure systems, financial assistance and long-term restoration. There is no definite point at which response ends and recovery begins. However, recovery efforts should occur concurrently with the emergency response.
III. **Emergency Support Functions Concept**

Emergency Support Functions contains functions that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, the functions activated will be dependent on the emergency/disaster type and scope.

**Emergency Support Functions**
- Transportation
- Communications, Information Systems, and Warning
- Public Works/Engineering
- Firefighting
- Emergency Management
- Mass Care, Housing and Human Services
- Resource Support
- Public Health and Medical Services
- Search and Rescue
- Hazardous Materials Response
- Agriculture and Natural Resources
- Energy and Utilities
- Public Safety, Law Enforcement, and Security
- Long-Term Community Recovery
- Public Affairs
- Evacuation and Movement
- Defense Support to Civil Authorities

IV. **Community Emergency Management System/National Incident Management System (CEMS/NIMS)**

A. CEMS/NIMS has been established to provide an effective response to multi agency and multi-jurisdiction emergencies in Yakima County. By standardizing key elements of the emergency management system, CEMS/NIMS facilitates:

1. Implementation of the *Yakima County Comprehensive Emergency Management Program, 2014*;
2. Flow of information within and between levels of government and non-governmental entities; and,
3. Coordination among responding agencies.

B. CEMS/NIMS incorporates the National Incident Management System (NIMS)/Incident Command System (ICS), the *Agreement for Mutual Aid for Emergencies and Disasters in Yakima County*, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

C. Use of CEMS/NIMS:
Basic Plan—Part Three: Concept of Operations

1. Improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources.

2. Reduces the incidence of poor coordination and communications; reduces resource ordering duplication on multi-agency and multi-jurisdiction responses.

D. CEMS/NIMS is designed to be flexible and adaptable to the varied disasters that occur in Yakima County and to the needs of emergency responders.

E. CEMS/NIMS is implemented by mutual agreement for managing response to multi-agency, multi-jurisdictional emergencies in Yakima County.

F. CEMS/NIMS consist of three organizational levels, which are activated as necessary:

1. Field Response Level. The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. CEMS/NIMS requires the use of ICS at the field response level of an incident.

2. Local Jurisdiction Level. Local jurisdictions, including Yakima County, the 14 cities and towns, fire districts and special districts manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an ECC to manage emergency operations. Local governments are requested to use CEMS/NIMS when their emergency coordination center is activated or a local emergency is declared or proclaimed.

3. Operational Area. Under CEMS/NIMS, the Operational Area encompasses the county and the political subdivisions located within the county including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the state level.

G. When NIMS is fully implemented, Yakima County jurisdictions should be able to:

1. Ensure common and proven incident management doctrine, practices, and principles are used to plan for, respond to, and recover from emergency incidents and preplanned events;

2. Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate resources and equipment from intrastate and interstate mutual aid agreements, state-provided assistance, and federal government response;
Basic Plan—Part Three: Concept of Operations

a) Establish plans for the re-distribution of equipment, supplies, and aid coming into the area from other localities, states, or the federal government through mutual aid agreements;

b) Conduct situational assessments and establish the appropriate ICS organizational structure to effectively manage the incident; and

c) Operate a communication system that will ensure effective interoperable communications among emergency responders, 9-1-1 centers, and multi-agency emergency coordination systems, i.e., Emergency Coordination Centers.
Basic Program (Plan)

Part Four: Administration and Logistics
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Preface

During and after emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner.

I. General

During and after emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

II. Policies

A. It is the policy of Yakima County government jurisdictions departments/agencies to designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures. During disaster operations, budget personnel may work from the OAEOC/jurisdiction Emergency Coordination Center (ECC) to provide guidance and instructions to departments on appropriate record keeping.

B. It is the policy of Yakima County government jurisdictions to incur disaster expenditures with currently appropriated local funds in accordance with RCW 38.52.070 (2), RCW 36.40.180 and 190, and local codes. The Chief Elected Official will be responsible for identifying other sources of funds to meet disaster related expenses if department budgets are exceeded.

C. Accurate emergency logs and expenditure records must be kept from the very beginning of an event to receive the maximum amount of entitled reimbursement should Federal Assistance become available. Records should be kept in such a manner to separate disaster expenditures from general ongoing expenditures and accurately document expenditures for potential audit or for state and/or Federal Disaster Assistance programs.

D. When the OAEOC/jurisdiction ECC is activated, a special program number and budget position number should be assigned in order to track all expenditures and payroll activity directly and to avoid having to transfer costs at a later date. Emergency purchases during non-business hours should be coordinated through the OAEOC/jurisdiction ECC. The jurisdiction should be assigned pre-authorized requisition numbers from Purchasing for use in an emergency. Emergency fiscal procedures should follow guidelines and procedures established by local ordinance or resolution. Responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by departments with response costs and damages.

E. Any department which incurs disaster related expenditures or damages is responsible for completing and submitting appropriate documentation to the OAEOC/jurisdiction ECC. Response cost and damage estimates should be submitted on the appropriate forms.
III. General Administrative Guidelines

A. It is the policy of Yakima County government jurisdictions that during emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

B. The OEM is responsible for registering emergency workers in accordance with WAC 118.04. When emergency workers are utilized by government agencies, these agencies are responsible for keeping records of the name, Emergency Worker Registration Number, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of any injuries, lost or damaged equipment, and any extraordinary costs.

C. It is the policy of Yakima County government jurisdictions that emergency workers are advised to carry personal insurance on themselves, vehicles, and equipment.

IV. Fiscal

A. Local government purchasing personnel should facilitate the acquisition of supplies, equipment, and services necessary to support the emergency response actions of their jurisdiction.

B. A complete and accurate record of purchases, a complete record of properties commandeered to save lives and property, and an inventory of supplies and equipment purchased in support of the emergency response should be maintained.

C. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Jurisdictions, departments/agencies should identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation should include: logs, formal records and file copies of expenditures, receipts, personnel time sheets.

D. A separate OAEOC/jurisdiction Emergency Coordination Center (ECC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, disasters.

E. Jurisdictions may qualify for reimbursements of certain emergency costs from state and federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within Yakima County and its citizens will receive. Departments/agencies are expected to include requirements for emergency fiscal record keeping in their SOPs.
Basic Plan—Part Four: Administration and Logistics

V. Logistics and Operations Interface

A. Jurisdictions, departments/agencies responding to emergencies and disasters should first use their available resources; then this plan is implemented. The OAEOC/ECC Operations Section becomes the focal point for field resource procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section should also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources should be allocated according to established priorities and objectives of the OAEOC/jurisdiction ECC.

B. During an OAEOC activation, Logistics Section will be needed to support the OAEOC operations—not field operations.

C. Jurisdictions, departments/agencies are expected to maintain an inventory of non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

D. The Agreement for Mutual Aid for Emergencies and Disasters in Yakima County will be implemented to respond to resource shortfalls.

VI. Insurance

Local governments, jurisdictions, departments/agencies should maintain insurances for property, workers compensation, general and automotive liability. Insurance coverage information will be required by the federal government in the post disaster phase as per 44 CFR “subpart i”. Information on insurance needs to be available following a disaster.
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Basic Program (Plan)

Part Five: Direction and Control
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Preface

Guidance for the direction, control and coordination of emergency management activities; the preparation of proclamations and making requests for assistance.

I. General

Direction and control of emergency management activities within Yakima County government rests with the County Commissioners, the mayors of the cities and towns, and governing bodies of jurisdictions with emergency response responsibilities.

II. Operational Concepts

A. When the action needed is within county/city governmental/non-governmental organizations and private sector jurisdictions, that jurisdiction takes the lead role for services unless otherwise decided by the jurisdiction head. When the jurisdiction is assisting within another jurisdiction they take action as directed or needed.

B. The following list of management priorities, listed in order of importance, are provided to guide Yakima County jurisdictions’ policy making before, during and after an emergency or disaster:

1. Protect health and life.
2. Protect the environment.
3. Protect public and private property.
4. Assess the situation.
5. Alert and inform citizens.
6. Evacuate citizens to a safe place.
7. Restore essential services.
8. Document and record decisions, costs, lessons learned, etc.
9. Provide support and guidance for rebuilding.
10. Take steps to mitigate future disasters.

C. It is the policy of Yakima County government jurisdictions to establish overall direction, control and coordination through an OAEOC/jurisdiction Emergency Coordination Center (ECC) to support the community response to a disaster. This should include coordination among department/agency heads for the continuity of operations of essential government services.

1. When an emergency coordination action needed is within an agency’s jurisdiction, that agency takes the lead role for direction, control and coordination unless otherwise decided by the agency head. When the agency is assisting within another jurisdiction they take action as directed or needed.

2. The Chief Elected Official is responsible for the direction and control of the organization, administration and operation of the emergency management program for their jurisdiction. (RCW 38.52.070 and 38.52.110).
Basic Plan—Part Five: Direction and Control

3. The Chief Elected Official’s emergency management responsibilities include providing overall direction and control, issuing the proclamation of a state of emergency, requesting assistance from and through the Governor, coordinating with the elected council or commission concerning disaster legislative needs, and providing emergency public information.

III. Coordination

A. The YVOEM is the lead agency for facilitating coordination among local, state, Federal and private sector agencies and groups in Yakima County. To facilitate coordination among local governments, each government jurisdiction should appoint a liaison and alternates to work with the OEM on mitigation, preparedness, response, and recovery issues.

B. Each local jurisdiction should also make staff available to assist in emergency operations in the local ECC. This should include, but not be limited to, appropriate training for such activities as public information support, documentation, operations, and damage assessment. Costs for these activities shall be the responsibility of the respective local government (also see Basic Plan, Part IV).

C. To assist the Chief Elected Official in maintaining overall direction and control, each department should keep the ECC informed of what has happened, what the department can do about it, and what the department needs are, whenever the department is supporting an ECC activation.

IV. Organizational/Response Levels and Activation Requirements

A. Field Response Level
The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. CEMS/NIMS require the use of ICS at the field response level of an incident.

B. Local Jurisdiction Level
Local jurisdictions, including Yakima County, the 14 cities and towns, fire districts and special districts manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an ECC to manage emergency operations. Local jurisdictions are requested to use CEMS/NIMS when their emergency operations center is activated or a local emergency is declared or proclaimed.

C. Operational Area Level
Under CEMS/NIMS, the Operational Area encompasses the political subdivisions located within the county including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local jurisdictions within the Operational Area, and serves as the coordination and communication link between the local jurisdiction level and the state level.
V. Proclamation of Emergency

A. A Proclamation of Emergency is the legal method which authorizes extraordinary measures to solve disaster problems. A proclamation allows for the emergency use of resources, by-passing hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. It is a prerequisite for state assistance.

B. It is the policy of Yakima County jurisdictions that Proclamations of Emergency should be coordinated with the OEM (see RCW 35.33.081).

C. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The State Emergency Management Division will be informed and provided a copy of the proclamation, and a news release made as soon as possible when a Proclamation of Emergency is signed.

D. Jurisdictions should establish a line of succession authorizing the issuance of a Proclamation of Emergency.

VI. Request for Assistance

A. If the situation is beyond local capability, a second proclamation is issued, requesting state assistance or requesting the Governor request Federal Assistance. The "Proclamation of Emergency" and the "Request for Assistance" are two separate actions, although they may be combined. Part of this proclamation includes the County Commission proclaiming the county "a disaster area". Although there is no statutory basis for this designation, it is suggested by the state Comprehensive Emergency Management Plan and fulfills public expectations that local leadership is responding to the situation. Cities or towns in Yakima County may enact their own request proclamation or may request the County Commission, through the YV OEM, to proclaim it on their behalf.

B. There are some forms of assistance which due to an immediate need may be obtained without this proclamation; however, there are many ramifications involving state expenditures, Federal Assistance, and audit trails which make obtaining one advisable.

C. This proclamation is coordinated by the YV OEM, signed by the Chief Elected Official, then sent to the State Emergency Management Division for consideration and presentation to the Governor.

VII. Termination of a Proclamation

The decision to terminate a proclamation should be coordinated with the jurisdictions which were part of the emergency operation. They may have different response needs which will influence the decision.
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Basic Plan--Attachments

Attachment A: CEMP Emergency Support Functions (ESFs) Responsibilities Matrix

Jurisdiction/Department/Agency Responsibilities

**Primary:** Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

**Support:** Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

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**CEMP ESFs Responsibilities Matrix**

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Comprehensive Emergency Management Program
2014
## Basic Plan--Attachments

### Attachment A: CEMP Emergency Support Functions (ESFs) Responsibilities Matrix

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Basic Plan--Attachments

Attachment A: CEMP Emergency Support Functions (ESFs)
INTRASTATE MUTUAL AID
FOR EMERGENCIES AND DISASTERS IN YAKIMA COUNTY
JANUARY, 2014

INTRODUCTION
It is recognized that emergencies often overwhelm local government capability, go beyond jurisdictional boundaries, and that intergovernmental coordination is essential for the protection of lives and property. This cooperation is also essential for the maximum use of available resources. Under the Revised Code of Washington 38.56 Intrastate Mutual Aid System hereafter known as the Washington Mutual Aid Compact (WAMAC) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource of a member jurisdiction may be made available to another member jurisdiction.

Pursuant to the Washington Mutual Aid Compact, every town, city and county of the state is automatically part of the Washington Mutual Aid Compact. Participation in the compact does not preclude member jurisdictions from entering into other agreements with other political subdivisions or Indian tribes to the extent provided by law. Participation does not supersede nor affect any other agreement to which a political subdivision is a party or may become a party.

BASIC PROVISIONS
Limitation on Aid
A responding member jurisdiction may withhold or withdraw requested assistance at any time and for any reason, in its sole discretion.

Request for Assistance
Jurisdiction to Jurisdiction
Requests for assistance from member jurisdictions can be made through the requesting jurisdiction’s normal operating procedures.

Through and to State
A jurisdiction needing resources or assistance from another jurisdiction has the right to do so according to the Washington Emergency Mutual Aid System and can initiate the call for such. If a jurisdiction needs help making the request for assistance because they are overwhelmed, or they are unsure what to ask for, or they need help with technical specifications, or they do not have an updated Tel list maintained by the State, etc., that jurisdiction can call the Washington State EMD Staff Duty Officer and ask them to make the request of other jurisdictions on their behalf.

DEPLOYMENT COORDINATION

Consideration of requests and deployment coordination shall be done by or through:

- The chief executive officer of a member jurisdiction, or
- The officer's designee(s).

Upon receiving a request for assistance, member jurisdiction officers, or their designees, consider the request, determine availability, and quickly respond directly to the requesting party concerning whether
Basic Plan--Attachments

Attachment B: Intrastate Mutual Aid

or not they are able to fulfill the request. If a member jurisdiction is able to fulfill the request it provides the following minimum information, in the form of an offer of assistance:

- Variations from the original request, if any.
- Estimated cost of fulfilling the request, if any.
- Logistical requirements for the resource, if any.
- Estimated travel time from home base to designated reporting location.

A request does not constitute a binding agreement. Only after an authorized offer of assistance has been accepted by an officer or designee of the requesting jurisdiction is there an agreement, allowing deployment to begin.

Requests and deployment coordination may be done verbally or in writing. If verbal requests lead to deployments under WAMAC, the agreement is committed to writing within thirty days of the date on which the agreement was made. However, it is recommended that the written agreement be done concurrent with the verbal request and deployment coordination or at the earliest possible time immediately following.

CONTROL OF RESOURCES
Member jurisdictions’ resources (personnel, assets and equipment) are subject to the following conditions when deployed under WAMAC:

- Responding resources remain under the command and administrative control of the responding member jurisdiction for purposes that include standard operating procedures, medical insurance and other protocols;
- The responding member jurisdiction is responsible for tracking the resource’s progress from the point of departure through arrival at the designated reporting location;
- Upon check-in at the designated reporting location resources deployed under WAMAC are under the operational control of the appropriate officials of the requesting member jurisdiction;
- The requesting member jurisdiction is responsible for directing, maintaining accountability for, and ensuring the well-being of resources deployed under WAMAC throughout the duration of the deployment;
- Excess resources must be released in a timely manner to reduce incident-related costs and to free up resources for other assignments;
- When the resource is no longer needed it will be promptly and safely demobilized;
- The requesting member jurisdiction is responsible for providing demobilization instructions even if a written demobilization plan has not been developed; and,
- Upon notification that a resource is to be demobilized, the responding member jurisdiction should track the resource’s progress from the time it is released through arrival at home base.

BENEFITS
If a person is an employee of a member jurisdiction that responds to a request for assistance under WAMAC and the person sustains injury in the course of providing the assistance, the person is entitled to all applicable benefits, including workers’ compensation benefits, that are normally available to the person as an employee of the member jurisdiction that employs the person. If a person sustains injury
Basic Plan--Attachments

Attachment B: Intrastate Mutual Aid

that results in death, the person’s estate shall receive additional state and federal benefits that may be available for death in the line of duty.

Liability
Except as provided in Section 5 of the Intrastate Mutual Aid System, a person responding to a request for assistance by a member jurisdiction and who is under the operational control of that member jurisdiction is considered for the purposes of liability to be an employee of the requesting member jurisdiction.

REIMBURSEMENT
Responding member jurisdictions may decide not to request reimbursement, and may decide to donate all or a portion of the cost of the assistance to the requesting member jurisdiction. For example, a jurisdiction may only seek to recoup extra-budgetary or replacement costs associated with providing assistance.

The Intrastate Mutual Aid System states that a requesting member jurisdiction reimburse, to the extent permitted by law, each member jurisdiction that responds to a request for assistance and renders aid under WAMAC. As a general guideline, reimbursable costs are those that would normally be submitted for reimbursement and considered eligible as emergency costs under state and federal disaster assistance programs.

Requests for reimbursement shall be in accordance with procedures developed by the Washington Intrastate Mutual Aid Committee. Reimbursement should be for actual expenses incurred in rendering assistance pursuant to the actual agreement to provide assistance. Expenses that are typically considered reimbursable include:

- Personnel and contract costs
- Travel and lodging costs (at the federal General Services Administration rate)*
- Costs for meals (at the federal General Services Administration rate)*
- Equipment rental, maintenance and operating costs
- Costs to repair or replace equipment damaged during the assignment
- Costs to replace consumable materials and supplies used during the assignment

To avoid duplication of payments, a responding member jurisdiction should not request reimbursement for costs that will be recouped through normal insurance mechanisms or where emergency costs are eligible for reimbursement through direct participation in state or federal assistance programs.

DISPUTE RESOLUTION
If a dispute regarding reimbursement arises between a member jurisdiction that requested assistance and a member jurisdiction that provided assistance under WAMAC, they agree to make every effort to resolve the dispute within thirty days (30) of written notice of the dispute provided by either party. If the dispute is not resolved within ninety days (90) from the date of the written notice, either member jurisdiction should:

- Request the Intrastate Mutual Aid Committee of the State’s Emergency Management Council to resolve the dispute; or
Basic Plan--Attachments

Attachment B: Intrastate Mutual Aid

- If one of the disputing member jurisdictions is an Indian nation or tribe, request arbitration pursuant to the commercial arbitration rules and mediation procedures of the American Arbitration Association.

RECOMMENDED AFTER ACTION REPORT AND IMPROVEMENT PLAN

After Action Report
After an exercise or an incident, all WAMAC member jurisdictions involved with mutual aid/assistance response are encouraged to meet and complete an After Action Report and consider creating an Improvement Plan. After action reviews and reports are typically carried out by WAMAC member jurisdictions that assisted in the WAMAC response.

It is recommended that all key players and groups involved in the response and recovery provide input. Therefore, if the incident is small and only involves a small number of WAMAC member jurisdictions, the affected agency may complete the After Action Report. If the incident is large and involves many agencies and jurisdictions, the Intrastate Mutual Aid Committee may coordinate the after action review and report process among all the participants.

The After Action Report can include a brief description of the incident, the actions taken, what went well and what needs to improve in the future.

Improvement Plan
The After Action Report, with its assessments and recommendations, serves as the basis for the Improvement Plan, which is sometimes referred to as a Corrective Action Plan. An Improvement Plan includes the broad recommendations for improvements, the agreed-upon corrective actions, a timeline for making the changes, and an assignment of responsibilities to individuals or organizations. Below are elements for an Improvement Plan:

- Measurable corrective actions
- Designated projected start date and completion date
- Corrective actions assigned to an organization and a point of contact within that organization
- Corrective actions continually monitored and reviewed as part of an organizational Corrective Action Program

Corrective actions developed to improve the efficacy of WAMAC will be assigned to the Intrastate Mutual Aid Committee. A record of corrective actions will be shared with the Director of the Emergency Management Division and the President of the Washington State Emergency Management Association.
## COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM
### GLOSSARY OF KEY TERMS AND ACRONYMS

**EMERGENCY MANAGEMENT TERMS/ACRONYMS DIRECTORY**

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Access
The ability to fully use and integrate into any programs, services, activities, goods, facilities, privileges, advantages, or accommodations provided by a public or private (for-profit or not-for-profit) entity, or to any entity to which it contracts, that provides emergency services, including, but not limited to:

- Preparation
- Notification
- Evacuation and transportation
- Sheltering
- First aid and medical services
- Temporary lodging and housing
- Transitioning back to the community
- Cleanup.

These services are provided for individuals with disabilities as defined by the Americans with Disabilities Act (ADA) Amendments Act of 2008, P.L. 110-325, and those associated with them. Access may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods.

Access and Functional Needs
Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of “access and functional needs” services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

American Red Cross (ARC)
A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.
Assumptions
Assumptions has multiple definitions. Each use depends on the context:
- **Management assumptions** are conditions accepted as true that have influence over the development of a system. In emergency management, assumptions provide context, requirements, and situational realities that must be addressed in system planning and development and/or system operations. When these assumptions are extended to specific operations, they may require revalidation for the specific incident.
- **Preparedness assumptions** are operationally relevant parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. For example, the unannounced arrival of patients to a health care facility occurs in many mass casualty incidents. This may be listed as a preparedness assumption in designing initial response procedures. Similarly, listing the assumption that funds will be available to train personnel on a new procedure may be important to note.
- **Response assumptions** are operationally relevant parameters for which, if not valid for a specific incident’s circumstances, the Emergency Operations Plan-provided guidance may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the response assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

Attack
A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage to or destruction of public and private property.

Capabilities-based Planning
Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

Checklist
Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Citizen Corps
A community-based program, administered by FEMA, that brings government and nongovernmental entities together to conduct all-hazards emergency preparedness, planning, and response. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

Community
Community has more than one definition. Each use depends on the context:
- A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.
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- A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics in common. These communities may belong to more than one geographic community. Examples include: religious and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

Consequence
An effect of an event, incident, or occurrence.

Contamination
The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Dam
A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

Damage Assessment
The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a man-made or natural disaster.

Decontamination
The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disability
According to the ADA, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment.” The term “disability” has the same meaning as that used in the ADA Amendments Act of 2008, P.L. 110-325, as incorporated into the ADA. See http://www.ada.gov/pubs/ada.htm for the definition and specific changes to the text of the ADA. State laws and local ordinances may also include individuals outside the Federal definition.

Disaster
An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially Federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief
organizations in alleviating the damage, loss, hardship, or suffering caused thereby” (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

Disaster Recovery Center (DRC)
A facility established in a centralized location within or near the disaster area at which disaster victims (i.e., individuals, families, or businesses) apply for disaster aid.

Earthquake
The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth’s surface.

Emergency
Any incident, whether natural or man-made, that requires responsive action to protect life or property. Under the Stafford Act, an emergency “means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States” (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

Emergency Assistance
According to the National Response Framework, emergency assistance is “[a]ssistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional ‘mass care’ services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.”

Emergency Medical Services (EMS)
Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, Emergency Medical Services specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC)
The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, state, regional, tribal, city, county), or by some combination thereof.
Emergency Operations Plan (EOP)
The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Support Function (ESF)
Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

Evacuation
The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
- A spontaneous evacuation occurs when residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- A voluntary evacuation is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate; however, it would be to their advantage to do so.
- A mandatory or directed evacuation is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees
Persons removed or moving from areas threatened or struck by a disaster.

Federal Coordinating Officer (FCO)
The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignments of other Federal departments or agencies. In all cases, the Federal Coordinating Officer represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the Federal Coordinating Officer is the primary Federal representative with whom the State Coordinating Officer and other response officials interface to determine the most urgent needs and to set objectives for an effective response in collaboration with the Unified Coordination Group.

Field Assessment Team
A small team of pre-identified technical experts who conduct an assessment of response needs (not a Preliminary Damage Assessment [PDA]) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations (e.g., U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, American Red Cross), and the affected state(s). All Field Assessment Team operations are joint Federal/state efforts.
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**Flash Flood**
Follows a situation in which rainfall is so intense and severe and runoff is so rapid that recording the amount of rainfall and relating it to stream stages and other information cannot be done in time to forecast a flood condition.

**Flood**
A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**Governor’s Authorized Representative (GAR)**
An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state’s critical information needs for incorporation into a list of Essential Elements of Information.

**Hazard**
A natural or man-made source or cause of harm or difficulty.

**Hazard Mitigation**
Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazardous Material (HAZMAT)**
Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people’s health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**High-Hazard Areas**
Geographic locations that, for planning purposes, have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, HAZMAT accident) that would result in a vast amount of property damage and loss of life.

**Household Pet**
According to FEMA Disaster Assistance Program Policy 9253.19, “[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.” This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this CPG. Individual jurisdictions may have different definitions based on other criteria.
Incident
An occurrence, caused by either human action or natural phenomena, that may cause harm and that may require action.

Incident Command System (ICS)
A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management Assistance Teams (IMAT)
A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple Federal departments and agencies, which provide incident management support during a major incident or event.

Individual with a Disability
A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment.

Joint Field Office (JFO)
The primary Federal incident management field structure. The Joint Field Office is a temporary Federal facility that provides a central location for the coordination of Federal, state, territorial, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The Joint Field Office structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles and is led by the Unified Coordination Group. Although the Joint Field Office uses an Incident Command System structure, the Joint Field Office does not manage on-scene operations. Instead, the Joint Field Office focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC)
A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

Joint Information System (JIS)
A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling
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rumor and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction
Jurisdiction has multiple definitions. Each use depends on the context:
- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- A political subdivision (e.g., Federal, state, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Likelihood
Estimate of the potential of an incident’s or event’s occurrence.

Mass Care
The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced from their homes because of a disaster or threatened disaster.

Mitigation
Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Multi-Agency Coordination Systems (MAC)
A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. Multiagency Coordination Systems assist agencies and organizations responding to an incident. The elements of Multiagency Coordination Systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and Multi-Agency Coordination Systems Groups.

National Incident Management System (NIMS)
A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF)
A guide to how the Nation conducts all-hazards response.
Non-governmental Organization (NGO)
An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith based charity organizations and the American Red Cross.

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

Regional Response Coordination Center (RRCC)
Located in each FEMA region, multiagency coordination centers that are staffed by Emergency Support Functions in anticipation of a serious incident in the region or immediately following an incident. Operating under the direction of the FEMA Regional Administrator, the Regional Response Coordination Centers (RRCCs) coordinate Federal regional response efforts and maintain connectivity with state EOCs, state fusion centers, Federal Executive Boards, and other Federal and state operations and coordination centers that have the potential to contribute to the development of situational awareness.

Resource Management
A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, local, tribal, and territorial teams; and resource mobilization protocols.

Risk
The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.

Risk Analysis
A systematic examination of the components and characteristics of risk.

Risk Assessment
A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

Risk Communication
The exchange of information with the goal of improving risk understanding, affecting risk perception, and/or equipping people or groups to act appropriately in response to an identified risk.

Risk Identification
The process of finding, recognizing, and describing potential risks.
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Risk Management
The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

Risk Management Strategy
The course of action or actions to be taken in order to manage risks.

Scenario
Hypothetical situation composed of a hazard, an entity impacted by that hazard, and associated conditions including consequences when appropriate.

Scenario-based Planning
A planning approach that uses a Hazard Vulnerability Assessment to assess the hazard’s impact on an organization on the basis of various threats that the organization could encounter. These threats (e.g., hurricane, terrorist attack) become the basis of the scenario.

Senior Official
The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

Service Animal
Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals’ jobs include, but are not limited to:
- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby’s cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability.

Standard Operating Procedure (SOP)
A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State Coordinating Officer
The individual appointed by the Governor to coordinate state disaster assistance efforts with those of the Federal Government. The State Coordinating Officer plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor of the affected state appoints the State Coordinating Officer, and lines of authority flow from the Governor to the State Coordinating Officer, following the state’s policies and laws.

State Liaison
A FEMA official assigned to a particular state who handles initial coordination with the state in the early stages of an emergency.
Terrorism
As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Tornado
A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Uncertainty
The degree to which a calculated, estimated, or observed value may deviate from the true value.

Vulnerability
A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

Warning
The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning), for example, for a defined area indicates that a particular type of severe weather is imminent in that area.

Watch
As defined by the National Weather Service, the indication that conditions are favorable in a defined area for the specified type of severe weather (e.g., flash flood, severe thunderstorm, tornado, tropical storm).
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REFERENCES

This Plan was developed and is maintained pursuant to, but not limited to, the following state and federal statutes and regulations, and existing plan documents.

GOVERNING REVISED CODES OF WASHINGTON (RCW) AND WASHINGTON ADMINISTRATIVE CODES (WAC):

Chapter 38.52 RCW, Emergency Management.
Chapter 38.54 RCW, State Fire Service Mobilization.
Chapter 70.102 RCW, Hazardous Substance Incidents.
Chapter 70.105 RCW, Public Health and Safety.
Chapter 70.136 RCW, Hazardous Materials Incidents.
Chapter 118 WAC, Emergency Management.
Chapter 118.04 WAC, Emergency Worker Program

FEDERAL GOVERNING STATUTES:


Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).

PLAN REFERENCE GUIDES:

Washington State Military Department, Emergency Management Division Publications:

Radiological Emergency Information for Farmers, Food Processors, and Distributors, June, 2007.
Attachment C: Glossary, Acronyms and References


WA State Supplement to FEMA CPG-10, v.2

Mitigation Strategy References located at Washington State Military Department, Emergency Management Division, Mitigation Section:


Washington State Department of Ecology:

Northwest Area Contingency Plan, aka; Region 10 Regional Contingency Plan, July 2006.

Federal Emergency Management Agency:


Yakima Valley communities and jurisdictions face a variety of threats and hazards that can be the result of natural, technological, or human-caused incidents.

- Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

- Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

- Threats or human-caused incidents are those resulting from the intentional actions of an adversary, such as a civil disturbance, school/workplace violence or terrorist acts.

Jurisdictions should consider threats and hazards that occur in a neighboring community since they may have widespread impacts. For example, an industrial accident at a chemical plant in one community could impact communities downwind of where the accident occurred.

**Table One: Type of Threats/Hazards and Impacts**

<table>
<thead>
<tr>
<th>Natural Resulting from acts of nature</th>
<th>Technological Human-Caused Involves accidents or the failure of systems and structures caused by the intentional actions of an adversary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Avalanche</td>
<td>22. Air pollution</td>
</tr>
<tr>
<td>2. Drought</td>
<td>23. Business interruption</td>
</tr>
<tr>
<td>3. Dust storms</td>
<td>24. Critical infrastructure (building/structure) collapse</td>
</tr>
<tr>
<td>6. Dam/levee failure</td>
<td>27. Ecological terrorism</td>
</tr>
<tr>
<td>7. Earthquake</td>
<td>28. Economic emergency</td>
</tr>
<tr>
<td>8. Fire, rural/urban</td>
<td>29. Energy emergency</td>
</tr>
<tr>
<td>10. Flood, riverine/stream</td>
<td>31. HM accident, fixed facility</td>
</tr>
<tr>
<td>11. Flood, urban</td>
<td>32. HM accident, transportation</td>
</tr>
<tr>
<td>12. Heat, extreme</td>
<td>33. Power outage</td>
</tr>
<tr>
<td>13. Landslide</td>
<td>34. Radiological, Columbia Generating Station</td>
</tr>
<tr>
<td>14. Thunderstorm</td>
<td>35. Riot/demonstrations/violent protest/illegal assembly</td>
</tr>
<tr>
<td>15. Tornado</td>
<td>36. Transportation accident, aircraft</td>
</tr>
<tr>
<td>17. Water shortage</td>
<td>38. Workplace violence: business/industry and schools</td>
</tr>
<tr>
<td>18. Wildfire, forest</td>
<td></td>
</tr>
<tr>
<td>19. Wildfire, range</td>
<td></td>
</tr>
<tr>
<td>20. Wind</td>
<td></td>
</tr>
<tr>
<td>21. Winter storms</td>
<td></td>
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</tbody>
</table>
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Attachment D: Threats and Hazards of Concern

<table>
<thead>
<tr>
<th>Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yakima County organizations and jurisdictions would be subject to primary and secondary impacts to include:</td>
</tr>
<tr>
<td>• Street/road disruptions, e.g. debris, power lines, water.</td>
</tr>
<tr>
<td>• Utility—line disruptions, e.g., in power lines, water mains, etc.</td>
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<td>• Need for evacuations, e.g., life-hazard occupancies.</td>
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<td>• Health/medical concerns, e.g., health/medical care facilities.</td>
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<td>• Emergency response disruptions, e.g. fire, police, ambulance.</td>
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<td>• Continuity of government service interrupted, e.g. day-to-day business.</td>
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<tr>
<td>• Private-sector business interruption, e.g. normal business activities</td>
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<td>• Communication disruptions, e.g. landlines, cell phones, radio linkage</td>
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Table Two: Threats and Hazards Prioritized by Impacts (High, Low or No)

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<th>Types of Threats and Hazards</th>
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<td>3. Dust Storms</td>
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<td>4. Epidemic, Animal</td>
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<td>6. Dam/Levee Failure</td>
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<td>7. Earthquake</td>
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<td>8. Fire, Rural/Urban</td>
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**Technological/Human-Caused**

Involves accidents or the failures of systems and structures caused by the intentional actions of an adversary

| 22. Air Pollution |         |   |
| 23. Business Interruption | |   |

Comprehensive Emergency Management Program

2014
### Attachment D: Threats and Hazards of Concern

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<td>27. Ecological Terrorism</td>
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<td>30. Fuel Shortage</td>
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<td>31. HM Accident, Fixed Facility</td>
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<td>37. Weapons of Mass Destruction: CBRNE/Aircraft</td>
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Table Three: Consolidated County-Wide Threats/Hazards and Prioritization

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Comprehensive Emergency Management Program
2014
Basic Plan--Attachments

Attachment D: Threats and Hazards of Concern

| Key                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|--------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|
| (Naches)                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #4 (East Valley) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #5 (Lower Valley) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #6 (Gleed)  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #7 (Glade)  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #9 (Naches Heights) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #12 (West Valley) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Fire District #14 (Nile/Cliffdell) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |
Basic Plan--Attachments

Attachment D: Threats and Hazards of Concern

**Technological/Human-Caused**

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Comprehensive Emergency Management Program
2014
## Technological/Human-Caused

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Basic Plan--Attachments

Attachment D: Threats and Hazards of Concern

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Yakima County
Comprehensive Emergency Management Program
(CEMP)
2014

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Comprehensive Emergency Management Program
2014
**Table of Contents**

**Executive Summary**

**Introduction**
- Forward
- Acknowledgments
- How to use this Program
- Record of Changes

**Basic Program (Plan)**

*This plan describes the basic strategies, assumptions and mechanisms through which the jurisdictions (government and private) within Yakima County will mobilize resources and conduct activities to guide and support local emergency management efforts.*

Elements include:
- Mission
- Organization and Responsibilities
- Concept of Operations
- Administration and Logistics
- Direction and Control
- Attachments
  - A. CEMP Emergency Support Functions (FSE) Matrix
  - B. Intrastate Mutual Aid for Emergencies or Disasters in Yakima County
  - C. Glossary, Acronyms and References
  - D. Threats and Hazards of Concern

**Section 1: Continuity of Operations (COOP)**

*COOP planning and program is an effort to assure the continuance of essential local jurisdiction functions during emergencies and disasters. COOP aims to ensure that critical daily "business" functions and emergency function responsibilities are maintained.*

Elements include:
- Purpose
- Background
- Objectives
- Planning Considerations
- Elements of a Viable COOP Capability
- COOP Implementation
- Responsibilities
Section 2: Mitigation

Mitigation efforts include activities that will prevent or reduce the impact of emergency/disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures. Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and federal disaster monies are received.

Elements include:
- Emergency Services Measures
- Public Information
- Preventative/Property Protection
- Environmental Protection
- Pre- and Post-Disaster Mitigation Measures
- Preventative

Section 3: Preparedness

Preparedness is an “insurance policy” against disasters. It is undertaken because mitigation activities cannot eliminate the occurrence of all events. Preparedness is planning how to respond should an emergency or disaster occur, and working to increase local resources and their ability to respond effectively. Preparedness activities include planning to ensure the most effective, efficient response; efforts to minimize damages, such as forecasting and warning systems; and laying the groundwork for response operations, such as stockpiling supplies.

Elements include:
- General
- Policies
- General Preparedness Activities
- Terrorism Preparedness Activities
- Training
- Exercises
- Public Awareness and Education
- Planning

Tabs:
- Emergency Support Functions (ESFs)
- Transportation
- Communications, Information Systems, and Warning
- Public Works/Engineering
- Firefighting
- Emergency Management
- Mass Care, Housing and Human Services
- Resource Support

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Public Health and Medical Services ESF 8
Search and Rescue ESF 9
Hazardous Materials Response ESF 10
Agriculture and Natural Resources ESF 11
Energy and Utilities ESF 12
Public Safety, Law Enforcement, and Security ESF 13
Long-Term Community Recovery ESF 14
Public Affairs ESF 15
Evacuation and Movement ESF 16
Defense Support to Civil Authorities ESF 20

Section 4: Response

During an emergency event or disaster, various responders must suddenly work in a coordinated fashion to maximize the results of their efforts. No one agency, city, town or special district can afford to maintain the personnel and equipment levels necessary to handle an earthquake, flood, etc. These entities must work together.

Elements include:
- General Policy
- General Response Functions
- Purpose of CEMS/NIMS
- Organizational Levels
- CEMS/NIMS Tactical Functions (TFs)
- Mutual Aid

Section 5: Recovery

Recovery is designed to identify those actions that local jurisdictions must take to support themselves and to coordinate emergency recovery activities at the conclusion of the response activities. Recovery provides local jurisdiction emergency management personnel with operational guidance in order to effectively manage recovery activities in the aftermath of an emergency or disaster.

Elements include:
- Emergency Support Function (ESF 14, Long-Term Community Recovery)
- Reentry Operations
- Recovery Management
- Rebuilding and Reconstruction
- Public Agency Recovery
- Business Recovery
Table of Contents

Section 6: Special Subjects

Identifies plans that require specific response criteria as determined by Local, Federal and/or State regulations.

Elements include:
A. Flood Response Plan
B. Radiological Protection Plan for Columbia Generating Station (CGS)
C. Hazardous Materials—Fixed and Transportation
D. Terrorism Incident Plan
E. USBR Dams
F. WSDA Foreign Animal Disease (FAD)
G. Public Health Emergency Response Plan (Health District)
H. Airport Emergency Plan
I. Wildland Fire Emergency Response Plan
J. Coordinated Mount Saint Helens (MSH)/Mount Adams Incident Plan
Executive Summary

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Preface

It is the mission of government jurisdictions of Yakima County in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from natural and technological emergencies and disasters.

To carry out this mission, government jurisdictions’ goals are to develop citizen awareness and self-sufficiency, have procedures in an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

FEMA Administrator . . .
“We need to move away from the mindset that Federal and State governments are always in the lead, and build upon the strengths of our local communities and, more importantly, our citizens. We must treat individuals and communities as key assets rather than liabilities.”
Executive Summary

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Overview

The Plan, *Yakima County Comprehensive Emergency Management Program*, provides strategic emergency planning guidance for jurisdictions consisting of the fourteen cities and towns within the county, unincorporated areas of the county, as well as special districts and private organizations. The Program is subdivided into a Basic Plan and Sections 1-6 (Continuity of Operations, Mitigation, Preparedness, Response, Recovery, and Special Subjects), furthering defining strategic guidance.

The Office of Emergency Management encourages special districts and private organizations to participate and adopt the CEMP.

This is a generic, strategic program, organized by “emergency support functions.” The Basic Plan section provides a generic overview and summary of the purpose, responsibilities, and operational concepts. The schedule of Emergency Support Functions contains functions that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, the functions activated will be dependent on the emergency/disaster type and scope.

The Yakima Valley Office of Emergency Management (YVOEM) ensures that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed.

The OEM will review and exercise elements of the CEMP annually and submit an updated plan to Washington State Emergency Management Division (EMD) every four years.
Executive Summary

Municipalities and County Unincorporated
Grandview, Granger, Harrah, Mabton, Moxee, Naches, Selah, Sunnyside, Tieton, Toppenish,
Union Gap, Wapato, Yakima, Yakima County, Zillah

Special Districts
Fire Protection Districts
Highland, Selah, Naches, East Valley, Lower Valley, Gleed, Glade, Naches Heights, West Valley,
Nile/Cliffdell

School Districts
East Valley, Grandview, Granger, Highland, Mabton, Mt. Adams, Naches Valley, Selah,
Sunnyside, Toppenish, Union Gap, Wapato, West Valley, Yakima, Zillah,

Irrigation Districts
Ahtanum; Selah-Moxee; Yakima-Tieton; Sunnyside Valley; Union Gap; South Naches

Private/Non-Government Organizations and Federal/State
Central Washington Mental Health; WIN211; Hospitals; Yakima Valley Chapter of the American
Red Cross; Ambulance Services; Amateur Radio; WSDOT; WSP; DSHS; Yakima Training Center;
Yakama Nation; Higher Education Institutions
Executive Summary

I. Purpose

A. This plan describes basic strategies, assumptions and mechanisms through which departments/agencies within government jurisdictions will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided under Emergency Support Functions. These functions serve as the primary mechanism through which assistance is managed in an effective area.

B. This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from emergencies or disasters that threaten life, property, economy, and the environment within Yakima County boundaries by:

1. Identifying major natural and technological hazard threats to life, property, economy, and/or the environment that are known or thought to exist.

2. Assigning emergency management responsibilities and tasks.

3. Describing predetermined actions (responsibilities, tasks) to be taken by department/agencies, cities and towns, and other cooperating organizations and institutions, to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.

4. Providing for effective assignment and utilization of government employees.

5. Documenting the current capabilities and existing resources of departments/agencies, cities and towns, and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.

6. Providing for the continuity of government during and after an emergency or disaster.

7. Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, state and federal agencies.

8. Providing for an emergency planning team comprised of representatives from all departments as identified and utilized through this plan development for: continuing review and revision
Executive Summary

of the plan; exercise planning and evaluation; reviewing and offering recommendations on emergency management initiatives.

C. In further carrying out the mission, the purpose of the Yakima County Comprehensive Emergency Management Program (CEMP) is to provide government, associated agencies and volunteer organizations guidance for the following:

1. Mitigation, preparedness, response and recovery policy and procedures.
2. Disaster and emergency responsibilities.
3. Emergency management training and public education activities.

D. This plan is strategic and “responsibility oriented”, and addresses:

1. Coordinated county-wide evacuation, shelter, and post-disaster response and recovery.
2. Rapid deployment and pre-deployment of resources.
3. Communication and warning systems.
4. Annual exercises to determine the ability to respond to emergencies.
5. Clearly defined responsibilities for departments/agencies, cities and towns, associated agencies and volunteer organizations through a “functional” approach to planning and operations.

II. Goals

A. Develop citizen self-sufficiency.

Comprehensive Emergency Management Program
2014
Executive Summary

B. Develop first responder capabilities.

C. To have a plan (framework, strategy) that will guide organizational behavior (response) during emergency(ies) or disaster(s).

III. Definitions

A. The term “emergency” as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

C. “Disaster” means the situation requires all available local government resources and/or augmentation, and is beyond the capabilities of the county or city(ies). A state of “emergency” can be proclaimed by a chief elected official.

IV. Authorities, Guidance Documents, Agreements and Understandings

A. Authorities

1. Federal
   c) P.L. 99-499, Title III, Emergency Planning and Community Right-to-Know (EPCRA), October 17, 1986.

2. State
   a) Revised Code of Washington (RCW) 38.52 and 39.34.

3. Local
   b) Amendment to Agreement for Yakima County Department of Emergency Services, March 12, 1987 and effective,
Executive Summary


B. Guidance Documents


C. Agreements and Understandings

Intrastate Mutual Aid for Emergencies and Disasters in Yakima County

V. Situations

A. Hazard Analysis

1. The Yakima County Threat and Hazard Identification (published separately) provides details on local hazards to include type, affects, risk, capabilities, and other related data.

2. Yakima County is vulnerable to approximately thirty-eight hazard agents. They range from natural to technological to human caused events. From the list of hazards, Yakima County has determined that floods, landslides, wildfires, severe winter storms, wind storms, earthquakes, volcanic eruptions, and hazardous materials represent the greatest threat to its citizens.

A list of facilities that use, produce, store extremely hazardous substances and hazardous materials are on file at the Yakima Valley Office of Emergency Management.

3. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72 hour delay for emergency response services.
### Executive Summary

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<th>Technological, Human-Caused</th>
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<td>Resulting from acts of nature</td>
<td>Involves accidents or the failure of systems and structures</td>
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<td>caused by the intentional actions of an adversary</td>
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<td>1. Avalanche</td>
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<td>7. Earthquake</td>
<td>28. Economic emergency</td>
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<td>29. Energy emergency</td>
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<td>32. HM accident, transportation</td>
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<td>12. Heat, extreme</td>
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<td>21. Winter storms</td>
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#### B. Situations Requiring the Activation of the CEMP:

1. CGS (Fixed Nuclear Facility) emergencies  
2. Bureau of Reclamation dam failures  
3. Earthquake magnitude of 6.0 or greater in the Yakima Valley  
4. Volcanic eruption  
5. Weather-related events i.e., major flood, major winter storms  
6. Major fires as defined in Yakima County Fire Plan  
7. HM Incidents that require coordination of multiple departments/agencies/organizations
Executive Summary

VI. Assumptions

A. Governmental officials within the county recognize their responsibilities regarding the safety and well-being of the public and they will assume their responsibilities when the Comprehensive Emergency Management Program is implemented.

B. General Conditions. When a community experiences an emergency or disaster, its surviving citizens fall into three broad categories:

1. those directly affected through personal or family injury or property damage;

2. those indirectly affected by an interruption of the supply of basic needs; and

3. those that are not personally impacted. These guidelines were designed to promote citizen self-confidence and independence in the face of an emergency or disaster.

C. Following these guidelines will allow the emergency organization within the county to concentrate first on helping those citizens directly affected by an event.

D. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.

E. Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this plan.

NOTE: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparation, response and recovery.

VII. Limitations

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

B. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.
Executive Summary

NOTE: The inability of departments/agencies, cities and towns to carry out their responsibilities as indicated in both Basic Plan and Emergency Support Services due to lack of staff and funding may lower the “emergency declaration threshold.”

VIII. Policies

A. General Policy. It is the policy of Yakima County government jurisdictions to cooperate with and support each other in disaster and emergency mitigation, preparedness, response and recovery efforts.

B. Citizen Preparedness Policy. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of Yakima County government jurisdictions that citizens are encouraged to be self-sufficient for at least three days should an emergency or disaster occur.

C. Nondiscrimination. It is the policy of Yakima County government jurisdictions that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State Agreement for Major Disaster Recovery will be carried out in accordance with Title 44, CFR, Section 205.16.-- Nondiscrimination. Federal Disaster Assistance is conditional on full compliance with this rule.
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Executive Summary

IX. WAC 118-09-030 EMA funds eligibility criteria.

A. Local emergency services organizations in the state of Washington will be eligible for EMA funds if the following criteria are met prior to the beginning of the one-year period for which the funds are sought:

B. The local emergency services organization for which EMA funds are sought shall have a current comprehensive emergency operations plan or schedule for plan development or maintenance approved by the state director.

C. The director/coordinator of the emergency services organization for which EMA funds are sought shall be a full-time or part-time employee of the organization.

D. The emergency services organization shall have an approved program paper in accordance with WAC 118-08-060.

E. Local emergency services organization personnel must be hired and appointed in accordance with local merit system rules and regulations that are commensurate with federal guidelines.

F. If a local emergency services organization receiving EMA funds fails to meet the requirements of subsections (1) through (4) of this section, the state director shall withhold from the recipient any EMA funds for the balance of the federal fiscal year. The funds thus withheld shall be reallocated on a percentage basis to those emergency services organizations that have met the requirements of subsections (A) through (D) of this section.

X. 2014 CEMP Plan Maintenance

A. The Yakima Valley Office of Emergency Management (YVOEM) will review/revise the 2014 CEMP on an annual basis to determine the effectiveness of plan elements.

B. The YVOEM will be responsible for contacting the participating jurisdiction and organizing the plan revision.

C. The 2014 CEMP should undergo revision whenever:
   1. It fails during emergency.
   2. Exercises, drills reveal deficiencies or “shortfall (s)”.
   3. Local government structure changes.
   4. Community situations change.
   5. RCW 38.52; WAC 118-30-060; and Federal requirements e.g., the National Response Framework, change.
Executive Summary

D. The YVOEM ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

E. The YVOEM will exercise elements of the 2014 CEMP annually. HSEEP methodology will be used.

F. The YVOEM will submit an updated plan to Washington State Emergency Management Division (EMD) every four years.

G. The YVOEM will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

H. The 2014 CEMP will be posted on the YVOEM website. Public comment will be encouraged.
Executive Summary

Yakima County Emergency Management Program Elements

Strategic

Threat and Hazard Identification

Comprehensive Emergency Management Program (CEMP)

Hazard Specific

Impact to:
- People
- Property
- Economy
- Environment

Multi-Jurisdictional Hazards Mitigation Plan

Empowers through:
- Authorities and Regulations
- To define:
  - Roles and Responsibilities
  - For Mitigation, Preparedness, Response, Recovery

Implementation

Community Emergency Management System/National Incident Management System (CEMS/NIMS)

Goals, Functions, Projects/Activities

Operations

Field
Local ECC
Operational Area
EOC

Standards for Response

Coordination

Multi Aid Agreement

Tactical

Hazard Specific

Flood
Landslide
Wildfire
Severe Winter Storm
Wind Storm
Earthquake
Volcanic Eruption
Hazardous Materials

Comprehensive Emergency Management Program
2014
Executive Summary

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Introduction

Yakima County, Washington

Comprehensive Emergency Management Program
2014
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Developing the Capability for Jurisdictions to Accomplish Their Emergency Responsibilities

The objectives of the Yakima County Comprehensive Emergency Management Program are to protect public health and safety and prevent loss of life; to preserve property and the environment; to assure continuity of government and government operations; to restore the community to normal; to mitigate/prevent the causes of damage; and prepare the community in advance of an emergency. Specifically, county jurisdictions endeavor to:

1. **Protect Public Health and Safety and Prevent Loss of Life**
   - This primary objective includes undertaking efforts to save human life; rescue endangered people; treat the injured; warn the public to avoid further casualties; evacuate people from impacted area; direct people to shelter and mass care; ensure provision of necessary medications and vaccinations; monitor and regulate sources of food and water; and, save animals.

2. **Preserve Property and the Environment**
   - This secondary objective includes measures to save property from destruction; prevent further loss; provide security for property, especially in evacuated areas; and, prevent contamination to the environment.

3. **Assure Continuity of Government and Government Operations**
   - This objective provides for lines of succession for elected and appointed officials; and, assures that critical functions of government can be reconstituted and conducted with minimal interruption.

4. **Restore the Community to Normal**
   - This objective aims to restore essential infrastructure, including utilities; as well as the economic basis of the community.

5. **Mitigate/Prevent the Causes of Damage**
   - This objective aims to prevent damage from a similar emergency that may occur in the future.

6. **Prepare the jurisdictions in Advance of an Emergency**
   - This objective includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.

The Program, *Yakima County Comprehensive Emergency Management Program*, provides strategic emergency planning guidance for jurisdictions consisting of the fourteen cities and towns within the county, unincorporated areas of the county, as well as special districts and private organizations.
Introduction

Program is subdivided into a Basic Plan and Sections 1-6 (Continuity of Operations, Mitigation, Preparedness, Response, Recovery, and Special Subjects), furthering defining strategic guidance. Jurisdictional partners include:

**Municipalities and County Unincorporated**
Grandview, Granger, Harrah, Mabton, Moxee, Naches, Selah, Sunnyside, Tieton, Toppenish, Union Gap, Wapato, Yakima, Yakima County, Zillah

**Special Districts**

**Fire Protection Districts**
Highland, Selah, Naches, East Valley, Lower Valley, Gleed, Glade, Naches Heights, West Valley, Nile/Cliffdell

**School Districts**
East Valley, Grandview, Granger, Highland, Mabton, Mt. Adams, Naches Valley, Selah, Sunnyside, Toppenish, Union Gap, Wapato, West Valley, Yakima, Zillah,

**Irrigation Districts**
Ahtanum; Selah-Moxee; Yakima-Tieton; Sunnyside Valley; Union Gap; South Naches

**Private/Non-Government Organizations and Federal/State**
Central Washington Mental Health; WIN211; Hospitals; Yakima Valley Chapter of the American Red Cross; Ambulance Services; Amateur Radio; WSDOT; WSP; DSHS; Yakima Training Center; Yakama Nation; Higher Education Institutions

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Comprehensive Emergency Management Program
2014
Disaster Response

Community Framework

“We need to move away from the mindset that Federal and State governments are always in the lead, and build upon the strengths of our local communities and, more importantly, our citizens. We must treat individuals and communities as key assets rather than liabilities.”

“Family members, friends, co-workers and neighbors need to help with evacuations, search and rescue, food, water, shelter, and medical care, and undertake many other critical response functions well before emergency responders arrive.”

...FEMA Administrator

Community Principles

1. Saving and sustaining lives is our number one priority, no matter the scale and magnitude of the crisis. We must stabilize the event within the first 72 hours. Our focus must shift from incidents to individuals and from processes to products.

2. A disaster event requires that we are prepared to respond in non-traditional ways, well beyond current local planning.

3. Time is our biggest enemy, and our approach must focus on preparing and fully empowering impacted communities, survivors, and all of society-NGOs, social & fraternal organizations.

4. Our citizens are force multipliers. Individuals and communities are the most critical response and recovery assets present during the initial hours and days following an event. We need greater inclusion paths designed into our participatory planning & preparedness activities.
Introduction

Forward

I. AUTHORITY

This Comprehensive Emergency Management Program is published under the authority of the following local and state statutes and regulations:

A. Agreement for Yakima Valley Office of Emergency Management, as adopted April 4, 1984; as amended, January 1, 1987; and re-authorized, October 18, 2000;

B. Revised Code of Washington, RCW 38.52, Emergency Services; and,


II. SCOPE

This Program supercedes previous versions of the Yakima County Comprehensive Emergency Operations Program dated June, 2010, and Special Subjects included since that date.

III. SPECIAL SUBJECTS

To provide more detailed guidance relating to the various responsibilities placed on jurisdictions and personnel, separate plans and implementing procedures have been developed under separate cover. In no respect are these supporting documents intended to replace any part of, or substitute for, the Yakima County Comprehensive Emergency Management Program; instead, they are considered to be supplementary to the Program.

Acknowledgments

The development of the Yakima County Comprehensive Emergency Management Program, 2014, was made possible through the support of the following jurisdictions.

City of Grandview  City of Sunnyside  Board of County Commissioners
City of Granger  City of Tieton
Town of Harrah  City of Toppenish
City of Mabton  City of Union Gap
City of Moxee  City of Wapato
Town of Naches  City of Yakima
City of Selah  City of Zillah
How to Use this Program

**Note:** This is a generic, strategic program, organized by “emergency support functions.” The Basic Plan section provides a generic overview and summary of the purpose, responsibilities and operational concepts. The schedule of Emergency Support Functions contains functions that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, the functions activated will be dependent on the emergency/disaster type and scope.

1. Read the Basic Plan. Take note of your department/agency/organization general responsibilities contained within the Basic Plan.

2. Look at the Primary/Support Matrices appended to the Basic Plan (Attachment A). Find the name of your department/agency/organization. Note which Emergency Support Function column your department/agency/organization appears. Within each Emergency Support Function that your department/agency/organization is a part of, you will find additional specific responsibilities.

   ➢ **PRIMARY AGENCY** - An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the Emergency Coordination Center (ECC) or Operational Area Emergency Operations Center (OAEOC).

   ➢ **SUPPORT AGENCY** - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency.

3. Your department/agency/organization should develop and maintain “standard operating procedures” in such detail as necessary that will result in successful activation and completion of your responsibilities as stated. Refer to Basic Plan, II, Organization and Responsibilities for additional information and guidance.

   **Helpful Hint:** Make a list of your general responsibilities (found in II, Organization and Responsibilities) and specific responsibilities (found in each ESF that your department/agency/organization is involved). This responsibilities listing is the basis for internal, tactical SOPs and personnel action guides.
The Yakima County CEMP is the document used to develop Department/Agency SOPs.

Each Department/Agency "CONSTRUCTS THEIR OWN" Action Guides to Perform Their Responsibilities As Stated in the CEMP.

**Contents:**
- Laws
- Authorities
- Policies
- Responsibilities
- Tasks
- Emergency Support Functions

**General Guidance Only:**
- Who
- What
- When
- Where
- How

Yakima County Jurisdictions

The "HOW TO"
Introduction

Record of Changes

The Yakima Valley Office of Emergency Management (YVOEM) ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The OEM review and exercise elements of the CEMP annually and submit an updated plan to Washington State Emergency Management Division (EMD) every four years.

The plan should undergo revision whenever:

- It fails during emergency.
- Exercises, drills reveal deficiencies or “shortfall(s)”.
- Local government structure changes.
- Community situations change.
- RCW 38.52; WAC 118-30-060; and Federal requirements e.g., the National Response Framework, change.

The YVOEM maintains a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

Record of Changes

NOTE: Recipients of the 2014 Yakima County CEMP will be asked to insert additions and/or modifications of this Plan into their copy. The Yakima Valley Office of Emergency Management is the approving authority for revisions to this Plan.

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Comprehensive Emergency Management Program
2014
Introduction

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Section One

Continuity of Operations

(Yakima County, Washington)
Yakima County
Comprehensive Emergency Management Program Update 2014

Section One
Continuity of Operations (COOP)

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Attachment One
Continuity of Operations Goals and Planning Elements

Comprehensive Emergency Management Program 2014
Preface

COOP planning and program is an effort to assure the continuance of essential local jurisdiction functions during emergencies and disasters. COOP aims to ensure that critical daily "business" functions and emergency function responsibilities are maintained.

Continuity Program Management Cycle

An organization’s resiliency is directly related to the effectiveness of its continuity capability. An organization’s continuity capability—its ability to perform its essential functions continuously—rests upon key components or pillars, which are in turn built on the foundation of continuity planning and program management. Those key pillars are Leadership, Staff, Communications, and Facilities. The continuity program staff within an agency shall coordinate and oversee the development and implementation of continuity plans and supporting procedures.

A standardized continuity program management cycle ensures consistency across all continuity programs and supports the foundation and pillars that comprise the Nation’s continuity capability. It establishes consistent performance metrics, prioritizes implementation plans, promulgates best practices, and facilitates consistent cross-agency continuity evaluations.

I. Purpose

This document provides guidance to departments and agencies for use in developing viable and executable contingency plans for the continuity of operations (COOP). COOP planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations.

II. Background

A. COOP planning is simply a "good business practice"—part of the fundamental mission of County departments as responsible and reliable public institutions. COOP is an effort within individual departments to ensure the continued performance of minimum essential functions during a wide range of potential emergencies or a situation that might disrupt normal operations. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records / databases.
Section One--Continuity of Operations

B. COOP addresses the recovery of critical core government operations in the event of a disruption of services. This can mean on a short-term basis having a backup capability (files, paper forms, equipment) or can be long-term due to a complete denial of service which could involve relocation to an alternative facility. For years, COOP planning had been an individual agency responsibility primarily in response to emergencies within the confines of the organization. The content and structure of COOP plans, operational standards, and interagency coordination, if any, were left to the discretion of the agency.

C. The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have shifted awareness to the need for COOP capabilities that enable agencies to continue their essential functions across a broad spectrum of emergencies. Also, the potential for terrorist use of weapons of mass destruction has emphasized the need to provide leaders a capability which ensures continuity of essential government functions.

III. Objectives

COOP planning is an effort to assure that the capability exists to continue essential agency functions across a wide range of potential emergencies. The objectives of a COOP plan include:

A. Ensuring the continuous performance of an agency’s essential functions/operation during an emergency;

B. Protecting essential facilities, equipment, records, and other assets;

C. Reducing or mitigating disruptions to operations;

D. Reducing loss of life, minimizing damage and losses; and,

E. Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

IV. Planning Considerations

Agencies should develop and maintain their COOP capabilities using a multi-year strategy and program management plan. The plan should outline the process the agency will follow to designate essential functions and resources, define short and long-term COOP goals and objectives, forecast budgetary requirements, anticipate and address issues and potential obstacles, and establish planning milestones.

In accordance with current guidance, a viable COOP capability:

A. Must be maintained at a high level of readiness;

B. Must be capable of implementation both with and without warning;

C. Must be operational no later than 12 hours after activation;

D. Must maintain sustained operations for up to 30 days; and,

E. Should take maximum advantage of existing agency field infrastructures.
V. Elements of a Viable COOP Capability

At a minimum, agency COOP capabilities should encompass the following elements:

A. Plans and Procedures

A COOP plan should be developed and documented that when implemented, will provide for continued performance of essential agency/department functions under all circumstances. At a minimum, the plan should:

1. Delineate essential functions and activities;
2. Outline a decision process for determining appropriate actions in implementing COOP plans and procedures;
3. Establish a roster of fully equipped and trained emergency personnel with the authority to perform essential functions and activities;
4. Include procedures for employee advisories, alerts, and COOP plan activation, with instructions for relocation to pre-designated facilities, with and without warning, during duty and non-duty hours;
5. Provide for personnel accountability throughout the duration of the emergency;
6. Provide for attaining operational capability within 12 hours; and,
7. Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.

B. Identification of Essential Functions

Agencies should identify their essential functions as the basis for COOP planning. Essential functions are those functions that enable government agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency. In identifying essential functions, agencies should:

1. Identify functions performed by the agency, then determine which must be continued under all circumstances;
2. Prioritize these essential functions;
3. Establish staffing and resources requirements needed to perform essential functions;
4. Identify mission critical data and systems necessary to conduct essential functions;
5. Defer functions not deemed essential to immediate agency needs until additional personnel and resources become available; and,
6. Integrate supporting activities to ensure that essential functions can be performed as efficiently as possible during emergency relocation.
C. Delegation of Authority

To ensure rapid response to any emergency situation requiring COOP plan implementation, agencies should pre-delegate authorities for making policy determinations and decisions at headquarters, field levels, and other organizational locations, as appropriate. These delegations of authority should:

1. Identify the programs and administrative authorities needed for effective operations at all organizational levels having emergency responsibilities;
2. Identify the circumstances under which the authorities would be exercised;
3. Document the necessary authorities at all points where emergency actions may be required, delineating the limits of authority and accountability;
4. State explicitly the authority of designated successors to exercise agency direction, including any exceptions, and the successor’s authority to re-delegate functions and activities as appropriate;
5. Indicate the circumstances under which delegated authorities would become effective and when they would terminate. Generally, pre-determined delegations of authority would take effect when normal channels of direction are disrupted and would terminate when these channels have resumed;
6. Ensure that officials who may be expected to assume authorities in an emergency are trained to carry out their emergency duties; and,
7. Specify responsibilities and authorities of individual agency representatives designated to participate as members of emergency response teams.

D. Orders of Succession

Agencies are responsible for establishing, promulgating, and maintaining orders of succession to key positions. Such orders of succession are an essential part of an agency’s COOP plan. Orders should be of sufficient depth to ensure the agency’s ability to perform essential functions while remaining a viable part of the local government through any emergency. Geographical dispersion is encouraged, consistent with the principle of providing succession to office in emergencies of all types. Each agency should:

1. Establish an order of succession to the position of Agency Head;
2. Establish orders of succession to other key headquarters leadership positions;
3. Identify any limitation of authority based on delegations of authority to others;
4. Describe orders of succession by positions or titles, rather than names of individuals;
5. Include the orders of succession in the vital records of the agency;
6. Revise orders of succession as necessary, and distribute revised versions promptly as changes occur;

7. Establish the rules and procedures designated officials are to follow when facing the issues of succession to office in emergency situations;

8. Include in succession procedures the conditions under which succession will take place; method of notification; and any temporal, geographical, or organizational limitations of authorities;

9. Assign successors, to the extent possible, among the emergency teams established to perform essential functions, to ensure that each team has an equitable share of duly constituted leadership; and,

10. Conduct orientation programs to prepare successors for their emergency duties.

E. Alternate Facilities

Agencies should designate alternate operating facilities as part of their COOP plans, and prepare their personnel for the possibility of unannounced relocation of essential functions and/or COOP contingency staffs to these facilities. Facilities may be identified from existing agency local or field infrastructures, or external sources. Facilities should be capable of supporting operations in a threat-free environment, as determined by the geographical location of the facility, a favorable assessment of the local threat, and/or the collective protection characteristics of the facility. In acquiring and equipping such facilities, agencies are encouraged to consider cooperative interagency agreements and promote sharing of identified alternate facilities. Alternate facilities should provide:

1. Immediate capability to perform essential functions under various threat conditions, including threats involving weapons of mass destruction;

2. Sufficient space and equipment to sustain the relocating organization. Since the need to relocate may occur without warning, or access to normal operating facilities may be denied, agencies are encouraged to pre-position and maintain minimum essential equipment for continued operations at the alternate operating facilities;

3. Interoperable communications with all identified essential internal and external organizations, critical customers, and the public;

4. Reliable logistical support, services, and infrastructure systems, including water, electrical power, heating and air conditioning, etc.

5. Ability to sustain operations for a period of up to 30 days;

6. Consideration for the health, safety, and emotional well-being of relocated employees; and,

7. Appropriate physical security and access controls.
F. **Interoperable Communications**

The success of agency operations at an alternate facility is absolutely dependent upon the availability and redundancy of critical communications systems to support connectivity to internal organizations, other agencies, critical customers, and the public. When identifying communications requirements, agencies should take maximum advantage of the entire spectrum of communications media likely to be available in any emergency situation. These services may include, but are not limited to: secure and/or non-secure voice, fax, and data connectivity; Internet access; and e-mail. Interoperable communications should provide:

1. Capability commensurate with an agency’s essential functions and activities;
2. Ability to communicate with COOP contingency staffs, management, and other organizational components;
3. Ability to communicate with other agencies and emergency personnel; and,
4. Access to other data and systems necessary to conduct essential activities and functions.

G. **Vital Records and Databases**

The protection and ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions under the full spectrum of emergencies is another critical element of a successful COOP plan. Agency personnel must have access to and be able to use these records and systems in conducting their essential functions. Categories of these types of records may include:

1. **Emergency Operating Records.** Vital records, regardless of media, essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directives; orders of succession; delegations of authority; staffing assignments; and related records of a policy or procedural nature that provide agency staff with guidance and information resources necessary for conducting operations during an emergency, and for resuming formal operations at its conclusion.

2. **Legal and Financial Records.** Vital records, regardless of media, critical to carrying out an organization’s essential legal and financial functions and activities, and protecting the legal and financial rights of individuals directly affected by its activities. Included are records having such value that their loss would significantly impair the conduct of essential agency functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of vital records are accounts receivable; contracting and acquisition files; official personnel files; Social Security, payroll, retirement, and insurance records; and property management and inventory records.

Plans should account for identification and protection of the vital records, systems, and data management software and equipment, to include classified or sensitive data as applicable, necessary to perform essential functions and
activities, and to reconstitute normal agency operations after the emergency. To the extent possible, agencies should pre-position and update on a regular basis duplicate records or back-up electronic files.

H. Tests, Training and Exercises

A. Testing, training, and exercising of COOP capabilities is essential to demonstrating and improving the ability of agencies to execute their COOP plans.

B. Training familiarizes contingency staff members with the essential functions they may have to perform in an emergency. Tests and exercises serve to validate, or identify for subsequent correction, specific aspects of COOP plans, policies, procedures, systems, and facilities used in response to an emergency situation. Periodic testing also ensures that equipment and procedures are maintained in a constant state of readiness. Agencies shall plan and conduct tests and training to demonstrate viability and interoperability of COOP plans. COOP test, training, and exercise plans should provide for:

1. Individual and team training of agency COOP contingency staffs and emergency personnel to ensure currency of knowledge and integration of skills necessary to implement COOP plans and carry out essential functions. Team training should be conducted at least annually for COOP contingency staffs on their respective COOP responsibilities;

2. Internal agency testing and exercising of COOP plans and procedures to ensure the ability to perform essential functions and operate from designated alternate facility(ies). This testing and exercising should occur at least annually;

3. Testing of alert and notification procedures and systems for any type of emergency at least quarterly.

4. Refresher orientation for COOP contingency staffs arriving at an alternate operating facility. The orientation should cover the support and services available at the facility, including communications and information systems for exchanging information if the normal operating facility is still functioning; and administrative matters, including supervision, security, and personnel policies; and,

5. Joint agency exercising of COOP plans, where applicable and feasible.

VI. COOP Implementation

A. PHASE I—ACTIVATION AND RELOCATION (0-72 HOURS)

1. Notify alternate facility manager(s) of impending activation and actual relocation requirements;
Section One--Continuity of Operations

2. Notify the Emergency Coordination Center, and other appropriate agencies of the decision to relocate and the time of execution or activation of call-down procedures;

3. Activate plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate operating facility(ies);

4. Notify initial COOP contingency staff to relocate;
   a) Instruct all other emergency and non-emergency personnel on what they are to do;
   b) Assemble necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies);
   c) Order equipment/supplies, if not already in place;
   d) Transport documents and designated communications, automated data processing, and other equipment to the alternate operating facility(ies), if applicable;
   e) Secure the normal operating facility physical plant and non-moveable equipment and records, to the extent possible;
   f) Continue essential operations at the normal operating facility if available, until alternate facility(ies) is operational; and,
   g) Advise alternate operating facility manager(s) on the status of follow-on personnel.

B. PHASE II—ALTERNATE FACILITY OPERATIONS (72 HOURS — TERMINATION)

1. Provide amplifying guidance to other key staff and non-emergency employees;

2. Identify replacements for missing personnel and request augmentation as necessary;

3. Commence full execution of essential operations at alternate operating facility(ies);

4. Notify the ECC and all other appropriate agencies immediately of the agency’s alternate location, operational and communications status, and anticipated duration of relocation, if known; and,

5. Develop plans and schedules to phase down alternate facility(ies) operations and return activities, personnel, records, and equipment to the primary facility when appropriate.

C. PHASE III—RECONSTITUTION (TERMINATION AND RETURN TO NORMAL OPERATIONS)

1. Inform personnel, including non-emergency personnel, that the threat of or actual emergency no longer exists, and provide instructions for resumption of normal operations;

2. Supervise an orderly return to the normal operating facility, or movement to other temporary or permanent facility(ies) using a phased approach if conditions necessitate;
Section One--Continuity of Operations

3. Report status of relocation to the ECC and other agency points of contact (POC), if applicable; and,

4. Conduct an after-action review of COOP operations and effectiveness of plans and procedures as soon as possible, identify areas for correction, and develop a remedial action plan.

VII. Responsibilities

The following responsibilities should be clearly outlined in agency COOP planning guidance and internal documents:

A. Each agency head is responsible for:
   1. Appointing an agency COOP program POC;
   2. Developing a COOP Multi-Year Strategy and Program Management Plan;
   3. Developing, approving, and maintaining agency COOP plans and procedures for headquarters and all subordinate elements, which provide for:
      a) Identification of agency essential functions;
      b) Pre-determined delegations of authority and orders of succession;
      c) Contingency staffing to perform essential functions;
      d) Alternate operating facilities;
      e) Interoperable communications, information processing systems and equipment; and,
      f) Protection of vital records and systems.

B. Conducting tests and training of agency COOP plans, to include COOP contingency staffs, and essential systems and equipment, to ensure timely and reliable implementation of COOP plans and procedures;

C. Participating in periodic interagency COOP exercises to ensure effective interagency coordination and mutual support; and,

D. Notifying the appropriate ECC and other appropriate agencies upon implementation of COOP plans.

VIII. COOP Process Flow Chart
See page 14.
Section One — Continuity of Operations

With Warning, Without Warning

Normal Working Hours, Evening/Weekends

Emergency/Disaster Event

Activate Workplace, Facility Emergency Plans, Evacuate Building as Appropriate

Assessment of Situation & Impact on Personnel & Primary/Secondary Facilities

Primary Site Usable?

Yes

No Damage

Yes

No

Minor Damage

Use Temporary Assembly Area or Command Post while Primary Site is Readied, or as Transition to Alternate Relocation

Activate Portions of COOP as Needed to Resume Normal Operations

Can Full Operations in Primary Facility be Reconstituted in 30 Days?

Yes

No

Perform Mission Essential Functions at ARP

Transfer back into full Operations in the Primary Facility

Perform Mission Essential Functions at ARP

Identify Long-Term Alternate Facility

Full Operations in a Long Term Alternate Facility initiated as soon as feasible

Activate COOP & Relocate to Alternate Relocation Point (ARP)

COOP Plan Phase III Reconstruction & Termination

COOP Plan Phase II Alternate Operations

COOP Plan Phase I Activation

Administrative & Emergency Procedures

Continue Operations as per Administrative & Emergency Plans

No Damage

Yes

No

No Damage

Yes

Continue Operations as per Administrative & Emergency Plans

Emergency/Disaster Event
Attachment One

Continuity of Operations Goals and Planning Elements

A public or private facility should take the following actions to increase its ability to maintain or rapidly restore essential services following a disaster to ensure:

**Patient, visitor and personnel safety**
- Develop, train on and practice a plan for responding to internal emergencies and evacuating staff, and visitors when the facility is threatened.

**Continuous performance or rapid restoration of the facility's essential services during an emergency**
- Develop plans to obtain needed supplies, equipment and personnel. Identify a backup site or make provisions to transfer services to a nearby provider.
- Develop a system to notify staff, i.e., phone tree; automated emergency notification

**Protection of business/personnel records**
- To the extent possible, protect records from fire, damage, theft and public exposure. If the facility is evacuated, provide security to ensure privacy and safety of personnel/business records.

**Protection of vital records, data and sensitive information**
- Ensure offsite back-up of financial and other data.
- Store copies of critical legal and financial documents in an offsite location.
- Protect financial records, passwords, credit cards, provider numbers and other sensitive financial information.
- Update plans for addressing interruption of computer processing capability.
- Maintain a contact list of vendors who can supply replacement equipment.
- Protect information technology assets from theft, virus attacks and unauthorized intrusion.

**Protect business equipment**
- Compile a complete list of equipment serial numbers, dates of purchase and costs. Provide list to the CFO and store a copy offsite.
- Protect computer equipment against theft through use of security devices.
- Use surge protectors to protect equipment against electrical spikes.
- Secure equipment to floors and walls to prevent movement during earthquakes.
- Place fire extinguishers near critical equipment, train staff in their use, and inspect according to manufacturer’s recommendations.

**Relocation of services**
- Identify a back-up facility for continuation of day-to-day services, if possible.
- Identify a back-up site for continuation of business functions and emergency management activities.

**Restoration of utilities**
- Maintain contact list of utility emergency numbers.
- Ensure availability of phone and phone line that do not rely on functioning electricity service.
- Request priority status for maintenance and restoration of telephone service from local telephone service provider.

**Obtain and install an emergency generator to ensure its ability to continue operations in the event of an emergency that creates power outages. Specific steps include:**
- Inventory essential equipment and systems that will need continuous power.
- Determine the maximum length of time the facility will operate on emergency power (i.e., is emergency power primarily for short term outages or for extended operations)
- Determine power output needs.
- Select fuel preference: propane or diesel.
- Determine location of nearest supplies of selected fuels that can be accessed in an emergency.
- Select, purchase and install generator.
- Perform recommended periodic maintenance.
- Run monthly generator start-up tests.
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Yakima County, Washington

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Mitigation
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Comprehensive Emergency Management Program Update 2014

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Mitigation

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Preface

Mitigation efforts include activities that will prevent or reduce the impact of emergency/disaster results on people, property and environment.

I. General

A. Mitigation efforts include activities that will prevent or reduce the impact of emergency/disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures. Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and federal disaster monies are received. This program requires:

1. Working knowledge of related federal regulations, guidelines, reports.
2. Significant follow through for the duration of the recovery phase.
3. Ability to implement this structure during emergencies.
4. Ability to effectively manage the system during the response and recovery phases.

B. Philosophically, there are three things we can do to mitigate. We can:

1. Act on the hazard (the cause of the emergency).
2. Act on the people (the population effected by the emergency).
3. Act on the interaction between the hazard and the people.

C. Mitigation activities may be undertaken before a hazard event or afterwards. Pre-event mitigation activities are highly desirable, since the period immediately following a hazard event is often a difficult one in which to make mitigation decisions. If put in place soon enough, these activities can sometimes reduce the damage caused by the next event. Also worth noting is mitigation can break the cycle of repeated destruction resulting from hazard events. Mitigation typically is a difficult, long-term task, but is well worth the effort.

II. Policy

A. It is the policy of Yakima County jurisdictions to support mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long term development and hazard mitigation plans. This is done a number of ways, including, but not limited to, the land use planning process and the enforcement of existing codes, enhancement of codes, and mitigation requirements in the permit process. Since mitigation efforts will not eliminate all disasters, the jurisdiction shall endeavor to be as prepared as possible for a disaster.
Section Two--Mitigation

B. Yakima County jurisdictions are encouraged to support mitigation efforts that fall within their responsibilities. Local jurisdictions have a system of Boards and Commissions that have the ability to effectively address many mitigation issues.

C. It is the policy of Yakima County that jurisdictions will enforce public safety mandates to include land use management and building codes, and recommend to the appropriate leadership improvements to the emergency readiness of the community.

III. Mitigation Plan Goals

A. Protect Life, Property and Public Welfare

1. Implement activities that assist in protecting lives by making homes, businesses, infrastructure, critical facilities, and other property more resistant to natural and technological hazards.

2. Reduce losses and repetitive damages for chronic hazard events while promoting insurance coverage for catastrophic hazards.

3. Improve hazard assessment information to make recommendations for discouraging new development and encouraging preventative measures for existing development in areas vulnerable to natural and technological hazards.

B. Public Awareness

1. Develop and implement education and outreach programs to increase public awareness of the risks associated with natural and technological hazards.

2. Provide information on tools, partnership opportunities, and funding resources to assist in implementing mitigation activities.

C. Natural Systems

1. Balance watershed planning, natural resource management, and land use planning with natural hazard mitigation to protect life, property, and the environment.

2. Preserve, rehabilitate, and enhance natural systems to serve natural hazard mitigation functions.

D. Partnerships and Implementation

1. Strengthen communication and coordinate participation among and within public agencies, citizens, non-profit organizations, business, and industry to gain
Section Two—Mitigation

a vested interest in implementation.

2. Encourage leadership within the public and private sector organizations to prioritize and implement local, county, and regional hazard mitigation activities.

E. Emergency Services

1. Establish policy to ensure mitigation projects for critical facilities, services, and infrastructure.

2. Strengthen emergency operations by increasing collaboration and coordination among public agencies, non-profit organizations, business, and industry.

3. Coordinate and integrate natural and technological hazard mitigation activities, where appropriate, with emergency operations plans and procedures.

IV. Mitigation Programs and Jurisdiction Responsibilities

Note: Details and further information is contained in the *Yakima County Multi-Jurisdictional Hazards Mitigation Plan, 2010*

A. Emergency Services Measures

1. Information Technology managers are responsible for protection of important digital records, computer network, and data base systems during a disaster event. Additionally, the GIS unit will be involved in tracking damage and providing geographic analysis.

2. Yakima County Permit Services provides damage assessment and permit processing of reconstruction.

3. The Office of Emergency Management prepares and updates the *Yakima County Comprehensive Emergency Management Program (CEMP)*. Emergency management is the function that coordinates the activities of jurisdictions within Yakima County during an emergency or disaster, serving as a conduit of information and ensuring the most efficient use of resources. Department directors and other staff are assigned specific roles in the Operational Area Emergency Operations Center. The Emergency Management Director, or designee, serves as the Operational Area Emergency Operations Center (OA EOC) Manager.

4. Law enforcement is responsible for providing communications, coordinating military support, law enforcement, and other duties as outlined in the Yakima
Section Two—Mitigation

County CEMP. They provide an integral role of providing traffic control at key locations to facilitate an efficient evacuation.

5. The Office of Emergency Management establishes, equips, and maintains the Operational Area EOC; identifies required EOC staffing; prepares and maintains maps, displays, databases, reference materials, and other information needed to support EOC operations; identifies and stocks supplies needed for EOC operations; develops and maintains procedures for activating, operating, and deactivating the EOC.

6. Health Department supports community health and disease prevention programs and air quality and water quality programs.

7. Fire Services provide rapid, effective, and efficient response to all residents and visitors requests for emergency assistance, including fire, pre-hospital emergency medical, and rescue services.

8. School Districts develop district and building emergency plans in accordance with state and district guidance and policy. Additionally, they provide school facilities for use as shelters.

B. Public Information

1. Public information bulletins and broadcasts released from jurisdictions are cleared by the designated official.

2. Flood Control Zone District administers the National Flood Insurance Program/Community Rating System program and provides numerous public information activities that includes: provision of Flood Insurance Rate Map (FIRM) map information; an annual outreach project published in the community newsletter regarding mitigation of flood hazards; encourages real estate agents to disclose flood hazard information; ensures that the library contains reference materials on hazard mitigation; and offers presentations on environmental and flood hazard issues to community groups.

3. Fire services provide numerous public outreach projects, including fire safety to encourage the citizens to prepare for a disaster. Many other outreach projects are provided to various groups, including school children. Fire Departments and Building Inspectors review all commercial building permit applications, and provides technical assistance with incorporation of health and safety measures into development plans.

4. Law enforcement agencies provide public safety information and numerous public safety and crime prevention projects.
Section Two--Mitigation

5. The Office of Emergency Management provides numerous public outreach projects, including presentations to community groups and seminars to encourage the citizens to prepare for a disaster.

6. Public Works provides informational signs on designated evacuation routes.

C. Preventative/Property Protection

1. The Planning Department is responsible for the preparation and administration of the *Yakima County Comprehensive Plan 2015* that contains goals, objectives, and policies relating to growth management.

2. Yakima County participates in the National Flood Insurance Program/Community Rating System program and has committed to address building attributes such as elevations and substantial improvements.


4. The EOC Manager is responsible for coordination and dissemination of emergency/disaster related information to the public.

D. Environmental Protection

1. *Yakima County Comprehensive Plan 2015* has numerous policies restricting activities that would degrade the natural environment.

2. Fire Services and private contractors provide emergency response to and cleanup of hazardous material incidents.

E. Pre- and Post-Disaster Mitigation Measures

1. The Yakima Valley Office of Emergency Management is responsible for developing the *Yakima County Multi-Jurisdictional Hazards Mitigation Plan*.

2. The Plan describes the efforts of this county in developing mitigation strategies for natural and technological hazards.

3. The Plan is consistent with the Disaster Mitigation Act 2000.

F. Preventative

1. Public Works is responsible public drainage system maintenance.
Section Two--Mitigation

2. Private groups and homeowners associations assist with cleanup and maintenance drainage systems, creeks, etc.

3. Another preventative function performed is by creating wildland fire building codes.

4. The Yakima Area Chapter of the American Red Cross assists public schools in developing emergency plans.

5. Yakima County’s Local Emergency Planning Committee (LEPC) is active with the EPCRA (SARA Title III) hazardous materials prevention program to include: identification of hazardous material sites, plotting plumes (GIS), encouraging facility emergency plans, warning, etc.

V. State and/or Federal

State and federal government mitigation programs are numerous, varied, and are often hazard specific. Funding to local government varies. A Presidential Declaration will require mitigation planning as a requirement of receiving federal assistance.

VI. Post Disaster

A. Hazard Mitigation Reports

1. When the President makes a Disaster Declaration, the Disaster Relief Act of 1974, Section 408, as amended, sets forth certain conditions for receiving any federal disaster loans or grants, specifically that mitigation measures will be taken to prevent such damages from reoccurring. The ability of Yakima County jurisdictions to comply with these requirements will depend on staffing requirements and funding availability.

2. Yakima County will use the Disaster Declaration to highlight geographic and subject areas (infrastructure, human services, mitigation) that need further addressing.

B. Interagency Hazard Mitigation Team

1. An Interagency Hazard Mitigation Team is established consisting of representatives from federal, state, and local government. The Washington State Emergency Management Division will assist the Yakima Valley Office Emergency Management in coordinating efforts and selecting jurisdiction mitigation team members during Presidential declared disasters.
Section Two--Mitigation

2. The role of the Yakima Valley Office of Emergency Management is to provide local coordination and to identify geographic areas for survey tours.

3. The Interagency Hazard Mitigation Team prepares three reports at different time intervals after the disaster to document mitigation needs, recommendations for actions, and progress on mitigation activities to reduce future impacts in the disaster area. The Federal Emergency Management Agency (FEMA) provides guidance for these reports through the Washington State Emergency Management Division after a Presidential Declaration of Disaster.

C. Long-Term Redevelopment

1. A local task force will be established to guide long-term redevelopment.

2. Yakima County will establish new procedures and policies as required to ensure compliance with state and federal requirements.

3. Yakima County will work closely with the Washington State Emergency Management Division in preparing a post-disaster redevelopment plan.

VII References

A. Yakima County Multi-Jurisdictional Hazards Mitigation Plan 2010
B. Yakima County Hazard Identification and Community Assessment, 2009
C. Yakima County Comprehensive Emergency Management Program, 2014
Section Two--Mitigation

CEMP

“people working together through a process”

Mitigation

Hazard Identification/Capability Assessment

Local jurisdictions—cities/towns; fire districts; school districts; non-government organizations

Goals, Strategies, Projects

Hazard Specific

Technological

Radiological
HazMat
Terrorism
Dam Failure

Natural

Floods
Fires
Winter Storms
Earthquakes
Section Three--Preparedness

Yakima County, Washington

Section Three
Preparedness
Yakima County
Comprehensive Emergency Management Program 2014

Section Three
Preparedness

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Section Three--Preparedness

Preface

Preparedness is planning how to respond should an emergency or disaster occur, and working to increase local resources and their ability to respond effectively.

Preparedness is an “insurance policy” against disasters. It is undertaken because mitigation activities cannot eliminate the occurrence of all events. Preparedness is planning how to respond should an emergency or disaster occur, and working to increase local resources and their ability to respond effectively. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when disaster is imminent. Proper response requires a current plan, trained personnel, available resources, communications/warning, etc. Preparedness activities include planning to ensure the most effective, efficient response; efforts to minimize damages, such as forecasting and warning systems; and laying the groundwork for response operations, such as stockpiling supplies.

I. General

The Yakima County Threat and Hazard Identification should be used in determining training needs. Intensified training should be presented in anticipation of predicted hazardous events or potential emergencies.

The Yakima County Comprehensive Emergency Management Program (CEMP) contains departmental emergency responsibilities and tasks, which translate to actions found within the ESF schedule and within each department’s emergency plans and standing operational procedures. Jurisdictions having emergency/disaster responsibilities may need to educate, train, and equip their personnel to insure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public may reduce disaster demands. An informed general public may also be more self-reliant.

II. Policy

Each jurisdiction should budget for adequate training on such topics as necessary to ensure that they and their personnel are prepared to carry out their stated responsibilities and tasks.
Section Three—Preparedness

III. General Preparedness Activities

On-going community emergency preparedness activities coordinated by the Yakima Valley Office of Emergency Management include:

A. Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response, recovery plans.

B. Response resource development.

C. Equipment, supply acquisition for emergency response to include terrorism.

D. Disaster drills.

E. Emergency communications tests.

F. Emergency public information tests.

G. Emergency power tests.

IV. Terrorism Preparedness Activities

A. Yakima County jurisdictions are participating in State terrorism programs as they become available.

B. A Terrorism Incident Plan (TIP) has been developed as a Special Subjects to the Yakima County Comprehensive Emergency Management Program (CEMP).

V. Training

A. State and federal agencies offer a variety of training and education programs available to local government. Training opportunities are provided, coordinated by the Washington Emergency Management Division (WaEMD) and the Federal Emergency Management Agency (FEMA), and include:

1. Emergency management training and education programs for first responders, emergency workers, emergency managers, public/private officials, and others.

2. Preparedness information/programs for the general public.
Section Three--Preparedness

B. Yakima Valley Office of Emergency Management should:

1. Encourage departments to provide personnel training in specific emergency management skills and related professional development.
2. Encourage departments with emergency functions to be NIMS compliant in training.
3. Ensure training for Operational Area Emergency Operations Center (OAEOC) staff.
4. Encourage public education efforts for schools, community groups, businesses and the general public.
5. Coordinate drills and exercises. Insure that exercises are NIMS compliant.

C. Yakima County jurisdictions are expected to:

1. Ensure that their employees are trained in the concepts of the jurisdiction’s Emergency Operations Plan (EOP), and in their particular department/agency emergency plans and standing operational procedures.
2. Encourage their employees to develop personal preparedness plans and supplies.
3. Encourage department public education programs to include emergency preparedness and emergency management information.
4. Participate in drills and exercises.
5. Insure NIMS Compliance in training and exercising.

VI. Exercises

The Yakima Valley Office of Emergency Management will coordinate involvement of the cities/towns, department heads, and key staff in situational drills, table top or functional exercises to validate the Yakima County Comprehensive Emergency Management Program (CEMP), and the jurisdiction’s capability to respond to emergencies. Exercises will follow HSEEP methodology.
Section Three--Preparedness

VII. Public Awareness and Education

Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, businesses, and government employees.

VIII. Planning

A. Yakima County Comprehensive Emergency Management Program (CEMP)

1. The CEMP describes basic strategies, assumptions and mechanisms through which departments/agencies within government jurisdictions will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided under Emergency Support Functions. These functions serve as the primary mechanism through which assistance is managed in an effective area.

2. CEMP provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from emergencies or disasters that threaten life, property, economy, and the environment within Yakima County boundaries by:
   a) Identifying major natural and technological hazard threats to life, property, economy, and/or the environment that are known or thought to exist.
   b) Assigning emergency management responsibilities and tasks.
   c) Describing predetermined actions (responsibilities, tasks) to be taken by department/agencies, cities and towns, and other cooperating organizations and institutions, to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
   d) Providing for effective assignment and utilization of government employees.
   e) Documenting the current capabilities and existing resources of departments/agencies, cities and towns, and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.
Section Three--Preparedness

f) Providing for the continuity of government during and after an emergency or disaster.

g) Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, state and federal agencies.

h) Providing for an emergency planning team comprised of representatives from all departments as identified and utilized through this plan development for: continuing review and revision of the plan; exercise planning and evaluation; reviewing and offering recommendations on emergency management initiatives.

i) Insuring that the CEMP is in step with the National Response Framework and the CPG-101

3. In further carrying out the mission, the purpose of the Yakima County Comprehensive Emergency Management Program (CEMP) is to provide government, associated agencies and volunteer organizations guidance for the following:

   a) Mitigation, preparedness, response and recovery policy and procedures.

   b) Disaster and emergency responsibilities.

   c) Emergency management training and public education activities.

   d) Compliance with NIMS.

4. The CEMP is strategic and “responsibility oriented”, and addresses:

   a) Coordinated county-wide evacuation, shelter, and post-disaster response and recovery.

   b) Rapid deployment and pre-deployment of resources.

   c) Communication and warning systems.

   d) Annual exercises to determine the ability to respond to emergencies.

   e) Clearly defined responsibilities for departments/agencies, cities and towns, associated agencies and volunteer organizations through a “functional” approach to planning and operations.
Section Three--Preparedness

B. Community Emergency Management System (CEMS) National Incident Management System (NIMS)

1. CEMS/NIMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in Yakima County. By standardizing key elements of the emergency management system, CEMS/NIMS facilitates:

a) Implementation of the *Yakima County Comprehensive Emergency Management Program, 2014*;

b) Flow of information within and between levels of government and non-governmental entities; and,

c) Coordination among responding agencies.

2. CEMS/NIMS incorporates the National Incident Management System (NIMS)/Incident Command System (ICS), the *Intrastate Mutual Aid for Emergencies and Disasters in Yakima County*, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

3. Use of CEMS/NIMS:

a) Improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources.

b) Reduces the incidence of poor coordination and communications; reduces resource ordering duplication on multi-agency and multi-jurisdiction responses.

4. CEMS/NIMS is designed to be flexible and adaptable to the varied disasters that occur in Yakima County and to the needs of emergency responders.

5. CEMS/NIMS is implemented by mutual agreement for managing response to multi-agency, multi-jurisdictional emergencies in Yakima County.

6. CEMS/NIMS consists of three organizational levels, which are activated as necessary:

a) Field Response Level. The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and
Section Three--Preparedness

activities in direct response to an incident or threat. CEMS/NIMS requires the use of ICS at the field response level of an incident.

b) Local Jurisdiction Level. Local jurisdictions, including Yakima County, the 14 cities and towns, fire districts and special districts manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an Emergency Coordination Center (ECC) to manage emergency operations. Jurisdictions are requested to use CEMS/NIMS when their emergency operations center is activated or a local emergency is declared or proclaimed.

c) Operational Area. Under CEMS/NIMS, the Operational Area encompasses the county and the political subdivisions located within the county including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the state level.

IX. Emergency Support Functions

Emergency Support Functions are the strategic planning annexes to the CEMP. The ESFs are listed below and are tabbed to this section.

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Section Three--Preparedness

X. Primary and Support Agencies

Primary and Support Agencies as identified under each ESF have been consolidated into functional groups. These functional groups are listed below.

1. Law Enforcement
   
   Yakima County Sheriff's Office
   Grandview PD
   Granger PD
   Harrah (YSO)
   Mabton PD
   Moxee PD
   Naches (YSO)
   Selah PD
   Sunnyside PD
   Tieton PD
   Toppenish PD
   Union Gap PD
   Wapato PD
   Yakima PD
   Zillah PD

2. Fire Services (Fire Protection Districts)
   
   Fire District #1--Highland
   Fire District #2--Selah
   Fire District #3--Naches
   Fire District #4--East Valley
   Fire District #5--Lower Valley
   Fire District #6--Gleed
   Fire District #7--Glade
   Fire District #9--Naches Heights
   Fire District #12--West Valley
   Fire District #14—Nile/Cliffdell

3. Fire Services (Municipal Fire Departments)
   
   Grandview FD
   Granger FD
   Harrah (FD #5)
   Mabton FD
   Moxee FD (FD #4)
   Naches (FD #3)
   Selah FD
   Sunnyside FD
   Tieton FD
   Toppenish FD
   Union Gap FD
   Wapato FD
   Yakima FD
   Zillah FD

3. Public Works
   
   Yakima County Public Services
   Grandview PW
   Granger PW
   Harrah PW
   Mabton PW
   Moxee PW
   Naches PW
   Selah PW
   Sunnyside PW
   Tieton PW
   Toppenish PW
   Union Gap PW
   Wapato PW
   Yakima PW
   Zillah PW
ESF 1--Transportation

Yakima County, Washington

ESF 1
Transportation
ESF 1--Transportation

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ESF 1--Transportation

Emergency Support Function 1
Transportation

During emergencies the disruption of normal transportation services is likely. Roadway, rail and air infrastructure and the vehicles that use them can be damaged or destroyed. Coordinating the restoration of transportation infrastructure and resources is vital to emergency response.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Public Works—County and City

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

School Districts—Public and Private
Public and Private Transportation

I. General Information

A. Purpose

To provide coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

B. Scope

Transportation resources may be obtained from public agencies, the private sector and volunteer resources for the movement of people and materials. These resources should be coordinated by the appropriate emergency operations center.

II. Policy

It is the policy of Yakima County governments and jurisdictions that public transportation authorities and state departments with transportation resources and support operations are...
ESF 1--Transportation

responsible for assessing and restoring transportation systems under their control. Priorities should be determined and coordinated by the appropriate emergency operations center.

III. Situation

A. Emergency/Disaster Conditions and Hazards

A significant disaster will severely damage the transportation infrastructure. Most localized transportation systems and activities will be hampered by the damaged transportation infrastructure and disrupted communications.

B. Planning Assumptions

1. It is most likely that damages to the transportation infrastructure will occur in the event of a disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.

2. Disaster response and recovery activities, which require the use of the transportation system, may be complicated.

3. Initial response may be difficult to coordinate but should improve with the gradual clearing of access routes.

4. The demand on the transportation system for response and recovery activities will most likely exceed the capabilities of local jurisdictions, thus requiring assistance from the State Emergency Management Division.
ESF 1--Transportation

IV. Concept of Operations

A. Transportation resources may be obtained from public agencies, the private sector, and volunteer organizations. State and Federal resources may be available on a short term basis to augment local capability. These resources shall be requested through the State Emergency Operations Center (EOC).

B. The Operational Area EOC will coordinate and maintain liaison with transportation resources, coordinate with Public Works on determining emergency routes, and assist with other appropriate transportation functions.

C. Public and private transportation sources, may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the jurisdiction ECC.

D. Public works departments should provide staff to report to the appropriate ECC to coordinate transportation route identification and damage assessment, as necessary.

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary

Public Works

1. Develop and maintain current transportation resource points-of-contact.

2. Coordinate the use of locally available transportation resources.

3. Provide the lead for the coordination of emergency transportation resources for the movement of commodities.

4. Support the coordination of resources for the movement of people.

B. Support

1. School Districts--Public and Private

Support the movement of people.
2. Public and Private Transportation

a) Yakima Transit

Operates 11 fixed bus routes and complementary dial a ride (Para-transit) service for persons with disabilities on weekdays. Only eight fixed bus routes operate on Saturdays. Yakima Transit contracts with Tri-City Transportation and People for People to provide complementary dial a ride service for persons with disabilities. Yakima Transit also provides vanpool service to Benton, Kittitas, and Yakima Counties.

b) People for People Transportation Services

People for People transportation sources, may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans.

VI. References


Intrastate Mutual Aid for Emergencies or Disasters in Yakima County

VII. Acronyms, Definitions, and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.
ESF 1--Transportation

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs
None
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ESF 2—Communications, Information Systems, and Warning

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ESF 2
Communications, Information Systems, and Warning
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ESF 2—Communications, Information Systems, and Warning

Emergency Support Function 2
Communications, Information Systems, and Warning

Voice and data communications infrastructure may be severely compromised during a major emergency. This infrastructure is vital for communications to/from emergency responders in the field, between incident sites and the Emergency Operations Center (EOC), and for the City/County government to maintain linkages to the general public, NGOs and other levels of government.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima Valley Office of Emergency Management
Public Safety Dispatch Centers

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

WIN211
Technology Services
Geographic Information Services (GIS)

I. General Information

A. Purpose

1. To provide guidance for (1) rapid alerting key local jurisdiction officials and emergency responders; and (2) warning the general public of an impending or occurring natural or technological emergency or disaster.

2. To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operational requirements of local jurisdictions in responding to, and recovering from, emergencies and disasters.
ESF 2—Communications, Information Systems, and Warning

B. Scope

This ESF describes in three appendices, the coordination of local jurisdictions actions to be taken to establish and maintain telecommunications, information systems, and warning support in preparation for, response to, and recovery from an emergency or disaster which effects the population and operation of local government and its jurisdictions.

II. Policies/Limitations

A. The Yakima County Comprehensive Emergency Management Program (CEMP), as described in this ESF, will govern local telecommunications, information systems, and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.

B. Local jurisdictions should develop telecommunications/information systems, warning plans and systems commensurate with the requirements set forth in this ESF.

C. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, Yakima County jurisdictions (cities and towns) should endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information and resources available at the time.

III. Situation

A. Emergency/Disaster Conditions and Hazards

1. Yakima County is subject to a variety of emergency or disaster events requiring dissemination of warning and/or other emergency information to local jurisdiction officials.

2. Emergency or disaster warning may originate from any level of government or other sources. This may include watches and warnings for: floods, avalanches, severe weather, volcanic eruptions, fixed nuclear facility accidents, hazardous material incidents, Homeland Security threat levels, as well as earthquake occurrence notification.

3. The sudden and unexpected nature of a catastrophic event, such as an earthquake and its extensive damage, will result in numerous requests from all levels of government for services required to save lives, protect property, and preserve the environment.
4. Government and jurisdiction authorities will require accurate and timely information on which to base their decisions and focus their response actions.

Concurrently, widespread damage to commercial telecommunications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent. Surviving telecommunications assets of the various levels of government, augmenting by extra-regional assets, may be needed immediately to assure a proper response to the needs of the victims of the event.

B. Planning Assumptions

1. It is most likely that disruption and damage to the telecommunications infrastructure may occur in the event of a disaster. The type and degree of damage may determine the effectiveness and efficiency of the response and recovery efforts.

2. Disaster situations overpower whatever part of the infrastructure remains and emergency and disaster information dissemination should occur as soon as possible by whatever means are available at the earliest of time. The communications should improve as more systems come back on line.

IV. Concept of Operations

A. General

1. Reliable telecommunications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other local and public safety agencies.

2. Coordination of mobile or transportable telecommunications equipment should be done by the appropriate emergency operations center.

3. Organizations which have their own communications systems may assist in supporting the emergency communications needs of the jurisdiction ECC and general government.

4. Collectively, agencies can share data when responding together.

5. There is a long-standing need to share data when a coordinated multi-agency / multi-jurisdictional disaster response is required, especially in the first 72 hours of a disaster.
ESF 2—Communications, Information Systems, and Warning

6. Responding partners need to share operational and resource management data to have a coordinated response. The need is much more than a shared picture, which one can have by exchanging liaisons and sharing pieces of paper, faxes, screen shots and web links to viewers.

B. Organization

A Telecommunications Coordinating Committee, as requested by the Yakima Valley Office of Emergency Management, may advise OEM on the availability, selection, and use of telecommunications and information system capabilities during the four phases of emergency management.

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary

Overall responsibility for planning and coordinating alert and warning.

B. Support

Provides telecommunications and information system staff support to return the jurisdiction to its day-to-day activities following an emergency or disaster.

VI. References

Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, September, 2005

Intrastate Mutual Aid for Emergencies or Disasters in Yakima County

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.
Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local Disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/EC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs
Communications, Information System and Warning Cycle

IX. Appendices

Appendix 1—Alerting

Appendix 2—Warning

Appendix 3—Emergency Notification System (ENS)
ESF 2—Communications, Information Systems, and Warning

Tab One: Communications, Information System and Warning Cycle

1. Planning and Direction
2. Collection
3. Processing/Collation
4. Analysis
5. Dissemination
6. Reevaluation
Emergency Support Function 2
Appendix 1
Alerting

I. General Information

A. Purpose
The purpose of Appendix 1 Alerting is to identify systems and provide guidance for the rapid alerting of key local jurisdiction officials and emergency responders.

B. Scope
See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

II. Policies/Limitations
See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

III. Situation

A. Emergency/Disaster Conditions and Hazards
See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

B. Planning Assumptions
See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

IV. Concept of Operations

A. General
1. Post-emergency or disaster routine modes of telecommunications and information systems that are operational, may continue to be used after the occurrence of the event. Routine modes of telecommunications and information systems include commercial telephone and data systems, two-way radio systems, and dedicated leased lines, operated by the state and federal government, as well as, any other mode from private industry.

2. Local jurisdictions utilize commercial communications systems and local government systems that include use of mutual aid channels (On-scene Control and Coordination (OSCCR) and other common capabilities), and may request state assistance, when necessary. Too often, local jurisdictions are not able to communicate due to lack of common frequencies and/or capabilities.

3. Yakima Valley Office of Emergency Management will request and coordinate state telecommunications assistance to satisfy requirements that cannot be met with local jurisdiction resources. Priorities for filling requests will be set by the
ESF 2—Appendix 1—Alerting

Director for the OEM, with advice and recommendations from the Operational Area Emergency Operations Center Supervisor.

4. The identification, acquisition, prioritization, and deployment of telecommunications and information system assets will be coordinated as appropriate within the OAEOC/ECC to assure continuity and consistency of local response actions.

5. When an event occurs or is anticipated, the following actions may be initiated:
   
a) Rapid alerting of key officials and emergency responders. Initial alerting may be accomplished using web based-capabilities. See: Tab E.

   Should a failure to access the Web occur, fall-back for alerting would involve manual communications links, i.e., phone, cell phone, fax, or radio.

   b) Activation of local jurisdiction OAEOC/ECCs and communications systems (CEMNET, RACES, EAS, and commercial telephone) will occur, if available. As a general rule, one of these networks, in addition to any available telephone capability, should be immediately employed to establish contact between the local jurisdiction ECC and the Operational Area EOC.

      (1) CEMNET via Channel 3—45.48 MHz
      (2) RACES HF (Washington Emergency Net) Callsign—WA7EOC
      (3) RACES HF (Packet) MHz
      (4) NAWAS voice circuit
      (5) ACCESS (teletype)—Address: YSO
      (6) 2 Meter Repeater
      (7) Electronic systems—FAX, Telco,

B. Organization

   See: Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

V. Responsibilities

   See: Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

VI. References

   See: Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

VII. Acronyms, Definitions and Terms

   See CEMP Basic Plan, Attachment C.
ESF 2—Appendix 1—Alerting

VIII. Tabs

Tab A—Priority Channels for Mutual Aid, Interoperability, and Direction and Control
Tab B—Comprehensive Emergency Management Network (CEMNET)
Tab C—Radio Amateur Civil Emergency Services (RACES)
Tab D—Other Frequencies Monitored
Tab E—Web-based Communication Infrastructures
Priority Channels for Mutual Aid, Interoperability, and Direction and Control

**Very High Frequency (VHF)**

<table>
<thead>
<tr>
<th>Channel Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-scene (OSCCR): Control/Coordination</td>
<td>156.135 MHz</td>
</tr>
<tr>
<td>Search and Rescue (SAR):</td>
<td>155.160 MHz</td>
</tr>
<tr>
<td>Law Enforcement (LERN):</td>
<td>155.370 MHz</td>
</tr>
<tr>
<td>Fire (FIRECOM):</td>
<td>153.830 MHz</td>
</tr>
<tr>
<td>Mutual Aid</td>
<td></td>
</tr>
<tr>
<td>Fire (DNR Common):</td>
<td>151.415 MHz</td>
</tr>
<tr>
<td>EMS/Trauma (HEAR): (medical control)</td>
<td>155.340 MHz</td>
</tr>
</tbody>
</table>

**CEMNET - Direction and Control**

<table>
<thead>
<tr>
<th>Channel</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1:</td>
<td>45.20 MHz</td>
</tr>
<tr>
<td>F2:</td>
<td>45.36 MHz</td>
</tr>
<tr>
<td>F3:</td>
<td>45.48 MHz (Yakima Area)</td>
</tr>
</tbody>
</table>

See Tab B for further details concerning CEMNET.

**High Frequency (HF)**

<table>
<thead>
<tr>
<th>Net Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Emergency Net (RACES/ARES)</td>
<td>3.970 MHz (Contact with State EOC)</td>
</tr>
</tbody>
</table>
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Comprehensive Emergency Management Network (CEMNET)

CEMNET serves as the "PRIMARY" back-up communications system for direction and control of emergency operations, statewide.

CEMNET is a low band VHF system employing twelve (12) remote mountaintop base stations. The 12 stations are operated and controlled at the state Emergency Operations Center (EOC) through the Washington State Patrol microwave radio system. The base station serving Yakima County:

Clemans Mountain  WNUD825

The system controls/operates three (3) channels supporting state and local government operations. Each channel has been assigned for use in one of five CEMNET operating regions. The channels are monitored on a 24-hour basis by the State Duty Officer; callsign "State EOC". Yakima County uses the following:

<table>
<thead>
<tr>
<th>REGION</th>
<th>CHANNEL</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>F3</td>
<td>45.48 MHz</td>
</tr>
</tbody>
</table>

Note: Private Line (PL) tone on all channels is 127.3 Hz.

Each local jurisdiction (county/city) with CEMNET may operate on the assigned region channel for local operations.
RACES serves as a "tertiary" back-up communications system for direction, control, warning, and coordination, statewide. See the State RACES Plan, dated November 1995, with changes, for further detail on employment of amateur radio within the state.

RACES is the employment of amateur radio operators/equipment in support of state and local government emergency operations. Amateur radio support, RACES, is established and available at the state Emergency Operations Center (EOC). Systems that can be employed are HF (voice and Packet), VHF (2 meter), VHF (Packet), and UHF.

The call sign for the Yakima County RACES is WA7EOC on 3.970 MHz.

HF - Used statewide by all amateur radio operators for any/all emergencies.

Voice (as needed): 3987 kHz
Packet (24-hours): 3624 kHz
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To provide a list of other frequencies which the Operational Area EOC can monitor or employ, as needed.

**Frequency Assignments**

**Very High Frequency (VHF)**

<table>
<thead>
<tr>
<th>Department of Natural Resources</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Common:</td>
<td>151.415 MHz</td>
</tr>
<tr>
<td>State:</td>
<td>159.420 RX/151.295 TX</td>
</tr>
<tr>
<td>CAPTEL:</td>
<td>159.285 RX/151.430 TX</td>
</tr>
<tr>
<td>Aeronautical Multi-comm:</td>
<td>122.900 MHz (Initial Contact)</td>
</tr>
<tr>
<td></td>
<td>122.850 MHz (Air-to-Air/Gnd)</td>
</tr>
</tbody>
</table>

| Civil Air Patrol:               | 148.150 MHz |
| NOAA Weather Radio:             | 162.550 MHz |
|                                 | 162.475 MHz |

| NLECS (EAS radio relay only):   | 155.475 MHz |
| (National Law Enforcement       |            |
| Communications System)         |            |
ESF 2—Appendix 1—Alerting

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Emergency Support Function 2
Appendix 1—Alerting
Tab E
Web-based Communications Infrastructures

Reference: Emergency Support Function #2 Appendix 3—Implementation Guidelines

MyStateUSA Notification System (Initial Notification System)
MyStateUSA is a web based system that can e-mail, text, and page individually or in groups.

WebEOC System (Ongoing Situational Awareness) WebEOC has been in use to maintain situational awareness and communicate with each other.
I. General Information

A. Purpose
   To provide guidance for emergency radio, electronic communications and the dissemination of warning information to affected jurisdiction’s decision makers and the general public.

B. Scope
   This ESF applies to the communications and warning assets of Yakima County jurisdictions including radio, 9-1-1, voice and data links, telephone and cellular systems, National Warning System (NAWAS), Emergency Alert System (EAS) and amateur radio.

II. Policies/Limitations

A. It is the policy of Yakima County government/jurisdictions to utilize normal communications systems as much as possible during a disaster. Some needs may be met by re-prioritizing day-to-day frequency use to special emergency use.

B. It is the policy of Yakima County government/jurisdictions to utilize 24-hour dispatch centers and other existing systems, such as telephone, radio frequencies, law enforcement teletype, and amateur radio for the dissemination of information and warnings.

C. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, Yakima County jurisdictions (cities and towns) will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information and resources available at the time.

III. Situation

A. Emergency/Disaster Conditions and Hazards
   See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

B. Planning Assumptions
   See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning
IV. Concept of Operations

A. General

1. Emergency and disaster information and warning for dissemination will be determined by the appropriate emergency operations center. The method of dissemination is dependent upon the damages to the tele-communications infrastructure. The information and warning may be localized or widespread. For the most part, warning will be done for localized events by door to door contact with citizens. Other methods, such as loudspeakers or other attention getting devices, may also be used to get the public’s attention.

2. The NAWAS is the primary system used by the Federal government to disseminate warnings to state and local government. Warnings may originate from a variety of Federal agencies and are received at the Washington Warning Point, a 24-hour operation managed by the State Emergency Management Division, which then disseminates the warning to local warning points.

3. The primary warning point for Yakima County is the Yakima Public Safety Communications Center dispatch. When a warning is received for Yakima County, the information is relayed to the Office of Emergency Management. The OEM will make appropriate notifications and take appropriate actions with the information.

4. The secondary warning point is the Office of Emergency Management located in Suite 200 of the Yakima County Resource Center, Union Gap.

5. The EAS is a national alerting system comprising local radio, cable and television broadcasters and program suppliers. It provides local government officials a mechanism to issue emergency warnings to the public through local broadcasters when emergency information may help save lives. The determination for EAS activation is made by the local government officials.

B. Organization

See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

V. Responsibilities

A. Primary Agencies

1. Yakima Valley Office of Emergency Management
ESF 2—Appendix 2—Warning

a) Lead agency for the development and maintenance of county-wide warning procedures utilizing existing capabilities.

b) Plan and coordinate emergency communications.

c) Secondary warning point for the Yakima County area for the NAWAS system.

2. Yakima Public Safety Communications Center

a) Act as the primary warning point for the NAWAS system.

b) Operational point for the EAS

c) Operational point for 9-1-1

B. Support Agencies

1. Yakima Sheriff’s Office Dispatch
   Disseminate warning information to the law enforcement agencies and to field units.

2. Upper Valley Fire Dispatch
   Disseminate warning information to the Upper Valley Fire Services and to field units.

3. Lower Valley Fire Dispatch
   Disseminate warning information to the Lower Valley Fire Services and to field units.

4. Yakima Valley Amateur Radio Emergency Services (ARES)
   Coordinate and provide amateur radio emergency communications in the EOC.

5. Other Dispatch Centers
   Disseminate warning information to field units.

VI. References
See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning

VII. Acronyms, Definitions and Terms
See CEMP Basic Plan, Attachment C.

VIII. Tabs
   Tab A—Warning Sources and Actions
   Tab B—EAS Authorization
I. Sources

A. Federal
   1. National Warning System (NAWAS)
   2. Emergency Alert System (EAS)
   3. Specific Federal Agencies
      a) Bureau of Reclamation
      b) Homeland Security

B. State
   1. Washington State Emergency Operations Center
   2. State Agency/Department

C. Local
   1. 911 (Citizens)
   2. Departments (Public Works, Fire, Law)

II. Actions

A. Potential Emergency. Messages should cover the following points:
   1. Source of warning.
   2. Type of destruction expected.
   3. Time the emergency is expected.
   4. Probable area affected.
   5. Probable severity.
   6. Any local actions taken or to be taken.

B. Actual Emergency. Messages should cover the following points:
   1. Type of emergency.
   2. Time of emergency.
   3. Area affected.
Authentication of the individual seeking to activate the Yakima Valley Operational Area EAS is conducted as follows:

1. The Yakima Public Safety Communications Center or KFFM will return the telephone call to the person activating the EAS system.

2. If the person requesting activation of the EAS system can give the operator his/her correct middle name as recorded on the list of officials and the telephone number from which he/she is calling is authentic, the operator may proceed with the activation and receive the emergency message for broadcast.

Implementing Instructions

The requesting official must:

1. Determine that an emergency serious enough to activate the area EAS exists.

2. Contact the Yakima Public Safety Communications Center at (509) 248-2103 and request EAS activation. If for whatever reason contact cannot be established with the communication center directly, contact KFFM at 972-3461 and request the EAS activation.

3. Use the following format when delivering the emergency announcement. The format is deliberately general in nature to allow for the uniqueness of each emergency situation, yet broad enough to insure completeness.

" THIS IS __________________________ OF THE ____________________________
(official) (jurisdiction)

WITH A REQUEST TO ACTIVATE THE YAKIMA VALLEY OPERATIONAL
AREA EMERGENCY ALERT SYSTEM. A STATEMENT FROM
_________________________ WILL FOLLOW IN 2 – 5 MINUTES FROM NOW."
(official)

In exactly 5 minutes time, begin with an introduction statement.
ESF 2—Appendix 2—Warning

“This is ________________________ of the ________________
(official) (jurisdiction)

speaking to you from the ____________________________.
(location)

I have been informed by the ___________________________
(official)

that _____________________________________________
(type of incident)

has occurred in the vicinity of _____________________________.
(location)

the incident is serious enough to warrant _____________________.
(insert a protective action)

Note: Upon conclusion of the incident, insure that the requesting official notifies the Yakima Public Safety Communications Center or KFFM when the situation ends.
Executive Summary
These guidelines are for end user—the person that takes a call from the public or is monitoring a situation on the ground. They are intended to maintain a level of notification and situational awareness among participating agencies and departments listed below. This document provides participants critical information on distribution of information between agencies and departments. The hazardous events or conditions may include, but are not limited to: riverine/stream flooding, dam failure, large fires, hazardous materials spills, earthquakes, landslides, strong winter storms, civil disorders, active shooters, etc.

I. Notification Triggers (What event or condition triggers a notification)

A. Notifications should be made to designated groups identified Section Three of this system when one or more of the conditions below are met.

1. A predicted or eminent threat of damage perceived by a call taker or individual monitoring an escalating situation that can do damage to people, property, or the environment. This would include “Weather Warnings” from the National Weather Service. Not advisories or Watches.

2. “Warnings” Received over the National Warning System (NAWAS) again not advisories or watches.

3. Damage occurring or is eminent that has displaced residents, businesses or closed/restricted public road/s where the event is escalating.

4. An event in Yakima County that has overwhelmed one or more jurisdictions with responsibility to mitigate the events impacts.

B. Examples where notification should be made:

1. Search and Rescue, Law enforcement, or Fire Service responders on in route to a flood situation where a rescue of residents or people is needed.

2. There is water being reported over one or more public roads creating a hazard

3. There is failure, land erosion or overtopping of a levee or bridge,

4. There is a report of a potential dam failure, uncontrolled release of water, or a large controlled release from a reservoir in Yakima County.

5. There is a wildland, structural or other fire response that exceeds a third alarm.
ESF 2—Appendix 3—Implementation Guidelines

6. An earthquake in, Yakima County 3.0 or greater, in the state 6.0 or greater on the Richter magnitude scale.

C. Each of these examples would require notification of the appropriate group.

D. Additional notification clarifications may be found in the individual agency, department Operations Section, or Current Group Section later in this document. It is at the discretion of the individual call taker or monitoring individual to determine if a Notification Trigger has been met and a notification sent. The call taker or individual should be able to articulate their reasoning for their notification decision to or not to notify.

II. Participating Agencies and Departments

A. SunComm 911
B. Yakima Sheriff’s Office Dispatch
C. Fire District #5 Dispatch
D. Yakima County Public Services
E. Flood Control Zone District / Surface Water
F. Yakima Valley Office of Emergency Management
G. Washington State Patrol Dispatch
H. Washington State Department of Transportation
I. Washington State Department of Ecology
J. US Bureau of Reclamation

III. Operations

A. Dispatch Centers

1. As a call taker or dispatcher receives information that meets the Notification Triggers identified above, the call taker or dispatcher should send a notification to the appropriate notification group in MyStateUSA.

   Additionally, the call taker or dispatcher will make an entry into WebEOC or will send an e-mail to oem@co.yakima.wa.us that a notification has been made and the known information about the event.

2. When the call taker or dispatcher receives additional information of a:

   a) specific location such as a road, highway, levee, residents, business, etc. is in danger or being damaged.

   b) threat of danger to an area where the public lives or gathers.

3. The call taker or dispatcher will make an entry into WebEOC or send an e-mail to oem@co.yakima.wa.us with the name and phone number of the reporting party/s, the incident location, and what they reported.
ESF 2—Appendix 3—Implementation Guidelines

B. Public Services

1. When a Public Services Roads staff person is the first to receive information that meets one or more of the Notification Triggers identified in Part III, the call taker or dispatcher will send a notification to the Initial Event Notification group in MyStateUSA.

2. If the threat or event is considered escalating and meets one or more of the Notification Triggers in Section:
   a) Notify the County Engineer
   b) Initiate a Notification Message to the “Initial Event Notification Group” in MyStateUSA. Notify Emergency Management if you are unable to make this notification.
   c) Notify Emergency Management and request Operational Area Emergency Operations Center’s support to the potential event.

C. Surface Water/Flood Control Zone District (FCZD)

1. Monitor/track NOAA and other forecasting services, as available. Include updates for potential flood events. This is an ongoing day-to-day operation.

2. Once an area of concern is identified for the Yakima River Basin, pin-point potential areas. Compare this concern with past history and determine the threat. If the threat is considered escalating and meets one or more of the Notification Triggers in Section One complete the following:
   a) Notify the County Engineer
   b) Notify County Roads
   c) Notify Corps of Engineers of potential event
   d) Initiate a Notification Message to the “Flood Event Notification Group” in MyStateUSA. Notify Emergency Management if you are unable to make this notification.
   e) Notify Emergency Management and request Operational Area Emergency Operations Center’s support to the potential event.

3. Identify Duty Officer or Incident Commander for FCZD. Advise participating members who this person is and how to make contact.

4. As appropriate, dispatch Observers/Monitors to the anticipated problem area/s and monitor as the event unfolds.

5. As appropriate, request the Corps of Engineers Declaration of Emergency and their assistance in a flood fight.
6. Provide updated information via WebEOC entries or e-mail information to Emergency Management for WebEOC input. If computer access is unavailable, call the OAEOC and provide an update via telephone (574.1900)

D. US Bureau of Reclamation

The Yakima County Sheriff’s Office will serve as the 24-hour warning point. The Yakima Valley Office of Emergency Management will ensure that alerts and notification provided to the 24-hour warning point by Reclamation are passed on to downstream jurisdictions.

1. Response Level I (Get Ready) – Nothing serious has developed yet, but the gauges indicate that it is raining hard or stream flow is increasing. If conditions persist or intensify, this could progress into a significant event.

   a) Reclamation personnel will notify the National Weather Service (NWS) and Yakima County that Response Level 1 has been declared. The NWS will activate the NOAA radio system with an appropriate warning message.

   b) OEM will convene a meeting of the Decision Group, alert downstream jurisdictions, and place the Operational Area Emergency Operations Center (OA EOC) staff on a standby status. See E.

2. Response Level II (Get Set) – The dam will not have failed, nor is failure imminent; however, operational releases will impact low-lying areas and could become life-threatening.

   a) Reclamation personnel will notify the National Weather Service (NWS) that Response Level 2 has been declared. The NWS will activate the NOAA radio system with an appropriate warning message.

   b) Reclamation personnel will notify the Yakima County Sheriff’s Office that Response Level 2 has been declared, and will be in continual contact so that as flows in the river increase, the affected population at risk can be evacuated.

   c) Yakima County will prepare a Proclamation of Emergency, activate the OA EOC, warn downstream jurisdictions. Emergency response agencies will initiate pro-active measures to alert residents and reduce the number of transient personnel in the affected area. See E.

3. Response Level III (GO) – Declaration and implementation of Response Level 3 means the populations at risk are in IMMEDIATE DANGER and that evacuation of populations at risk in the dam failure inundation area is REQUIRED. For this response level, major life-threatening operational releases will be made, major structural damage to the dam may occur, or the physical condition of the dam may have deteriorated such that stabilization is not possible and the dam will fail.
ESF 2—Appendix 3—Implementation Guidelines

a) Reclamation personnel will notify the National Weather Service (NWS) that Response Level 3 has been declared. The NWS will activate the NOAA radio system with an appropriate warning message.

b) Reclamation personnel will notify the Yakima County Sheriff’s Office that Response Level 3 has been declared, and will be in continual contact so that as flows in the river increase, the affected population at risk can be evacuated.

c) Yakima County Operational Area EOC will continue alert and warning notices to the public. Emergency response agencies will evacuate dangerous areas and provide shelters for those in need. See E.

4. Response Level IV (Re-entry/Recovery) - The threatening condition is managed or controlled at the dam site, and emergency operations are no longer required.

a) OAEOC will coordinate re-entry operations when an area is determine safe. Damage assessments will be conducted and the process to provide assistance for property damage will commence.

E. Yakima Valley Office of Emergency Management (YVOEM)

1. While monitoring the day-to-day situation in the county, or being notified of an observed, pending or an event underway, the Operational Area EOC Duty Officer or Coordinator should:

   a) Insure appropriate notifications have been made.
   b) Develop an event in Web EOC to begin tracking situational awareness information.
   c) Notify the State Emergency Management Duty Officer of the situation and request a Mission Number if warranted
   d) Activate the Operational Area EOC if warranted to support affected jurisdictions.
   e) Be ready to receive reports from member agencies and departments via phone or e-mail. Post these reports in WebEOC.
   f) Follow Duty Officer and Operational Area EOC Job Aids for additional tasks and responsibilities

2. When YVOEM is the first to receive information that meets the Notification Triggers identified in Section One, the Duty Officer of staff person, will send notify the appropriate group using MyStateUSA.

3. Provide Training and exercises for these guidelines and the operation of MyStateUSA and WebEOC systems.
IV. Electronic Notification System (Initial Notification System)

A. Site Access
   2. Login and Password information can be acquired by contacting the Emergency Management Office.

B. Groups
   1. Groups are used to designate who should be notified for what type of event. Different folks should be notified for a flood than a wildland fire. The groups are set up by the local MyStateUSA administrators in Emergency Management. If changes are needed, please contact Jim Hall.
   2. The Specific Group List and who they notify.
      a) Dispatch Centers - Notifies both Law Enforcement and Fire Service Dispatch Centers in the county. This includes 911, SunComm, Sheriff’s Office Dispatch, Fire District #5 Dispatch, WSP, WSDOT, etc.
      b) Fire Service - Notifies Fire Chief’s and Command Officers in both city and districts in the Fire Service
      c) Law Enforcement - Notifies Police Chief’s and Command Officers in the Cities and Town in the county. It also notifies the Sheriff and his command officers.
      d) Public Works - Notifies Public Works Directors and Managers in the cities, towns, and the county.
      e) Elected Officials - Notifies Elected and appointed officials including city managers and others within the governing bodies of the cities, towns, and county.
      f) Flood Control Zone District - Notifies the Flood Control Zone District managers, supervisors, and staff.
      g) School Administrators - Notifies key administrators in the 10 county school districts.
      h) Emergency Management - Notifies the Emergency Manager and Emergency Management Staff
      i) Hospitals - Notifies key administrators in the four hospitals located in the county.
      j) US Bureau of Reclamation - Notifies key USBR personnel of primarily flood events
ESF—Appendix 3—Implementation Guidelines

k) Washington State Dept of Ecology - Notifies key personnel of potential flood and hazmat events

l) Building Officials – Code Enforcement - Notifies key personnel in the cities, towns, and county of earthquakes.

C. Groups Notified

As a call taker or dispatcher receives information that meets the Notification Triggers identified above, the call taker or dispatcher should send a notification to the appropriate notification group in MyStateUSA.

1. Flood Alert Notifications
   a) Dispatch Centers
   b) The Flood Control Zone District (FCZD)
   c) The Fire Service
   d) Law Enforcement
   e) Public Works
   f) Emergency Management.
   g) US Bureau of Reclamation

2. Alert Wildland Fire (Three Alarm or Greater) Notifications
   a) Dispatch Centers
   b) The Fire Service
   c) Law Enforcement
   d) Public Works
   e) Emergency Management.

3. Alert Hazmat Notifications
   a) Dispatch Centers
   b) The Fire Service
   c) Law Enforcement
   d) Hospitals
   e) Public Works
   f) WSDOE
   g) Emergency Management.

4. Alert Earthquake Landslide, Volcano Notifications
   (Earthquake 3.0 or greater inside the county and 6.0 or greater within the state)
   a) Dispatch Centers
   b) The Fire Service,
   c) Law Enforcement
   d) Emergency Management
   e) School Administrators
   f) Hospitals,
   g) Public Services.
   h) Building Officials – Code Enforcement
   i) US Bureau of Reclamation
ESF 2—Appendix 3—Implementation Guidelines

j) WSDOE

5. Alert Strong Storm (“Warnings Only”) Notifications
   a) Dispatch Centers
   b) The Flood Control Zone District (FCZD)
   c) The Fire Service
   d) Law Enforcement
   e) County Public Services
   f) Emergency Management.

6. Alert Law Enforcement Event Notifications
   (a prolonged event lasting longer than 2 hours or where evacuations have taken place)
   a) Dispatch Centers
   b) The Fire Service
   c) Law Enforcement
   d) School Administrators
   e) Emergency Management.

V. WebEOC System (Ongoing Situational Awareness)

A. The call taker or dispatcher will make an entry into WebEOC or send an e-mail to oem@co.yakima.wa.us with the name and phone number of the reporting party/s, the incident location, and what they reported.

B. Additionally, the call taker or dispatcher will make an entry into WebEOC or will send an e-mail to oem@co.yakima.wa.us that a notification has been made and the known information about the event.

C. Login and Password information can be acquired by contacting the Emergency Management Office.
Emergency Support Function 2

Appendix 3—Implementation Guidelines

Tab B

Emergency Alert System (EAS)

I. EAS System Operational

See: Emergency Support Function #2, Appendix 2—Warning, Tab B, EAS Authorization

The requesting official must:

A. Determine that an emergency serious enough to activate the area EAS exists.

B. Contact the Yakima Public Safety Communications Center at (509) 248-2103 and request EAS activation. If for whatever reason contact cannot be established with the communication center directly, contact KFFM at 972-3461 and request the EAS activation.

C. Use the following format when delivering the emergency announcement. The format is deliberately general in nature to allow for the uniqueness of each emergency situation, yet broad enough to insure completeness.

D. Upon conclusion of the incident, assure that the requesting official notifies the Yakima Public Safety Communications Center or KFFM when the situation ends.

II. Role of OAEOC

Upon activation of the OAEOC, follow-up EAS messages will be handled by the OAEOC utilizing electronic notification MyStateUSA.
ESF 2—Appendix 3—Implementation Guidelines

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I. Message Received

A. Assessment. See: Section One: Notification Triggers (What event or condition triggers a notification)

1. **Actual Emergency.** Messages should cover the following points:
   a) Type of emergency.
   b) Time of emergency.
   c) Area affected.

2. **Potential Emergency.** Messages should cover the following points:
   a) Source of warning.
   b) Type of destruction expected.
   c) Time the emergency is expected.
   d) Probable area affected.
   e) Probable severity.
   f) Any local actions taken or to be taken.

II. Notifications

A. See Chart 1: Notification Flow

B. Activate ENS. See: IV. Electronic Notification System (Initial Notification System)
Chart 1: Notification Flow

Primary Dispatch Centers and Office of Emergency Management advised; YPSC awaiting assessment and recommendations of further action from OEM. OEM will advise YPSC of that decision; YPSC shall pass along to other primary contacts. Utilize electronic notification (MyStateUSA).

Federal  State  Local

YPSC  OEM  YSO Dispatch  Lower Valley Fire Dispatch

At the direction of the Office of Emergency Management; First Responders alerted. Advised to prepare for further activation or stand-down. Utilize electronic notification (MyStateUSA).

YPSC  YSO Dispatch  Lower Valley Fire Dispatch
City and Upper Valley Fire Departments  Jurisdiction Police Departments  Fire Dispatch

YPSC  OEM  YSO Dispatch
City and Upper Valley Fire Departments  OAEOC Staff; Affected Jurisdictions; ARC NGOs  Jurisdiction Police Departments

YPSC  YSO Dispatch  Lower Valley Fire Dispatch
City and Upper Valley Fire Departments  Yakima and Union Gap Police  Jurisdiction Police Departments  Fire Dispatch

Comprehensive Emergency Management Program
2014
Yakima County, Washington

ESF 3—Public Works and Engineering

Public Works/Engineering
Emergency Support Function 3
Public Works and Engineering

Critical public works infrastructure such as roads, waste management and sewer systems can be damaged or destroyed during catastrophic emergency events. This infrastructure is vital to support the health, safety and welfare of the public during emergency response. Emergencies may create a variety of debris that impact the City/County’s ability to provide emergency response and may affect the health and safety of the public. Clearing debris to permit travel emergency vehicles and removal of debris to protect health and safety are vital components of the City/County’s emergency response.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima County Public Services
Public Works (Cities/Towns)

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima Valley Office of Emergency Management
Law Enforcement

I. General Information

A. Purpose

1. To provide emergency public works and engineering support activities in support of local jurisdictions in meeting needs related to response and recovery.

2. To provide, but not limited to, emergency demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, inspection of facilities for structural condition and safety, and assistance in traffic control by providing barricades and signs, as necessary, to cope with an emergency or disaster.
ESF 3—Public Works and Engineering

B. Scope

Public works support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities, provision of potable water, and provision of emergency power. Activities within this scope include:

1. Participation in needs and damage assessment immediately following the event.
2. Emergency clearance of debris to allow for reconnaissance of the damages areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.
3. Removal of debris from public streets and county roads.
4. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, waterways, airfields, and other facilities necessary for passage of rescue personnel.
5. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
6. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by the local jurisdiction as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
7. Emergency contracting to support public health and safety.
8. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.
9. Assisting in the preparation of Preliminary Damage Assessments (PDAs), as required.

II. Policy

It is the policy of Yakima County jurisdictions to provide public works response services to lands and facilities under their jurisdiction. Response to private property problems should be done only when a jurisdiction infrastructure, such as a culvert, is causing the problem or when life or public health is threatened.
III. Situation

A. Emergency/Disaster Conditions and Hazards

An emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

B. Planning Assumptions

1. Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given priority to support immediate lifesaving response activities.

2. Damages of the disaster area will be required to determine potential work load

3. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protections of threatened public and private improvements.

4. Outside contractors may be required.

IV. Concept of Operations

A. General

1. The jurisdiction’s public works department should be the lead agency for the coordination of public works and engineering functions.

2. An assessment of what has happened to public works facilities, what can be done about it, and what is needed should be conducted. Once compiled, this information will be relayed to the appropriate Emergency Coordination Center (ECC).

3. Upon the occurrence of an emergency or disaster, a public works representative should be sent to the appropriate ECC to establish liaison between the ECC and public works operations. When the ECC is activated for smaller events, the public works department may send a liaison to the ECC.
ESF 3—Public Works and Engineering

4. Supplemental public works and building inspection assistance may be requested through normal mutual aid channels or through the appropriate ECC. Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.

B. Organization

The Yakima County Public Services Department is responsible for the coordination of this ESF. The Department is responsible to provide public works and engineering assistance, as resources permit, to meet local needs related to emergencies and disasters.

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary Agency

1. Public Works (Cities and Towns)

   a) Provide debris clearance, emergency protective measures, emergency and temporary repairs, and/or construction.

   b) Provide light and heavy construction, and emergency equipment and supplies.

   c) Provide damage assessments and inspections of government buildings, roads, bridges and facilities for public safety concerns, and compilations of damage totals.

   d) Provide for emergency restoration of government facilities.

   e) Provide traffic control signs and barricades for road closures and detours, and provide operational control of traffic signals and flashers under local jurisdiction.

   f) Coordinate the damage assessment for transportation routes within the jurisdiction and the identification of alternate emergency transportation routes.

   g) Provide support and coordination for emergency transportation planning.

   h) Provide personnel to the appropriate ECC when requested.

2. Yakima County Public Services

   a) Serve as the Applicant Agent for processing Federal Financial Assistance under Public Law 93-288, the Disaster Relief Act of 1974.

   b) Perform or contract major recovery work to restore damaged public facilities under Public Law 93-288.
ESF 3—Public Works and Engineering

c) Conduct county-wide damage assessment to public infrastructure and private home and businesses.

d) Activate Debris Management Plan.

B. Support Agencies

Support Public Works emergency response, as requested.

VI. References

Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, April, 2005

Intrastate Mutual Aid for Emergencies or Disasters in Yakima County

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts may establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.
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Yakima County, Washington

ESF 4--Firefighting

**ESF 4**
**Firefighting**
ESF 4—Firefighting

Emergency Support Function 4
Firefighting

Many emergencies can cause fires. Fighting those fires to protect life and property is an integral part of Yakima County emergency response system.

Preface

Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Fire Services (Fire Districts and Municipal Departments)

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Law Enforcement
Yakima Public Safety Communications Center

I. General Information
A. Purpose

To establish policies for the effective coordination to detect and suppress wildland, rural, and urban fires occurring separately or coincidentally with significant natural or technological emergency or disaster, or other events requiring fire response.
B. Scope

1. Firefighting involves managing and coordinating firefighting activities, including the detection and suppression of fires within Yakima County, and providing personnel, equipment, and supplies in support of local jurisdictions involved in rural and urban firefighting operations.

2. Planning for every firefighting contingency is beyond the scope of this ESF but it will outline broad objectives that should provide the greatest protection of life and property that can be achieved with the resources available.

3. The specific recovery actions following an emergency or disaster may be determined by the event.

II. Policies

A. During emergencies or disasters, local fire services mobilize available apparatus and personnel required to manage the situation. Mutual aid agreements are activated when initial resources are inadequate. When mutual aid and local resources are exhausted, the provisions for regional and state fire mobilization apply.

B. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.

III. Situation

A. Emergency/Disaster Conditions and Hazards

1. Under the best of circumstances, the management of a large firefighting operation is complex, often involving multiple agencies and local jurisdictions. Fires resulting from major emergencies and disasters will place extraordinary demands on available resources and logistics support systems.

2. Under RCW 43.43.961, the Fire Service Resource Mobilization Plan is implemented to provide personnel, equipment, and other logistical resources from around the state when a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions.

3. In accordance with this plan, the Washington State Patrol Fire Protection Bureau Office of the State Fire Marshal coordinates statewide fire service resources to support local firefighting efforts.
ESF 4--Firefighting

B. Planning Assumptions

1. Urban, rural, and wildland fires will occur within the Yakima Valley. In the event of emergency or disaster created by natural or technological events, large, damaging fires are also likely to occur.

2. In a disaster some firefighting resources may become scarce or damaged.

3. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack may be needed in these situations.

4. Efficient and effective mutual aid among the various local, state, and federal fire services requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.

IV. Concept of Operations

A. General

1. The public fire and life safety services in Yakima County include city fire departments, fire protection districts, the U.S. Forest Service, the National Park Service, the Department of Natural Resources and the military bases.

2. Fire services within Yakima County are signatory to a county-wide mutual aid agreement. The fire services also cooperate in a county-wide mutual aid disaster plan with predetermined strike team and task force identification and coordination.

3. The Yakima County Fire Chiefs' Association may designate a county-wide Fire Coordinator to be an overall coordinator of fire service activities during a disaster. The Fire Coordinator should operate from the appropriate Emergency Coordination Center (ECC), as necessary. If the Fire Coordinator works from a field command post, a liaison may be designated to go to the ECC.

4. Upon the occurrence of a major disaster, fire services are requested to make initial assessments of their personnel, apparatus, equipment and facilities and report this information as soon as possible to the appropriate ECC.

5. To the maximum extent possible, fire services are requested to also make initial damage assessments of their jurisdictions and to report this information to the appropriate ECC. This information should include an assessment of what has happened, what the fire service is able to do about it with existing resources, and what specific assistance is needed.
ESF 4—Firefighting

6. The emergency medical capabilities of the fire services are covered in ESF 8. The hazardous materials capabilities of the fire services are covered in ESF 10.

B. Organization

The Yakima County Fire Chiefs' Association is the lead group for emergency planning with the fire services in the development of this Emergency Support Function.

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary Agency

Fire Services

1. Act as lead agencies in the provision of fire suppression and control, and immediate life safety services within their respective fire jurisdiction, and support other fire protection agencies if they are signatories to a mutual aid agreement.

2. Conduct light duty rescue operations.

3. Maintain inventories of firefighting staffing and equipment.

4. Provide initial and continuing situation assessment information of major incidents to the appropriate ECC.

5. Identify and provide Fire Mutual Aid Coordinators:
   a) coordinate fire service resources and activities during disaster operations.
   b) collect situation reports of initial assessment information and ongoing operations from the field and relays information to the appropriate ECC.

B. Support Agencies

1. Law Enforcement

Supports fire fighting efforts through traffic and crowd control.

2. Yakima Public Safety Communications Center

Maintains 24-hour alert and warning system.
ESF 4--Firefighting

VI. References

Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, April, 2005

Intrastate Agreement Mutual Aid for Emergencies or Disasters in Yakima County

Washington State Fire Services Resource Mobilization Plan, Revised April 2009

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

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Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs
None
ESF 4--Firefighting

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ESF 5—Emergency Management

Yakima County, Washington

ESF 5
Emergency Management
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Emergencies can often create chaotic situations. Effective management of emergencies requires establishing effective coordination, control, and obtaining and maintaining situational awareness to facilitate decision making and management of a command/control/coordination center.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima Valley Office of Emergency Management

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

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<td>Public Safety Dispatch Centers</td>
<td>Geographic Information System</td>
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I. General Information

A. Purpose

To manage the emergency through the collection, analyzing, and sharing information about a potential or actual emergency or disaster to enhance response and the provision of recovery activities.
ESF 5—Emergency Management

B. Scope

1. This ESF applies to the management needs of the Local Jurisdiction Emergency Coordination Center and the Operational Area EOC for assessing a disastrous or potentially disastrous situation and supporting related response efforts.

2. The analysis and planning for every type of emergency or disaster is beyond the scope of this ESF.

II. Policy

It is policy of emergency coordination centers to disseminate current and accurate information and request the same from departments/agencies and volunteer organizations during times of EOC/ECC activation.

III. Situation

A. Emergency/Disaster Conditions and Hazards

Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:

1. Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

2. Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

3. Threats or human-caused incidents are those resulting from the intentional actions of an adversary, such as a civil disturbance, school/workplace violence or terrorist acts.

B. Planning Assumptions

1. Urgent response requirements during an emergency or disaster, or the threat of one, and to plan for continuing response and recovery activities, necessitates the immediate and continuing collection, processing, and disseminating situational information.

2. Information should be provided by cognizant field personnel, responders, volunteers, the public, the media, and others.

3. 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.
ESF 5—Emergency Management

4. Information collection may be hampered due to many factors including, but not limited to: damage to communication systems; communication systems overload; damage to the transportation infrastructure; and effects of weather.

IV. Concept of Operations

A. General

1. Government and volunteer representatives in the appropriate emergency center should work to meet the management requirements of that center and the State Emergency Management Division. This should include receiving periodic reports from field representatives.

2. The Information Analysis and Planning Section should be responsible for the management of the information received in the center. This section should collect, analyze, report and display the current information. From this information action plans are developed, as needed.

B. Organization

Command/Control/coordination centers, i.e., Local ECC and Operational Area EOC, are organized under the basic concepts of the National Incident Management System (NIMS) Incident Command System (ICS).

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary Agency

Yakima Valley Office of Emergency Management

Coordinates emergency management (through the collection, analysis, and sharing of information about potential or actual emergencies or disasters) that could effect Yakima County jurisdictions.

B. Support Agencies

Provide critical information to the appropriate coordination center during an emergency or disaster, as requested.
ESF 5—Emergency Management

VI. References


Intrastate Agreement Mutual Aid for Emergencies or Disasters in Yakima County

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local Disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC) Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

Tab One: OAEOC/Jurisdictional ECC Emergency Operations Summary
The nature of emergency operations will depend on the characteristics and requirements of the situation. The OAEOC/Jurisdictional ECC should be activated as required to cope with the specific situation and each element should operate according to the provisions of the appropriate organizational responsibilities in the CEMP and any pertinent department/agency SOPs.

The jurisdictional coordination center should coordinate with the Operational Area EOC in achieving Operational Tasks.

**Operational Tasks:**

- Disseminating warning, emergency public information, and other advice and action instructions to the public.
- Surveying and evaluating the emergency situation.
- Marshaling, allocating, and positioning personnel and equipment.
- Conducting evacuation and/or rescue operations as required.
- Providing for the care and treatment of casualties.
- Collecting, identifying, and disposing of the dead.
- Providing for the mass care (food, lodging, etc.) needs of displaced persons.
- Enforcing police powers in controlling the locations and movement of people, establishing access controls, erecting traffic barricades, etc.
- Implementing health and safety measures.
- Protecting, controlling, and allocating vital resources.
- Advising industry, schools, and businesses of possible phased shutdowns.
- Restoring or activating essential facilities and systems.

**OAEOC/Jurisdictional coordination center should remain focused on these tasks.**
ESF 6—Mass Care, Housing and Human Services

Yakima County, Washington

ESF 6
Mass Care, Housing and Human Services
ESF 6—Mass Care, Housing and Human Services

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ESF 6—Mass Care, Housing and Human Services

Emergency Support Function 6
Mass Care, Housing and Human Services

The damage created by emergencies often disrupt the ability for citizens to provide their own basic human needs such as food, water, sanitation and housing/sheltering. Government must be prepared to temporarily provide those services when they are needed.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

American Red Cross

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima Valley Office of Emergency Management
Health District
School Districts—Public and Private
Central Washington Mental Health
Central Washington State Fair/Yakima Valley Sundome
Volunteer Organizations
Homeless Network of Yakima County
Heartlinks Hospice & Palliative Care
Yakima Urology Surgery Center

I. General Information

A. Purpose

To coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Disaster Welfare Information (DWI) system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area, and to coordinate bulk distribution of emergency relief supplies via to the delivery of services, to victims following the event.
B. Scope

1. Initial response activities will focus on meeting urgent needs of victims on a mass care basis.

2. The American Red Cross independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 2000).

3. The ARC assumes primary agency responsibility under the Federal Response Plan (FRP) to coordinate federal response assistance to the mass care response of state and local jurisdictions, and the efforts of other voluntary agencies, including ARC relief operations.

4. Mass Care includes:
   a) Housing (Sheltering)
      The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary.
   b) Feeding
      The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of victims with special dietary needs.
   c) Emergency First Aid
      Emergency first aid services will be provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service will be supplementary to emergency health and medical services established to meet the needs of the victim.
   d) Disaster Welfare Information
      Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI System. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
   e) Bulk Distribution of Emergency Relief Items
      Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.
II. Policies

A. It is the policy of Yakima government jurisdictions to coordinate mass care efforts with the American Red Cross to provide prompt disaster relief to victims of major disasters within their jurisdiction.

B. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

III. Situation

A. Emergency/Disaster Conditions and Hazards

The impact of a major emergency or disaster could result in hundreds of victims forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There would be large numbers of dead and injured. Hundreds of family members may be separated immediately following a sudden-impact event, such as children in school and parents at work. Large numbers of transients, such as tourists, students, and foreign visitors, may be involved.

B. Planning Assumptions

1. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

2. Depending on the hazard and the severity of its effects, Yakima County may have limited numbers of shelters or resources to manage them.

3. The ARC Chapter is responsible for mass care and shelter during an emergency or disaster. If the Chapter cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened.

4. The opening of ARC shelter for jurisdictions should be coordinated through the appropriate ECC.

IV. CONCEPT OF OPERATIONS

A. Mass Care

The ARC Chapter provides the emergency service function of feeding and sheltering victims of an emergency or disaster for 72 hours after the event.
ESF 6—Mass Care, Housing and Human Services

B. Housing (Shelter)

1. The ARC Chapter manages the emergency shelter program in Yakima County. This includes identification and inventory of shelters, opening and closing shelters, registration of persons coming to the shelters, medical care, feeding and the accountability of personnel occupying shelters.

2. It is the national policy of the ARC that animals and pets are not allowed in shelters, other than service animals used to assist the physically impaired.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agency

American Red Cross

1. Primary provider and coordinator of emergency service function of feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families.

2. Provide mobile canteen service to both victims and emergency services workers.

B. Support Agencies

1. Yakima Valley Office of Emergency Management

Work directly with local jurisdictions to provide the needed support, as identified.

2. Health District

Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.

3. School Districts—Public and Private

By agreement with the ARC, provide school facilities for shelter and feeding.

4. Central Washington Mental Health

Provide counseling services at shelters, as requested.

5. Central Washington State Fair/Yakima Valley Sundome

Provide facilities for shelter and feeding; based on availability and within capabilities.
ESF 6—Mass Care, Housing and Human Services

6. Volunteer Organizations

Provide staff and unmet needs at shelters or feeding stations, as requested

7. Homeless Network of Yakima County

Assist in reaching the area’s homeless population located both in shelter programs and on the street.

8. Heartlinks Hospice & Palliative Care

Staff (Registered Nurses, Physicians, Social Workers, Chaplains, Aides) available to assist, as requested.

9. Yakima Urology Surgery Center

Staff (Registered Nurses, Physicians, Surgical Technicians, Radiology Technicians) available to assist, as requested.

VI. References

Community Emergency Management System (CEMS)/National Incident Management Systems (NIMS)
Concept of Operations Implementing Procedures, April, 2005

Intrastate Mutual Aid for Emergencies or Disasters in Yakima County

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.
ESF 6—Mass Care, Housing and Human Services

Department Operations Center (DOC)

Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Appendices

Appendix 1--Food and Water

Appendix 2--High Risk Populations
Emergency Support Function 6
Appendix 1
Food and Water

I. General Information

A. Purpose
To provide guidance for the emergency use of food and potable water for emergency workers and rescue personnel, and individuals and families displaced from their homes because of an emergency or disaster.

B. Scope

1. It is beyond the scope of this ESF appendix to meet food and potable water needs of the residents of Yakima County affected by an emergency or disaster. It is expected the individuals, families and businesses within Yakima County should be prepared for a minimum of 72 hours of total self-sufficiency, including food and water.

2. Every effort should be made to ensure the feeding of emergency workers and rescue personnel.

II. Policy

A. Purveyors of potable water are responsible for their own plans to supply their customers with potable water should their systems fail. Citizens are advised to prepare their own emergency water supplies.

B. The priority of providing food and water should be to areas of acute need then to areas of moderate need.

III. Situation

A. Emergency/Disaster Conditions and Hazards
A significant emergency or disaster may deprive substantial numbers of people access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.

1. Logistics and Supply Chain

With Yakima’s excellent transportation access and supporting companies in addition to international services such as FedEx and UPS, logistic and supply chain companies may easily realize the benefits and efficiency of operating in the Yakima Valley.
ESF 6—Appendix 1--Food and Water

2. Regional Distribution Centers

The success and continued expansion of regional distribution operations such as Wal-Mart in Grandview and Ace Hardware in Moxee should serve as testament to the assets of the Yakima Valley and the economic advantages it offers.

B. Planning Assumptions

1. The Yakima Valley Office of Emergency Management should work closely with the American Red Cross -Yakima Valley Chapter, Salvation Army and other disaster relief organizations in the distribution of food and potable water for the feeding of rescue personnel and residents displaced from their homes.

2. Schools, institutions and other facilities with inventories of USDA commodities, and in proximity of the event, should be used in the feeding of rescue personnel and displaced residents.

3. It is likely food and potable water inventories may become exhausted if the emergency or disaster is widespread, affecting many people over an extended period of time.

4. The delivery of food and potable water may be hindered due to the disruption of transportation routes.

5. The State Emergency Operations Center will receive requests for food supplies from local jurisdictions or disaster relief organizations 72 hours after the event. The following conditions may exist within the event area:

   a) Individuals and families may be displaced from their homes and may be provided shelters by one or more volunteer organizations.

   b) On-hand food inventories at volunteer organizations may be inadequate to support the number of individuals in the shelter.

   c) Major percent of the water supply may be unusable requiring potable water supplies to be made available.

   d) There may be a near total disruption of energy sources. The only energy sources available may be fuel for generators and propane tanks.

   e) Most commercial cold storage and freezer facilities in the affected area may be inoperable.

   f) Land delivery to affected areas may be temporarily cut off requiring the use of air delivery.
IV. Concept of Operations

A. General

1. Requests for food and water, including types, amounts, and destination locations should be processed through the appropriate ECC.

2. After initial food and water assistance requests exceed local jurisdiction capability, requests should be forwarded to the Operational Area EOC.

3. Should local capabilities be exceeded, the OAEOC may request support from the state EOC.

B. Organizational

1. The American Red Cross Chapter provides food and potable water to displaced individuals and families in shelters, and emergency workers and rescue personnel.

2. The Yakima Health District is the lead agency for the coordination and dissemination of information regarding preventive measures for contamination of food and the purification of water. The District is also the lead agency for monitoring emergency water supplies for compliance with health regulations.

3. The Yakima Valley Office of Emergency Management should endeavor to coordinate with major food distributors, food storage facilities and other elements of the food industry to establish an emergency distribution system if a disaster disrupts the normal distribution process.

V. Responsibilities

See Emergency Support Function 6 Mass Care, Housing and Human Services

VI. References

See Emergency Support Function 6 Mass Care, Housing and Human Services

VII. Acronyms, Definitions and Terms

CEMP Basic Plan, Attachment C.

VIII. Tabs

None
I. General Information

A. Purpose
   To provide a framework for local emergency personnel to work with members of the community who have special considerations. Members of the community who may have specific needs are generally those who are deaf and hard of hearing, totally and legally blind, with cognitive, developmental, or physical disabilities, and those with limited English proficiency.

B. Scope
   This appendix is developed with the purpose of access to emergency preparedness, response, and recovery services for the vulnerable and hardest to reach populations with traditional disaster preparations.

II. Situation

A. Situation
   1. Emergency responders and other personnel utilized in initial response may experience communication barriers while assisting community members who have specific needs.

   2. Community members who have specific needs may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless.

   3. Primary needs of community members with specific needs may include assistance with relocation/evacuation, transportation, sheltering and receiving warnings and public information.

   4. Disabilities can be temporary, chronic, episodic, visible or invisible.

   5. Some members of the community with specific needs may identify the need for assistance during emergency situations, others may not.

   6. Some people may utilize service animals, therefore accommodations for service animals have been included in the City’s relocation/evacuation planning and sheltering planning.
ESF 6—Appendix 2—High Risk Populations—Specific Needs

7. Members of the community with specific needs are generally more vulnerable during a disaster and have a responsibility to prepare for disaster.

B. Planning Assumptions

1. Community resources such as interpreters, health care personnel, and housing managers will provide assistance to members of the community and emergency response personnel who require their assistance.

2. Many community members with specific needs have support networks that may provide needed assistance for the individuals in the event of an emergency or disaster.

3. Community Emergency Response Teams (CERT) may be able to assist members of the community requiring additional assistance, who live in their neighborhoods, in the event of an emergency or disaster.

4. Some residents, including those with specific needs, may have created personal emergency plans and disaster supply kits, to care for themselves in the event of an emergency or disaster.

5. Some members of the community, especially those who are homeless, may not have access to emergency warning and notification or to public information disseminated by the media.

6. Emergency response personnel may need guidance from the community and supporting social service agencies, when working with individuals with specific needs who require special assistance.

7. Many community members requiring specialized services may have access to family member support or direct care from service providers; others may not have access to their normal resources.

8. Some members of the community may have relocated or evacuated without or have been separated from durable medical supplies and specialized equipment they need (e.g., wheelchairs, walkers, service animals, listening devices, etc.).

III. Concept of Operations

A. General

1. To provide for an effective response to a disaster situation, the Emergency Operations Center, when activated, should coordinate the efforts of various agencies to meet individual human needs.
ESF 6—Appendix 2—High Risk Populations—Specific Needs

2. During actual or impending disaster situations requiring the relocation/evacuation and sheltering of a considerable number of people, procedures outlined in Emergency Support Function 16 -- Evacuation and Movement should be supported by the Emergency Operations Center, responsible city departments and supporting social service agencies.

3. Disaster victims with specific needs may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical, and financial). Social service agencies who normally provide these services may continue to do so. When the social service system is unable to support the needs of those with specific needs, the Emergency Operations Center, when activated, should coordinate and may provide emergency support.

B. Organizational

See Emergency Support Function 6  Mass Care, Housing and Human Services

V. Responsibilities

See Emergency Support Function 6  Mass Care, Housing and Human Services

VI. References

See Emergency Support Function 6  Mass Care, Housing and Human Services

VII. Acronyms, Definitions and Terms

CEMP Basic Plan, Attachment C.

VIII. Tabs

None
ESF 7—Resource Support

Yakima County, Washington

ESF 7
Resource Support
Emergencies have the potential to disrupt the availability of resources needed to effectively respond. The City/County may find it necessary to use its personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions and state and federal agencies to aid in the City/County’s emergency operations.

Preface

Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

**Primary:** Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

- **Human Resources**
- **Purchasing**

**Support:** Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

**Yakima Valley Office of Emergency Management**

I. General Information

A. **Purpose**

To provide coordinated logistic and resource support to an emergency or disaster, or the threat of one.

B. **Scope**

1. Resource support involves coordinating the provision of resources to organizations during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, materials, services, and personnel. This includes emergency relief supplies, office space procurement, office
ESF 7—Resource Support

equipment, office supplies, contracting services, transportation services, and personnel required to support emergency activities.

2. Coordination of provision of resources for every type of emergency or disaster is beyond the scope of this ESF.

II. Policies

A. It is the policy of Yakima County government jurisdictions that the purchasing department is the lead agency for coordinating emergency purchases. The purchasing representative may report to the appropriate Emergency Coordination Center (ECC) to coordinate emergency purchases if the situation warrants it. Payment for such needs is the responsibility of the requesting agency. If funds are not available, purchases shall be made in accordance with emergency purchasing policies.

B. It is the policy of Yakima County government jurisdictions that the Chief Elected Official may invoke temporary controls on local resources and establish priorities when a local State of Emergency is proclaimed. These may include, but not be limited to fuel, food, shelter and other resources necessary for human needs. Any controls established will be in coordination with other cities and towns in Yakima County.

C. It is the policy of Yakima County government jurisdictions that departments utilize their personnel to the maximum extent possible, including use of personnel not normally assigned emergency responsibilities. Government employees required to work either overtime or "out of class" in responding to a disaster shall be compensated in accordance with existing rules and bargaining agreements and the requirements of the Fair Labor Standards Act (FLSA).

III. Situation

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster may severely damage and limit access to the resource infrastructure as we know it today.

B. Planning Assumptions

1. Yakima County government jurisdictions may not have resources, either in type or quantity, that may be required to combat the effects of all potential hazards. If a disaster causes a shortage of essential resources, local jurisdictions in Yakima County should encourage voluntary controls and to enforce mandatory controls when necessary.
ESF 7—Resource Support

2. Jurisdictions should perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.

3. Resource needs beyond the capacity of jurisdictions should be coordinated through the Operational Area Emergency Operations Center (EOC).

4. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and therefore affect the availability and distribution of resources.

5. The government’s initial response will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property will be the responsibility of the landowner or tenant.

IV. Concept of Operations

A. General

1. This ESF should be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.

2. Local jurisdictions should expend available resources prior to seeking assistance through the State Emergency Management Division.

B. Organization

1. It is the responsibility of the Yakima government/jurisdictions to develop appropriate contacts to facilitate the emergency use of resources. Resource lists and contacts should be available to the appropriate ECC.

2. Local jurisdictions should adopt a zone system for the staging of emergency personnel and equipment responding in a disaster. Dispatching of these resources from the mobilization centers within these zones should be done from the appropriate ECC or by a local Incident Commander, as appropriate. These resources may be staged and inventoried, with this information being relayed to the appropriate ECC.

3. Outside resources may also be brought into Yakima County by way of aircraft. The primary local airport is the Yakima Air Terminal. Should resources be brought into the Yakima Air Terminal, a mobilization center should be established as near to the airport as possible.
ESF 7—Resource Support

4. Military resources also may be brought into Yakima County. If this is done coordination with the military should be done in accordance with ESF 20. The same general concepts of mobilization centers, inventory and communications with the appropriate ECC should apply.

5. Information on mobilization centers should be disseminated to the state and other surrounding jurisdictions.

6. The Operational Area EOC Emergency Public Information Officer (EPIO) should coordinate with the state Emergency Public Information Officer for disseminating information concerning any emergency measures, voluntary controls or rationing.

7. Yakima County government jurisdiction personnel department should be the lead agency for the recruitment and hiring of additional human resources which may be needed in an emergency or disaster.

8. If an emergency or disaster occurs during normal business hours, a representative of the jurisdiction’s Personnel Department or Human Resources should report to the appropriate ECC to determine personnel needs. Should a major disaster occurs during non-working hours, and normal methods of communication and call-back are disrupted, key staff, as determined by the local jurisdiction, should ensure that their families are safe, then report to the assigned ECC for coordination of personnel needs. Other staff should monitor the radio for instructions.

9. Trained volunteers from organized Search and Rescue (SAR) may provide initial additional emergency human resources for field operations. These organized volunteers may be utilized as team leaders and untrained volunteers assigned to them for specific task assignments.

10. It can be anticipated that in any disaster a large number of persons from the local community may volunteer to assist. Staging areas should be designated and persons wishing to volunteer should be directed there for registration and assignments.

11. Military personnel may be considered after other resources have been committed or if there is an imminent threat and they are the most appropriate resource. The commanders of local military installations have the authority to respond directly to such requests, or the request may be coordinated through the State Emergency Management Division (see ESF 20).

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary Agencies

1. Human Resources
ESF 7—Resource Support

a) Register emergency workers (other than employees of the county, cities or towns) under RCW 38.52 and WAC 118-04.

b) Recruit and hire additional human resources which may be needed in an emergency or disaster.

2. Purchasing

Authorize emergency procurement and purchase of emergency supplies and equipment.

B. Support Agency

Yakima Valley Office of Emergency Management

1. Coordinate with public and private sector for maintaining resources information.

2. Develop and maintain specific resource lists as required.

3. Establish coordination between the OA EOC, staging areas and incident sites.

VI. References

Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, April, 2005

Intrastate Agreement Mutual Aid for Emergencies or Disasters in Yakima County

Washington State Fire Services Resource Mobilization Plan, Revised April 2009

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers
ESF 7—Resource Support

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Appendices

Appendix 1—Donated Goods and Services
I. General Information

A. Purpose
   To efficiently manage donated goods, services, and funds to match the contribution to the needs of the community.

B. Scope
   See Emergency Support Function (ESF) 7, Resource Support

II. Policies

A. The Yakima Valley Office of Emergency Management may facilitate the operations of the voluntary organizations and private sector to permit them to function to the full extent of their mission and expertise.

B. Local jurisdictions should coordinate within their jurisdictions for donated goods and services and assure local sources are expended prior to seeking assistance of the state EMD.

C. The Yakima Valley Office of Emergency Management may, as a priority, encourage individuals and organizations to make contributions of money to their favorite voluntary organization.

III. Situation

A. Emergency/Disaster Conditions and Hazards
   See Emergency Support Function (ESF) 7, Resource Support

B. Planning Assumptions
   1. The event may be of such magnitude with an outpouring of goodwill from the international, national and state community.
   2. Much of the response to the event may be spontaneous and uncoordinated.
   3. The voluntary organizations should support the management of donated goods and services to the full extent of their capabilities.
   4. The local jurisdiction’s support of the response to the event may be severely impacted.
ESF 7—Appendix 1—Donated Goods and Services

IV. Concept of Operations

A. General

1. Following an emergency or disaster there may be a need to provide goods and services to the affected area. These commodities may be available commercially, provided by state or local jurisdictions, or donated. This appendix addresses the latter.

2. There frequently is an outpouring of donations in the form of goods, services, and money. It is important to have a donated goods and services management system that is prepared to either receive donations or to manage their movement throughout the county. The system should be in place to manage situations that are less than catastrophic. Additionally, the system should be capable of identifying situations that appear to have major consequences but do not. In these times it is important to be able to stop the influx of donated goods and services before they start.

3. The Yakima Valley Office of Emergency Management should be prepared for two contingencies.
   
a) The first is the management of donated goods, services, and volunteers that are willing to support an event within Yakima County. Included in this responsibility is the management of cash donations made to the affected jurisdiction(s).

b) The second contingency is supporting the donations, services, and volunteers from Yakima jurisdictions to other jurisdictions (outside of Yakima County) that has been affected by a disaster. Also included in this situation is the management of cash donations that have been made to Yakima County, but are designated for the disaster area.

B. Organization

See Emergency Support Function (ESF) 7, Resource Support

V. Responsibilities—Jurisdiction/Department/Agency

Primary Agency

Yakima Valley Office of Emergency Management

1. Establishes communications links and hotlines for potential donors or volunteers to call and register their commodities or services.

2. Assures overall responsibility for the management of the local Logistics Center.
ESF 7—Appendix 1—Donated Goods and Services

3. Assist the State EMD in meeting the state requirements for establishing a state Logistic Center when determined that Yakima County is an unaffected jurisdiction. This will include, but not limited to, processing a Memorandum of Understanding (MOU) with the site manager, establishing feeding and housing for incoming personnel, coordinating security, and providing for sanitation.

B. Support Agencies

1. Health District
   a) Assures through coordination with local jurisdictions that donated goods, such as clothing, meet state health and sanitation standards.
   b) Assures through coordination with local jurisdictions that any donated medicines and medical supplies meet state standards.
   c) Assures that any site selected for the processing of donated goods and personnel meets state health and sanitation requirements.

2. Law Enforcement
   a) Provide traffic control assistance to vehicles transporting donated goods if appropriate, and resources are available.
   b) Provide security at designated Logistic Center if appropriate, and resources are available.

3. Public Works
   Participates in the coordination process of donated goods and services management, as requested.

4. American Red Cross
   Assist in the management of donated goods and services.

6. Voluntary Organizations
   Supports the local jurisdiction donated goods and services programs consistent with their charter, mission, policies, and procedures.

VI. References
   See Emergency Support Function (ESF) 7, Resource Support
ESF 7—Appendix 1—Donated Goods and Services

VII. Acronyms, Definitions and Terms

See *CEMP Basic Plan, Attachment C.*

See *Emergency Support Function (ESF) 7, Resource Support*

VIII. Tabs

Tab A: Logistics Center Request Flow Chart, Figure 1
Tab B: Logistics Center Organization Chart, Figure 2
Emergency Support Function 7
Appendix 1—Donated Goods and Services
Tab A
Logistics Center Request Flow Chart
Figure 1

Identify Need
Search Locally
Initiate Request

Local Jurisdiction
ECC

Reality Check
Establish Priorities
Consolidate Requests
Forward Requests

Operational
Area
EOC
Logistics

Locate Resource
Procure Resources
Distribute Resource, if required
Manage the Procurement Process

Logistics Center(s)

Provide the Resource

Vendors
-or-
Volunteer Organizations

Communications

Onward Movement
Emergency Support Function 7
Appendix 1—Donated Goods and Services
Tab B
Logistics Center Organization Chart
Figure 2

Operational Area EOC

Logistics Center

Local Jurisdiction ECC

Site Coordinator

Administration

Operations Section

Communications Section

Public Information Section

State EMD Representative
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Emergencies have the potential to create widespread public health problems while resources and facilities may be in short supply. Major health problems may emerge, such as infectious diseases, sanitation problems and contamination of food and water. Protecting the public from the public health impacts is vital in emergency response.

Emergencies may cause medical emergencies. Providing pre-hospital emergency medical care to protect life is an integral part of the City/County’s emergency response system.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

**Primary:** Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

- Emergency Medical Services
- Health District
- Coroner’s Office

**Support:** Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

- Law Enforcement
- Fire Services
- Hospitals/Clincs—Public and Private
- Private Ambulance Services
- American Red Cross—Yakima Valley Chapter
- Central Washington Comprehensive Mental Health
ESF 8—Public Health and Medical Services

I. General Information

A. Purpose

To provide guidance and the coordination of medical, health and mortuary services to an emergency or disaster, or the threat of one.

B. Scope

1. Provides assistance to local jurisdictions in identifying and meeting the health and medical needs of victims of an emergency or disaster. This support is categorized in the following functional areas:

   a) Assessment of health and medical needs
   b) Health surveillance
   c) Medical care personnel
   d) Health and medical equipment and supplies
   e) Patient evacuation
   f) In-hospital care
   g) Food, drug, and medical device safety
   h) Worker health and safety
   i) Radiological hazards
   j) Chemical hazards
   k) Biological hazards
   l) Mental health
   m) Public health information
   n) Vector control
   o) Potable water, wastewater, and solid waste disposal
   p) Victim identification and mortuary services
   q) Veterinary services

2. The Health District directs and coordinates the provision of health and medical assistance to the affected local jurisdiction authorities

II. Policies

A. The provision of basic and advanced life support services should be provided as per existing standing operation procedures, patient care procedures, treatment protocols and transfer guidelines as promulgated or coordinated by the Yakima County EMS & Trauma Care Council and Medical Program Director.
ESF 8—Public Health and Medical Services

B. It is the policy of the Yakima Health District to provide guidance to political jurisdictions, agencies and individuals on basic public health principles involving safe drinking water, home and office air quality, food sanitation, personal hygiene, and proper disposal of human waste, garbage and infectious or hazardous waste spills.

C. It is policy that the Coroner has jurisdiction over the bodies of the deceased.

III. Situation

A. Emergency/Disaster Conditions and Hazards

1. A significant natural disaster or technological event that overwhelms the affected local jurisdiction may necessitate both state and federal public health and medical assistance. Such events would pose:

   a) a large number of victims that would stress the local medical system, necessitating time-critical assistance from the state and federal government; and

   b) certain public health threats, including problems related to food, disease vectors, water, wastewater, solid waste, and mental health effects.

2. Hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may be severely damaged, destroyed, or rendered unusable.

3. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to, or reduction of, utilities (power, water, sewer), because staff are unable to report for duty due to personal injuries, and damage or disruption of communication and transportation systems.

4. Medical and health care facilities which remain in operation and have the necessary utilities and staff may be overwhelmed by the “walking wounded” and seriously injured victims who are transported there in the immediate aftermath of the occurrence.

5. In the face of massive increases in demand and the damaged sustained, medical supplies (including pharmaceuticals) and equipment may likely be in short supply. Disruptions in local communications and transportation systems may prevent timely re-supply.

6. Uninjured persons who require maintenance medications (e.g., insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations and general shortages within the disaster area.
ESF 8—Public Health and Medical Services

7. Although emergencies or disasters such as fires and floods do not generate the casualty volume of a major earthquake, there may be a noticeable emphasis on relocation, shelters, vector control, and returning water, wastewater, and solid waste facilities to operation.

8. An emergency resulting from an explosion, toxic gas, radiation, or biological release could occur that may not damage the local medical system. However, such an event could produce a large concentration of specialized injuries that might overwhelm the local jurisdiction’s medical system, and/or result in the contamination of medical treatment personnel or medical facilities which may reduce or eliminate the ability of those personnel or facilities to continue providing aid.

B. Planning Assumptions

1. Resources within the affected area may be inadequate to clear casualties from the scene or to treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area and then to transport them to the closest appropriate health care facility. Additionally, medical re-supply may be needed throughout the event area. In a major event, operational necessity will require the further transportation of patients by air to the nearest metropolitan areas with sufficient concentrations of available hospital beds where patient needs can be matched with the necessary definitive medical care.

2. Damage to chemical and industrial plants; manufacturing facilities, waste processing and disposal facilities; sewer lines; and water distribution systems; and secondary hazards such as fires may result in toxic environmental and public health hazards to the surviving population and response personnel.

3. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

4. The damage and destruction caused by a natural or technological event may produce urgent needs for mental health crisis counseling for victims and emergency responders.

5. Local jurisdictions may require assistance in maintaining the continuity of health and medical services.

6. In a major catastrophic event (including but not limited to epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
IV. Concepts of Operations

A. General

1. Response and recovery activities should be directed from the Operational Area EOC when it is activated and has become operational.

2. The Operational Area EOC should maintain coordination with appropriate local jurisdiction ECCs, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests may be made by telephone, email, or face-to-face conversations rather than by formally written requests.

3. Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups of subject matter experts to be assembled by the OAEOC. They would review health and medical intelligence information, and advise on specific strategies to be employed in order to appropriately manage and respond to a specific situation.

4. National Guard medical, transportation, weapons of mass destruction response teams, and other assets may be asked to deploy to support ESF 8 requirements. These requests should be coordinated with the State EOC National Guard Liaison Coordinator to activate and deploy the necessary military units.

5. Throughout response and recovery activities, the OAEOC should evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. Requests from appropriate local jurisdictions for medical and public health assistance should be assumed to be valid. Upon receiving conflicting or questionable requests, the OAEOC may attempt to confirm the actual need. The OAEOC should maintain accurate and extensive logs to support after-action reports and other documentation of the event conditions.

B. Organization

1. Emergency Medical Services

   a) The Department of EMS is the lead agency for the coordination of EMS disaster planning.

   b) Upon request, or upon the occurrence of a disaster, the EMS staff should report to the Operational Area EOC. Appropriate staffing should be determined, depending upon the situation, to cover 24-hour operations if needed.
c) Yakima County has two identified hospitals for the provision of on-line medical control day-to-day basis. Yakima Regional Medical and Cardiac Center and Yakima Valley Memorial Hospital rotate on an every other day schedule as medical control. In the case of a disaster, the facility best equipped to provide that service shall be determined in coordination with the Operational Area EOC. That facility shall maintain control of the incident for the duration. When ever possible, the remaining hospitals shall maintain medical control services for other day-to-day operations.

d) Upon occurrence of a disaster, each hospital should assess damages to the facility, condition and availability of staff, condition of patients, resource inventory information to include pharmaceutical supplies, communication capabilities, and bed space. This information should be relayed as soon as possible to the Disaster Medical Control Facility, and periodically updated.

e) The DMCF should provide this information and coordinate emergency medical concerns with the Operational Area EOC.

f) Emergency medical staffing and supplies not available in Yakima County may be requested through existing mutual aid or through the state Emergency Operations Center. These requests should be coordinated jointly through the DMCF and the Operational Area EOC.

g) Private ambulance organizations may provide the nucleus for emergency medical transportation. Additional transportation requirements may be coordinated by the local jurisdiction ECC or the Operational Area EOC.

2. Health District

a) During an incident that threatens the health and/or sanitation condition of the residents of the county, the Yakima Health District will provide, or provide for the coordination of, health and sanitation services within the community, (i.e., identification and control of communicable diseases, vector control, examination of food and water supplies for contamination, emergency sanitation standards for disposal of garbage, sewage, and debris.

b) If the threat to public health is of such magnitude that supplemental assistance is necessary, the state and federal government may provide such assistance, by direct request to the Director, State Department of Health. This request should be coordinated through the Operational Area EOC.
ESF 8—Public Health and Medical Services

3. Mortuary Services

a) The Yakima County Coroner’s Office has jurisdiction over the bodies of deceased in Yakima County.

b) Local funeral directors and other designated personnel may assist in the processing of human remains at the discretion of the Yakima County Coroner.

c) If local resources for proper handling and disposition of the dead are exceeded, the state and/or federal government may provide supplementary assistance for the identification, movement, storage, and disposition of the dead. The Yakima County Coroner may make a request for such assistance to the State Department of Health. This request should be coordinated through the Operational Area EOC.

d) The Coroner may designate temporary morgues if the normally established morgues are overwhelmed and may coordinate with local funeral directors to identify staff to support these temporary morgues. The Coroner is responsible for notifying local agencies of the locations of morgues and coordinating transportation of the deceased to these sites. This should be coordinated with the Operational Area EOC.

e) If, due to the circumstances of the event, no authorized Coroner staff is available, remains should be covered, removed to a secure location, chilled, if possible, and the circumstances of death documented. If appropriate, care should be given to not disturb the death scene for later documentation of evidence.

f) The American Red Cross may assist in the notification of next of kin following a mass death incident.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

1. Emergency Medical Services Division

a) Lead agency to ensure basic and advanced life support systems are organized and coordinated to provide prompt and continuous emergency medical care to disaster victims.

b) Assess county-wide EMS needs and make logistical recommendations.

c) Provide liaison from the Operational Area EOC with hospitals and out-of-hospital care providers.
ESF 8—Public Health and Medical Services

d) Work in the Operational Area EOC upon request.

2. Health District

a) Coordinate emergency health support and control of communicable diseases.

b) Coordinate emergency sanitation support.

c) Monitor and assure sanitation of food and food preparation at the point of consumption.

d) Monitor and assure safe drinking water supply.

e) Coordinate the collection of vital statistics relative to births and deaths.

3. Coroner

a) Provide for the identification, storage and disposition of the deceased.

b) Provide notification to local agencies of the locations of any temporary morgues.

c) Coordinate transportation of the deceased to these sites in coordination with the Operational Area EOC.

B. Support Agencies

1. Law Enforcement

a) Assists in investigating and documenting the event scene.

b) Provide security at the scene.

c) As authorized, perform duties of Deputy Coroner as described in this ESF.

2. Fire Services

a) Provide emergency personnel and equipment, if available

b) Provide triage, treatment and transportation, within capabilities

c) As authorized, perform duties of Deputy Coroner as described in this ESF.
ESF 8—Public Health and Medical Services

3. Hospitals/Clinics—Public and Private
   
a) Provide medical care.
   
b) Re-supply field units with consumable medical supplies.
   
c) Provide assessments of hospital capabilities and damages to the DMCF
   
d) May mobilize staff to provide teams to respond to field treatment and triage sites.

4. Private Ambulance Providers

   Provide emergency medical transportation resources and support in the affected jurisdiction ECC or the Operational Area EOC.

5. American Red Cross—Yakima Valley Chapter
   
a) Provide supplementary medical, nursing aid and other health services upon request and within capabilities.
   
b) Establish procedures whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate family.
   
c) Assist victims with replacement of personal medical supplies, glasses, dentures, hearing aids, wheelchairs, prosthesis, etc.
   
d) Assist with the notification of next of kin at the request of the Coroner

6. Central Washington Mental Health

   Provide crisis counseling services, upon request

VI. References

Yakima County MCI Procedures, May 11, 2011

Yakima County Hazard Identification and Community Assessment, June, 2009


Intrastate Agreement Mutual Aid for Emergencies or Disasters in Yakima County
VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Appendices

Appendix 1—Fatality Management
Emergency Support Function 8
Appendix 1
Fatality Management

I. General Information
   A. Purpose

   Disasters have the capacity to produce large numbers of fatalities. The profound effects of mass fatalities on both loved ones and the entire community, and the ability to coordinate and obtain the needed fatality management resources are critical emergency response functions of Yakima County jurisdictions.

   B. Scope

   To provide a guide for the management of fatalities caused by disasters.

II. Policies
   A. Yakima County jurisdictions will follow policies regarding the removal of human remains authorized by the Yakima County Coroner or his/her designee and protocols established in this appendix.

   B. Human remains will be treated with the utmost respect and dignity during the collection and removal process.

   C. Personnel involved in the collection, removal and transportation of human remains must use the appropriate levels of protective equipment to prevent any injury or exposure to pathogens.

III. Situation
   A. Emergency/Disaster Conditions and Hazards

   1. A mass fatality incident is defined as any situation in which there are more fatalities than can be handled in a timely and professional manner using the usual available local resources to address a single incident or multiple incidents.

   2. These incidents may be a result of but not limited to natural or man-made events including: fire, flood, hurricane, tornado, earthquake, weapons of mass destruction (WMD’s), bomb/blast, chemical, nuclear, biological, pandemic, structural collapse, and transportation disasters.
ESF 8—Public Health and Medical Services

3. Deaths resulting from acts of homicide, suicide, or accident, and those constituting a public health hazard, fall in the jurisdiction of the Coroner.

B. Organization

The Coroner is responsible for the medico-legal investigation of the incident. It is also the responsibility of the Coroner for documentation, identification, disposition, certification of death; remains as well as morgue operations. Additional assistance from other agencies is subject to the discretion and approval of the Coroner.

IV. Concept of Operations

A. General

1. As in any reportable death in Yakima County, the Yakima County Coroner’s Office (YCCO) shall be notified by calling 509.574.1610. The on-duty or on-call Deputy Coroner will first make notification to the Coroner and Chief Deputy Coroner and then respond to the incident. Upon evaluation of initial information and/or surveying the scene, a determination will be made by the Coroner as to the level of initial response by the YCCO. It must also be acknowledged that the normal day-to-day operations of the YCCO must be satisfied.

2. At the discretion of the Coroner, temporary Deputy Coroners may be sworn-in with limited and temporary jurisdiction. Medical professionals, emergency services personnel and Funeral Directors may be utilized as temporary Deputies in the event of a mass fatalities or pandemic event.

3. The coroner will maintain direct contact with local, county, state and federal officials in regard to declaration of disaster.

B. Levels of Response

The YCCO has established three levels of response to a mass fatality incident. The Coroner will determine what level is warranted based on the information available at that time. The level of response may be upgraded or downgraded as necessary.

1. Level 1

   a) Coroner will determine the number of personnel to be called out to the scene and place a Deputy Coroner “on-call” for normal daily office functions. Staff will be activated to respond to the scene or a standby notification only.
b) Most activities at this level of response will be handled “in-house” with the exception of a few certain limited tasks. Morgue operations will take place at the county morgue and/or local hospital morgues. Autopsies will be performed through the current contracted forensic pathology group. A Family Assistance Center (FAC) will be implemented with the assistance of the American Red Cross.

2. Level 2
   a) Upon further evaluation by the Coroner and staff, a Level 2 response would include the actions and notifications as indicated in Level 1.
   b) A location for a holding morgue and/or a temporary morgue will be determined.
   c) A DMORT activation would only be considered at this point if any of the following three criteria has been met: An act of terrorism, federally declared disaster or a transportation accident resulting in the loss of 20 or more lives.

3. Level 3
   a) Upon further evaluation by the Coroner and staff, a Level 3 response would include notifications and activations as indicated in Level 1 and Level 2.
   b) Additional notifications to the Federal Emergency Management Agency (FEMA), the National Funeral Directors Association, DMORT response would be elevated to “activated”.

B. Organization

Management of the overall disaster will be accomplished by using the Incident Command System (ICS) as set forth by the National Incident Management System (NIMS).

IV. Responsibilities—Jurisdiction/Department/Agency

A. Coroner

1. Search and Recovery
   a) Mass fatality incidents will be considered “crime scenes” unless it can be positively proven otherwise. Search and recovery involves locating and
removing bodies, body parts and personal effects and treating such items as evidence. Documentation of the recovery will be critical. Methods for this procedure will include pin flags, stakes, GPS units, photography (including aerial), video documentation, grid charts/mapping, forensic anthropology, thermal imaging/infrared search, ground penetrating radar and cadaver/trauma search dogs.

b) Consideration must be given to safety of the search and recovery personnel. In addition to the expected biological hazard from the human remains, additional physical, environmental, chemical, WMD, radiological and psychological hazards may be present. Additional specialty groups may be utilized if such hazards exist during the incident.

2. Tracking System

A tracking system for human remains will be implemented by the Coroner in order to document how the remains are found, how fragmented portions are tracked, how these remains are correlated with case numbers and cross referencing this information with ante-mortem records.

3. Holding Morgue Operations

At the discretion of the Coroner, a temporary holding morgue may be utilized at the scene of an incident. The purpose of the temporary holding morgue is to provide short-term shelter, privacy and security of human remains and associated evidence until transportation to the primary morgue is arranged.

4. Pre Processing Transportation and Storage

The number of fatalities may necessitate the expansion of the Coroner’s transportation, storage and morgue system. The expansion of capabilities, alternative means for storage and transportation can be attained by utilizing unmarked refrigerated trucks and trailers. Human remains delivered to the morgue from the incident site must be kept segregated from remains already processed.

5. Morgue Operations

a) Depending on the size and nature of the incident, the Coroner shall utilize the current morgue at Coroner’s Office, 128 North 2nd Street, or establish a temporary morgue facility and/or a holding morgue. The primary designated facility for a temporary morgue is xxxxx. Alternate morgue sites would include Xxxx. School gymnasiums or similar facilities shall not be used for a morgue but may be considered for a Family Assistance Center or a location for a memorial service.
b) Unlike routine casework where human remains are processed at one station, in a mass fatality incident remains are processed in a multiple station process. The station system would include: Admitting, Triage/Screening, Photography, Fingerprinting, Evidence Collection, Personal Effects, Radiology, Odontology, Pathology, Toxicology, Anthropology, DNA, Embalming, Casketing & Release.

6. Post Processing Transportation and Storage

Until the final disposition is known and reasonable efforts are made for identification have been expended, the human remains will continue to be stored in refrigerated trucks and trailers. These post-processing remains will be segregated from the pre-processing remains and must be kept accessible for re-examination. Unidentified remains may be returned to the morgue multiple times for additional processing as needed. Law enforcement officials may require that the remains be retained for evidentiary purposes.

7. Release and Disposition of Human Remains

After all processing has been completed, the human remains can be released to the legal next of kin for final disposition. The pending death certificate or final death certificate will be provided to the funeral home that is selected by the family. A cremation authorization will be issued to those selecting cremation for final disposition.

8. Family Assistance Center

a) The Coroner shall initiate the mobilization of a Family Assistance Center (FAC) in the very early stages of the mass fatality incident. The purpose of the FAC is to provide the families of the victims with information and access to services that they may need in the days following the incident and to protect the families from the media and curiosity seekers. The FAC also allows the Coroner and investigators access to the families so they can get information more easily.

b) The FAC shall not be at the scene of the incident or at the morgue location. A hotel, school or similar location would be preferred. This facility shall provide a larger assembly area as well as a smaller areas for privacy, consultation and resting.

c) Assistance would be requested from: American Red Cross, Law Enforcement, Critical Incident Stress Debriefing (CISD) Teams, Funeral Service Professionals, Clergy, and Mental Health Professionals.
9. Records Management (Victim)

Initially, disaster records shall be kept separate form normal office records. Ante and post mortem records shall be handled as evidence. A chain of custody procedure must be maintained for all incoming and outgoing records. Records shall be kept in a centralized records management area or checked out by an authorized individual. As per state law, the Coroner is empowered to subpoena records for the purpose of death investigation.

10. Records Management (Accounting and Finance)

Expenses incurred by the Coroner’s office in response to a mass fatality incident may be reimbursable depending on the nature of the incident and whether a disaster declaration was issued at the state or federal level. Documentation must be maintained for all purchases, equipment expended and in need of re-stocking, as well man-hours.

11. Public Information and Incident Progress Report

At regular intervals and as changes occur, the YCCO in conjunction with the YVOEM Public Information Officer will hold regular media releases. Additionally, information will be updated on the website. The names of victims will be posted after identification is confirmed and proper notification of next-of-kin is complete.

B. Support Agencies
See Emergency Support Function (ESF) 8, Public Health and Medical Services

VI. References
See Emergency Support Function (ESF) 8, Public Health and Medical Services

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C

See Emergency Support Function (ESF) 8, Public Health and Medical Services

VIII. Tabs

Tab A: Funeral Directors

Tab B: Alternate Morgue Sites
ESF 9—Search and Rescue

Yakima County, Washington

ESF 9
Search and Rescue
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Emergency Support Function 9
Search and Rescue

Emergencies can cause structural collapse and other situations where people become entrapped and endangered. The City/County’s response to these situations requires use of highly technical methods and equipment and specially trained responders.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima Sheriff’s Office

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima Valley Office of Emergency Management
Law Enforcement
Amateur Radio

Federal Support: NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM (US&R)

I. General Information

A. Purpose

To provide guidance for search and rescue operations and provide for coordination and effective utilization of search and rescue resources.

B. Scope

1. Addresses search and rescue operations, and includes search and rescue on the ground, from the air, or in the water.
II. Policies

A. The Yakima Sheriff’s Office is responsible for search and rescue operations which includes searching for persons injured by natural and technological emergencies and disasters.

B. The Incident Command System (ICS) is the preferred method for on-scene incident management for SAR operations within the state. In accordance with RCW 38.52.400 (1), ICS shall be used for multi-agency/multi-jurisdiction SAR operations.

III. Situation

A. Emergency/Disaster Conditions and Hazards

The wide range of and easy access to outdoor recreational activities in Yakima County and the growing number of people who participate in those activities results in a significant number of people becoming lost and/or injured or killed every year. In addition, use of civil aircraft within the state continues to increase.

B. Planning Assumptions

1. People may become lost, injured, or killed while outdoors, requiring SAR activities.

2. An emergency or disaster may cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt SAR, or medical care.

3. Large numbers of local residents and volunteers may initiate activities to assist in SAR operations and may require coordination and direction.

IV. Concept of Operations

A. General

1. Search and rescue is defined by state law as the act of searching for, and rescuing, any person who is lost injured or killed in the outdoors, or as a result of a human caused or natural disaster.

2. The primary source of personnel for SAR comes from volunteers, particularly the Yakima County SAR Council.

3. The Yakima Valley Office of Emergency Management will register emergency search and rescue volunteers.
ESF 9—Search and Rescue

4. Additional SAR resources may be requested through the State Emergency Management Division duty officer. The EMD duty officer provides the coordination for such outside resources.

5. If urban search and rescue capabilities are needed, this may be accomplished through mutual aid with existing jurisdictions which have the capability, or, if they are impacted by a major event, through a request to the state for additional resources from the National Urban Search and Rescue Response System (USAR).

B. Organization

The chief law enforcement officer of a political subdivision (county, city or town) is responsible for ground SAR operations. As such, the YSO is responsible for SAR operations in the unincorporated areas of Yakima County and may, by agreement or upon request, support SAR operations in cities and towns within Yakima County.
ESF 9—Search and Rescue

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agency:

Yakima County Sheriff’s Office

1. Lead agency for SAR operations
2. Responsible for lost person search and rescue and coordination of USAR operations
3. Responsible for informing the State EMD duty officer of the need for SAR resources from outside of Yakima County
4. Recruiting and train volunteers in SAR skills
5. Maintains records of SAR missions
6. Routes SAR after action reports to State EMD
7. Maintains personnel and training records on SAR personnel

B. Support Agencies

1. Yakima Valley Office of Emergency Management
   a) Support SAR operations with activation of the Operational Area Emergency Operations Center, if required by the scope of the event
   b) Processes and forwards to the State EMD compensation claims of SAR volunteers that have suffered injury and/or property losses due to a SAR mission.
   c) Registers SAR personnel as emergency services workers

2. Amateur Radio

   Provides communication linkages to the Operational Area EOC, as requested.
ESF 9—Search and Rescue

VI. References

RCW 38.52.010(8)—Definition of “search and rescue”.

RCW 38.52.400(1) and WAC 118-04—Registering emergency workers.


Intrastate Agreement Mutual Aid for Emergencies or Disasters in Yakima County.

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

SAR—Search and Rescue (land, air, water)
RCC—Rescue Coordination Center
USAR—Urban Search and Rescue

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

Tab A: State Support
Tab B: Federal Support-- NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM (US&R)
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ESF 9—Search and Rescue

Tab A: State Support

Following a catastrophic earthquake, volcanic eruption, tsunami, or other natural or human caused disaster, the Emergency Management Division may activate the RCC in support of local government to coordinate the extensive Search and Rescue (SAR) resources required by the scope of the disaster. As an extension of the state EOC, the RCC may be co-located or deployed to a location in proximity to the incident site. Requests for assistance from the jurisdiction(s) affected by the disaster will be received, processed, and prioritized. The RCC will coordinate the reception, staging, preparation for employment, and deployment to the scene of all state, out-of-state, and federal search and rescue resources responding to the disaster.

Concept of Operations

A. Land SAR operations are primarily initiated, coordinated, and directed by local jurisdictions in accordance with state and local jurisdiction plans using local resources registered in accordance with Chapter 118-04 WAC. Requests for additional resources including special skills, expertise, or equipment are coordinated by the State EMD. Multi-jurisdictional SAR operations may be coordinated by the State EMD, when requested.

B. Air SAR for missing or downed civil aircraft is the responsibility of WSDOT Aviation Division.

C. The Underground (Mine) Rescue Plan covers aspects of underground rescue including caves, active mines, abandoned mines, and underground works. The Plan is maintained by the State EMD SAR Coordinator.

D. If a catastrophic event results in major multi-jurisdictional SAR operations, the State Rescue Coordination Center (RCC) may be activated to provide coordination and support for the extensive in-state, state, out of-state, federal and international SAR resources required by the magnitude of the disaster.

E. Communications with the State Emergency Operations Center (EOC) from the incident command post, the State Rescue Coordination Center (RCC), and/or from the local jurisdiction’s EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems, and by resources provided by the WNG, federal military organizations, and/or FEMA, as appropriate.
**Tab B: Federal Support**

**URBAN SEARCH AND RESCUE RESPONSE SYSTEM (US&R)**

Urban search-and-rescue (US&R) involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches.

Urban search-and-rescue is considered a "multi-hazard" discipline, as it may be needed for a variety of emergencies or disasters, including earthquakes, hurricanes, typhoons, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous materials releases. The events may be slow in developing, as in the case of hurricanes, or sudden, as in the case of earthquakes.

**Overview**

If a disaster event warrants national US&R support, FEMA will deploy the three closest task forces within six hours of notification, and additional teams as necessary. The role of these task forces is to support state and local emergency responders' efforts to locate victims and manage recovery operations.

<table>
<thead>
<tr>
<th>Urban Search-and-Rescue Team Members</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td>To find victims trapped after a disaster.</td>
</tr>
<tr>
<td><strong>Rescue</strong></td>
<td>To safely dig victims out of tons of collapsed concrete and metal.</td>
</tr>
<tr>
<td><strong>Technical</strong></td>
<td>Made up of structural specialists who make rescues safe for the rescuers.</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>Cares for the victims before and after a rescue.</td>
</tr>
</tbody>
</table>

Each task force consists of two 31-person teams, four canines, and a comprehensive equipment cache. US&R task force members work in four areas of specialization: search, to find victims trapped after a disaster; rescue, which includes safely digging victims out of tons of collapsed concrete and metal; technical, made up of structural specialists who make rescues safe for the rescuers; and medical, which cares for the victims before and after a rescue.

For every US&R task force, there are 62 positions. But to be sure a full team can respond to an emergency, a typical task force has at the ready more than 130 highly-trained members.

These teams, comprised of firefighters, engineers, medical professionals, canine/handler teams and emergency managers with special training in urban search-and-rescue environments, serve as a national resource for disaster response. The task force is really a partnership between state fire departments, law enforcement agencies, federal and local governmental agencies and private companies. A task force is totally self-sufficient for the first 72 hours of a deployment.
ESF 9—Search and Rescue

What the task force can do:

- Conduct physical search and rescue in collapsed buildings
- Provide emergency medical care to trapped victims
- Mobilize search-and-rescue dogs
- Support assessment and control of gas, electric service and hazardous materials
- Provide evaluation and stabilization of damaged structures
ESF 10—Hazardous Materials Response

Emergency Support Function 10
Hazardous Materials Response

Hazardous material incidents can occur anywhere and at anytime throughout Yakima County. The volume and distribution of hazardous materials in Yakima County jurisdictions determines the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over them.

Preface

Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Washington State Patrol
Washington State Department of Ecology
Yakima Valley Fire Services

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima County Sheriff’s Office and Municipal Police Departments
Public Safety Dispatch Centers

I. General Information

A. Purpose

1. Provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA. Specifically, it:

a) establishes the policies and procedures under which Yakima County will operate in the event of a hazardous materials incident, oil spill, or other release;
ESF 10—Hazardous Materials Response

b) prepares Yakima County and its political subdivisions for incident response and minimizes the exposure to or damage from materials that could adversely impact human health and safety or the environment; and,

c) outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.

B. Scope

1. Emergency Support Functions are the strategic planning annexes to the CEMP. The ESF 10 provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within Yakima County.

2. Planning for every hazardous material contingency is beyond the scope of this ESF. This ESF provides broad objectives that will provide the greatest protection of life and health, the environment, and property.

C. Local Emergency Planning Committee (LEPC)

1. Washington Administrative Code 118-40-150
   Emergency planning districts — Designation.

   a) The chief elected official of the local emergency planning district shall appoint the local emergency planning committee.

   b) Cities and towns that do not have active emergency management organizations as required by chapter 38.52 RCW are considered part of the county planning district in which they are located for the purposes of EPCRA emergency response planning.

   c) Any town, city or political jurisdiction identified in RCW 38.52.070 may petition the state emergency response commission to be designated as a local emergency planning district. Prior to the approval of such designation the proposed local emergency planning district must have selected the membership of the proposed local emergency planning committee and be in full compliance with the requirements of EPCRA.

   d) Any local emergency planning district and the respective local emergency planning committee existing prior to the effective date of this rule change shall be recognized.
e) An existing local emergency planning district may petition the state emergency response commission to dissolve its independent status and either join the jurisdiction of the county in which it is included or join with an adjacent local emergency planning committee.

   Local emergency planning committee — Organization, membership.

   a) Each local committee shall include, at a minimum, representation from each of the following groups or types of organizations as specified by Section 301(c) of EPCRA:

   (1) State and local officials.
   (2) Law enforcement.
   (3) Emergency management.
   (4) Firefighting.
   (5) First aid.
   (6) Health profession.
   (7) Local environmental.
   (8) Hospital.
   (9) Transportation personnel.
   (10) Broadcast and print media
   (11) Community groups.

   b) Owners and operators of facilities subject to the requirements of Section 302(b) of EPCRA.

   c) Each local emergency planning committee shall appoint a chairperson and establish rules by which the committee shall operate.

   d) Committee rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of emergency response plans to the general public.
e) Each local emergency planning committee shall submit annually, to the state emergency response commission, a list of their membership and the organizations they represent.

3. Washington Administrative Code 118-40-170
   Local emergency planning committee — Responsibilities.

a) Each local emergency planning committee shall complete the preparation of a hazardous materials emergency response plan. In the development of the plan, as specified by Sections 303 (a), (b), (c) and 324 (a), (b), EPCRA, committee duties include, but are not limited to:

   (1) Forming a local planning team.

   (2) Designating a team leader.

   (3) Evaluating the resources needed to develop, implement, and exercise the emergency plan.

   (4) Identifying existing emergency response equipment and personnel.

   (5) Conducting a needs assessment of emergency response equipment and personnel requirements.

   (6) Providing oversight for preparation of the plan by the local planning team.

b) Each local committee shall establish procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312) EPCRA. Such procedures shall include the designation of an official to serve as committee coordinator for all information requests.

   Reference: Yakima County Corporate Counsel, PUBLIC RECORDS REQUEST FORM RCW CHAPTER 42.56 PUBLIC RECORDS ACT

   Hazardous material emergency response plan — Content, guidelines, evaluation process.

a) Each local emergency planning committee shall complete a hazardous materials emergency response plan as required by Section 303 (a), (b), (c), EPCRA.

b) The local emergency planning committee shall transmit three copies of the completed plan to: Washington State Emergency Response Commission, Washington Military Department Emergency Management Division.
c) At a minimum, the plan shall include the requirements of EPCRA, the standards of the NRT-1 guidelines, and the concepts of the Washington state comprehensive emergency management plan as it is written.

d) Upon receipt of a local emergency planning committee hazardous material emergency response plan, the state emergency response commission shall:

(1) Send a letter to the local emergency planning committee formally acknowledging the receipt of the plan and informing them of the review process.

(2) Copies of the plan will then be reviewed for comment within ninety days of receipt as required by EPCRA.

(3) Upon completion of this review the state emergency response commission shall, as appropriate, send a letter to the submitting local emergency planning committee acknowledging receipt and providing reviewer's comments as appropriate in meeting the intent of EPCRA.

e) The local emergency planning committees shall review and update, as appropriate, their plans annually. Changes to the plan shall be submitted to the state emergency response commission. If there are no changes to the local plan, the local emergency planning committee shall provide written notification to the state emergency response commission within thirty days of the review's completion.

D. USC Title 42 Chapter 116 (EPCRA) Subchapter I Section 11003(c) requires emergency planning to include (but is not limited to) each of the following:

1. Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities. (Reference: Appendix B – REGULATED FACILITIES)

2. Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
ESF 10—Hazardous Materials Response

3. Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan. (Reference: VI. A. 4.)

4. Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title). (Reference: Appendix 2—INCIDENT REPORT)

5. Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.
   a) Most companies do a PHA using the “What-if/Checklist” method, following the guideline questions and program created by the International Institute of Ammonia Refrigeration (IIAR). Other methods that could be used are: What-if; Checklist; Hazard and Operability Study (HAZOP); Failure Mode and Effects Analysis (FMEA); Fault Tree Analysis; or an appropriate equivalent method. For ammonia systems that “What-if/Checklist” method seems to work very well
   b) EPA guidelines for considering “Worse Case” and “Alternate Case” releases, such as the document “Risk Management Program Guidance for Offsite Consequence Analysis”

6. A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities. (Reference: V. A. 3)
   a) All of the facilities that have ammonia should have canister or cartridge type masks for anhydrous ammonia, which would be good up to 300 PPM. Many facilities have a handheld ammonia detector. Many facilities also have SCBA’s, but typically these are not used for ammonia response, but for entering a CA room. Very few, if any facilities in Yakima County have “Level A Suits”. Typically, most facilities would on discovery of an ammonia release instruct everyone on site to either evacuate to a pre-designated location or shelter-in-place. There are a number of facilities that have people trained to the “Hazardous Material Technician” level, but will not “respond” to an incident. They have had some of their personnel do this training so their people better understand what should be done in an ammonia emergency, when actually they will only be doing “defensive actions”. They should be better prepared by having this additional training. At least that is the hope.
ESF 10—Hazardous Materials Response

7. Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. (Reference: Appendix E – PRECAUTIONARY EVACUATION PLANS)

8. Training programs, including schedules for training of local emergency response and medical personnel. (Reference: Appendix G - TRAINING SCHEDULE)

9. Methods and schedules for exercising the emergency plan. (Reference: Appendix H – EXERCISE TYPES and SCHEDULE)

II. Policies

A. The State Department of Ecology (ECY) has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the state of Washington as identified in the 2006 Northwest Contingency Plan.

B. The emergency field response to incidents of hazardous materials spills and releases is the responsibility of the fire services. The Washington State Patrol is Incident Command for hazardous materials incidents in the entire county, not just on state highways.

III. Authorities

Local

State statutes and regulations.

- RCW 38.52.070 - Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures.
- Chapter 70.136 RCW - Hazardous materials incidents.
- RCW 70.136.030 - Incident command agencies - Designation by political subdivisions.
- RCW 90.56.020 – Director responsible for spill response (Department of Ecology).
- Chapter 118-40 WAC - Hazardous chemical emergency response planning and community right-to-know reporting.
- Chapter 296-824 WAC - Emergency response.
ESF 10—Hazardous Materials Response

Federal statutes and regulations

- 40 CFR Part 355 - Emergency Planning and Notification
- U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans

IV. Situation

A. Emergency/Disaster Conditions and Hazards

1. Hazardous material incidents can occur anywhere and at anytime throughout the county. The volume and distribution of hazardous materials in a jurisdiction determines the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over them.

2. The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

3. The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health and other agencies. While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health, and the environment that will require further remediation.

B. Planning Assumptions

1. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
2. Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

3. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.

4. Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released will present serious problems.

5. Emergency exemptions may be needed for disposal of contaminated material.

6. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

C. Limitations

1. Overarching Limitations

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

   b) Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

2. Specific to Plans

   a) This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from impacts of an event.
ESF 10—Hazardous Materials Response

b) Responders will attempt to coordinate the plan and response according to standards.

c) Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.

d) There may be little to no warning during specific events to implement operational procedures.

e) The success or failure of emergency plans depends upon effective tactical execution.

f) Successful implementation of any plan depends on timely identification of capabilities and available resources at the time of the incident and a thorough information exchange between responding organizations.

g) Each agency and jurisdiction will respond within the limits of their training, capabilities and qualifications.

VI. Concept of Operations

A. General

1. Washington State Patrol (WSP) is the designated Incident Command Agency for hazardous materials incidents on state and interstate highways, and in those jurisdictions where this role has been delegated to the WSP by the jurisdiction.

2. When an incident occurs on a highway or in designated jurisdictions, the WSP will establish a unified command system with fire departments, emergency medical services, and other state and federal agencies.

3. The State Department of Ecology has overall responsibility for 24-hour environmental pollution prevention, preparedness and response within the State of Washington.

4. The Office of Emergency Management is the designated “community emergency coordinator”.

B. Organizational

1. Emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of persons at risk, initial isolation of the area, and identification of involved materials.

2. Wherever possible, mutual aid agreements among emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.
ESF 10—Hazardous Materials Response

3. Each agency that has assumed Incident Commander responsibilities will ensure that there are trained responders, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.

4. State agencies will respond to hazardous materials incidents according to appropriate Federal and state laws, regulations, and agency plans.

5. Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

1. Washington State Department of Ecology
   Coordinate the activities according to the Department of Ecology Spill Prevention and Policy, and Spill Operations Sections.

2. Washington State Patrol
   Coordinate on-scene activities of hazardous materials spills and releases.
   
   Act as designated incident command agency for hazardous materials incidents on interstate and state highways and in areas specifically designated by the local political entity. When the local jurisdiction does not designate an incident command agency, assume incident command for the jurisdiction in accordance with RCW 70.136.030.
   (See: Appendix C—INCIDENT COMMAND AGENCY)
   When necessary, establish a unified command system with fire departments, emergency medical services and other state and federal agencies.

3. Yakima Valley Fire Services
   Respond to hazardous materials spills and releases and perform initial identification and containment activities, within their capabilities
   
   a) Provide a limited initial response to hazardous materials incidents based on responder training and expertise.
   
   b) Act as incident commander (except on state, interstate highways or in areas where the Washington State Patrol is designated as incident commander).
ESF 10—Hazardous Materials Response

c) Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).

d) Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).

e) Provide for the safety of the public by whatever means necessary (evacuation, shelter-in-place).

f) Isolate the affected area in accordance with the Emergency Response Guidebook or other appropriate resource information.

g) Effectively deploy necessary and available fire jurisdiction equipment and manpower.

h) Deploy mutual aid, as requested.

i) Support Tri-County HAZMAT Response Team with personnel, equipment, and other assistance, as required. (Yakima Fire Department)

j) Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.

k) Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.

l) Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials, whenever possible.

m) Provide emergency medical care and transportation for those injured in a hazardous material incident.

n) Perform other operations which may be appropriate in accordance with training.

B. Support Agencies

1. Yakima County Sheriff’s Office and Municipal Police Departments

   Provide on-scene security to support hazardous materials spills and releases occurring within their jurisdiction.

2. Public Safety Dispatch Centers

   Provide 24-hour dispatch services.
VI. References


- *Intrastate Mutual Aid for Emergencies or Disasters in Yakima County*

VII. Acronyms, Definitions and Terms

- See *CEMP Basic Plan, Attachment C*.

**Emergency Centers**

- **Operational Area Emergency Operations Center (OAEOC)**
  Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

- **Emergency Coordination Center (ECC)**
  Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

- **Department Operations Center (DOC)**
  Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

- Tab 1 -- Fixed Nuclear Facility
- Tab 2 -- Emergency Planning and Community Right to Know Act
  - Attachment 1-- REGIONAL RESPONSE TEAM
  - Attachment 2-- INCIDENT REPORT
- Tab 3 -- Radiological Response
IX. Appendices

Appendix A – PROMULGATION

Appendix B – REGULATED FACILITIES

Appendix C – INCIDENT COMMAND AGENCY

Appendix D - PUBLIC SAFETY PROCEDURES

Appendix E – PRECAUTIONARY EVACUATION PLANS

Appendix F – RESPONSE RESOURCES

Appendix G - TRAINING SCHEDULE

Appendix H – EXERCISE TYPES and SCHEDULE

Appendix I-- FACILITY EPA AUDIT

Appendix J-- EMERGENCY PLANNING AND RESPONSE
TAB 1
FIXED NUCLEAR FACILITY
(Columbia Generating Station)

I. Purpose

To provide guidance for responding to a fixed nuclear power plant accident which may affect Yakima County. Reference: Yakima County Radiological Protection Plan for Columbia Generating Station (CGS), 2014.

II. Operational Concepts

A. Yakima County is within the 50-mile planning zone as currently described by the Nuclear Regulatory Commission, and thus will be directly affected by a fixed nuclear facility accident/incident due to the location of the Columbia Generating Station plant in Benton County. However, past experience has shown there is a great deal of public concern if there is an incident anywhere in the world.

B. Yakima County has developed a separate emergency response plan in the event of an incident at the Columbia Generating Station. Department roles and responsibilities are defined in this document.

III. Radiological Protection Planning

A. Prepare a contingency plan for the release of radioactive or other hazardous materials from Columbia Generating Station and/or the Hanford Site.
B. Provides information and education to the public.
C. Supports other jurisdictions when there is an offsite threat that does not threaten Yakima County.
D. Recommends to the public protective actions to be taken when there is an offsite release that affects the county.
E. Sets up an Agricultural Control System to contain contaminated products.
F. Establishes and maintains an EOC.
G. Establishes and maintains an Emergency Communications System to include Alert and Warning.
H. Recommends geopolitical boundaries for FCAs.
ESF 10—Hazardous Materials Response
ESF 10—Hazardous Materials Response

TAB 2
EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT (EPCRA)

I. Purpose

To provide guidance for hazardous materials incident notification and response, and off-site emergency planning and notification procedures as required by Title III of the Superfund Amendments and Re-Authorization Act of 1986 (SARA), currently known as the Emergency Planning and Community Right to Know Act (EPCRA).

II. Operational Concepts

General

1. For the purposes of this plan, a hazardous material is defined as "Any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property or the environment."

2. Local government has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by state or Federal law or regulation. The State Emergency Management Division provides a single point of contact through the 24-hour phone number 1-800-258-5990 for notification of state agencies for assistance.

3. It is the policy of Yakima County that planning and training activities under the scope of this Plan and under the requirements of EPCRA will be in support of and coordinated with the activities of the Local Emergency Planning Committee (LEPC) in Yakima County.

4. The Local Emergency Planning Committee (LEPC), as established by EPCRA, is the group which coordinates the community planning for hazardous materials and the Community Right-to-Know program established under SARA.

5. Community Right-To-Know information is filed for public availability in the Office of Emergency Management (OEM). The OEM is the agency to receive and file written reports from facilities concerning releases in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. covered under Section 304 of Superfund Amendments and Re-Authorization Act of 1986.

6. This Plan outlines the general off-site emergency procedures as required by EPCRA for facilities in Yakima County. On-site emergency procedures are in individual facility plans.
ESF 10—Hazardous Materials Response

B. Notification

1. The Yakima Public Safety Communications Center has incorporated incident reporting within the computer-aided dispatch (CAD) system. The emergency notification procedures required by EPCRA have been incorporated into this system.

2. The Yakima Public Safety Communications Center provides a single point of contact for notification of hazardous materials incidents. Any local agency or SARA Title III reporting facility becoming aware of a hazardous materials incident should immediately notify the 9-1-1 by telephone. The center will attempt to get as much information about the incident as possible utilizing CAD reporting.

3. It shall be the policy of the Yakima Public Safety Communications Center to receive and process calls regarding hazardous materials. Notifications include:
   a) The fire service in which incident occurred;
   b) Appropriate law enforcement;
   c) Washington State Patrol;
   d) The Yakima Health District;
   e) The Yakima Valley Office of Emergency Management;
   g) At the direction of the Incident Commander, the Department of Ecology and Environmental Protection Agency.


   The two primary strategies for public protection in the case of an event are, evacuation and shelter-in-place. A Public Protection Decision Tree and Evacuation/In-Place Sheltering Procedures are located in the ECC Implementing Procedures document. The decision on what strategy to use is made by the on-scene Incident Command Agency with input from the local Emergency Coordination Center. (See: Appendix D - PUBLIC SAFETY PROCEDURES)

5. It is the policy of Yakima County that on hazardous materials incidents the local fire service and the State Emergency Operations Office (SEOO) shall be notified.
ESF 10—Hazardous Materials Response

6. If a spill is from the fuel tank of a motor vehicle, the YHD or OEM need not be notified, unless the Incident Command Agency feels the expertise of services of one or more of these agencies is needed. If the spill is from another source, these departments need to be notified, and from the information gathered on the Incident Worksheet, each will make a decision as to whether or not to respond.

C. Response (See: Attachment 1—Regional Response Team)

1. **ALL** Yakima County Jurisdictions have designated the Washington State Patrol as the Incident Command Agency.

2. An emergency coordination center, either the local or operational area, may be activated if requested by the Incident Command Agency or by a response agency to support on-scene operations. On-scene agencies should provide the appropriate ECC with situation reports (SITREPS) on operations and needs.

3. It is the policy of Yakima County that employees who are not assigned to do tasks which would require them to come into direct contact or handle hazardous materials themselves, shall need only "First Responder Awareness Level" training in accordance with OSHA (Occupation Safety and Health Administration) 1910.120 and Chapter 246-205 Washington Administrative Code (WAC).

4. It is the policy of Yakima County that if the specific job assignment requires an employee handle or come in direct contact with hazardous materials products themselves at an incident site, appropriate higher levels of training as required by OSHA 1910.120 and Chapter 246-205 Washington Administrative Code (WAC). shall apply.

D. On-Scene Management

1. The Incident Command Agency is responsible for assessing the situation and making determinations of appropriate actions. On-site management will follow the National Incident Management System (NIMS).

2. It is the policy of Yakima County that response to hazardous materials incidents in Yakima County shall follow the concept of an Incident Command System (ICS). Some improvisation may be necessary to accommodate special circumstances, and the structure of an ICS would depend on the scope of the incident. For the purposes of this plan, the Incident Commander is the on-scene manager responsible for ensuring each response agency on scene can carry out their responsibilities.
ESF 10—Hazardous Materials Response

III. Responsibilities

A. Yakima Valley Office of Emergency Management
   Coordinate the provision of additional resources at the request of local response agencies or an
   Incident Command Agency.

B. Yakima County Sheriff’s Office
   1. Provide traffic control, area security, communications support and evacuation in the
      unincorporated areas of the county.
   2. Act as the Incident Command Agency under Chapter 70.136 RCW for activities related to
      illegal drug labs.

C. Yakima Health District
   1. Act as an advisor to the Hazardous Materials Incident Command agencies on personnel
      protection, public health, situation assessment, environmental impacts and identification of
      unknown products
   2. Assist the Hazardous Materials Incident Commander with information on handling, cleanup
      and disposal techniques or contacts for cleanup and disposal contractors.
   3. May provide public notice for health problems related to hazardous materials spills.

D. Yakima County Codes Enforcement
   Assist in the enforcement of county codes relating to the storage, use and handling of
   flammable, explosive, combustible, toxic, corrosive and other hazardous materials.

E. Yakima Valley Fire Services
   Provide initial efforts of response to and size-up of hazardous materials incidents; and
   contacting and coordinating proper outside authorities for assistance if necessary.

F. Yakima Valley Law Enforcement Agencies
   Provide traffic control, area security, communications support and evacuation in their jurisdiction.

G. Yakima Valley Jurisdiction’s Public Works
   Provide on-scene support to include barricade materials, signage, etc. in their jurisdiction.

H. SARA Title III Facilities
   1. Extremely Hazardous Substance (EHS) facilities must designate Facility Emergency
      Coordinators and notify the State Emergency Response Commission, Yakima County LEPC
      and local fire services, of any changes.
ESF 10—Hazardous Materials Response

2. EPCRA facilities must provide initial and updated emergency contacts, hazard analyses, capability assessments, Tier II information, Material Safety Data Sheets (MSDS) or list of chemicals, and other required information (as required by SARA Title III) to the LEPC, State Emergency Response Commission, and the local Fire Department.

3. Update Tier II forms annually to the LEPC, State Emergency Response Commission and the local fire department.

4. Provide Section 313 information (Form R) to the Environmental Protection Agency, if required.

5. Develop procedures for determining if there has been a release of chemicals in accordance with the SARA Title III and appropriate on-site response procedures for facility personnel.

6. Provide emergency notification and follow-up written notice of any release in accordance with the Act and this Plan

7. Regulated facilities are encouraged to use the Emergency Action Plan checklist. (Reference: Appendix I—FACILITY EPA AUDIT)

8. The owner or operator shall develop and implement an emergency response program for the purpose of protecting public health and the environment. (Reference: Appendix J—EMERGENCY PLANNING AND RESPONSE)
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Attachment 1—REGIONAL RESPONSE TEAM

Because of the exotic nature of many chemicals and substances in common use today, most local emergency response agencies cannot afford the training and equipment needed to deal with them. So, in 2003, the YAKIMA FIRE DEPARTMENT began developing plans for an organized, effective regional-wide response to the increasing possibility of hazardous materials incidents. A committee was composed initially to consider alternatives for mitigating anhydrous ammonia emergencies and included representatives of Fire Chiefs from Yakima County, Representatives from Private Industry, Military Hazmat Team Leaders, and Emergency Management Personnel.

This is where the concept of a Regional Response Team came into play. After numerous HazMat Response solution options were analyzed by the members, YFD stepped forward and entered into an inter-governmental agreement with an existing HazMat Response Team which already served the Washington Counties of Walla Walla, Benton and Franklin. The Yakima Fire Department’s HazMat Team is an extension of the Tri-County Team and available to supplement the efforts of local governments, fire departments, and fire districts in incidents requiring a higher level of training and more sophisticated equipment, commonly known as technician level capability.

The Tri-County Hazardous Materials Response Team is intended to protect citizens and responders alike. It provides all communities, regardless of size or population, with an effective, professional response to hazardous materials incidents in a safe, expedient and cost effective manner. The team is composed of emergency response personnel certified according to standards set by the Occupational Safety and Health Administration (OSHA) standards, Washington Administrative Code (WAC), and the National Fire Protection Association (NFPA). Team members are qualified to handle a wide range of hazardous materials incidents. At a minimum, each member must have a Hazardous Materials Technician Level certification. The team is strategically headquartered in Benton County and has a satellite in the City of Yakima. The location of response equipment takes into consideration population centers and transportation corridors, among other things. Due to travel time and distances for a responding team, local emergency response agencies must be capable of an operational level response until the HazMat Team arrives.

The HazMat Team does not take the place of local emergency response agencies, nor are they responsible for cleaning up hazardous material spills. Clean up of spilled hazardous materials is the responsibility of the person having control over the material.
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Appendix 2—INCIDENT REPORT

Emergency Release Notification
(EPCRA, Section 304)

A facility must notify state and local authorities responsible for local emergency planning if:

- there is a release at the facility (which includes releases from motor vehicles, rolling stock and aircraft) of an Extremely Hazardous Substance (EHS) or a Hazardous Substance in excess of the reportable quantity for that substance, and

- the release could result in exposure of persons outside the boundary of the facility site.

Report chemical releases immediately to any State Emergency Response Commission (SERC), Tribal Emergency Response Commission (TERC), and Local Emergency Planning Committee (LEPC) potentially affected by the release. Facilities must also report a release of a CERCLA hazardous substance to the National Response Center. In most instances, the facility must submit a written follow-up report within thirty days of the release to the SERC and LEPC.

To be safe, we recommend making the call. If it is determined that the release did not meet or exceed the substance’s reportable quantity, the business will have prudently met its responsibility. There are no penalties for reporting a spill unnecessarily, but there may be significant penalties for not reporting one.

NOTIFICATION:

Contact information for Verbal Notifications:
If fire or medical response is required 9-1-1
Washington SERC 24-hour, State-Wide Spill Hotline, 1-800-258-5990
National Response Center 1-800-424-8802 [EHS and CERCLA hazardous substances]
LEPC 574-1900; 24-hr, 574-2500

How much ammonia will it take to report an emergency release?
When a spill is a threat to life, health, and/or the environment; and/or 100 lbs.; and/or more than two persons injured.
ESF 10—Hazardous Materials Response

RELEASE INFORMATION:

To the best of your ability, please be ready with the following information:

Where is the spill?

What spilled?

How much spilled?

How concentrated is the spilled material?

Who spilled the material?

Is anyone cleaning up the spill?

Are there resource damages (e.g. dead fish or oiled birds)?

Who is reporting the spill?

How can we get back to you?
<table>
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<tr>
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</tr>
<tr>
<td>INCIDENT ADDRESS::</td>
<td>CITY, STATE, ZIP</td>
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<td>(EMD/NRC)</td>
</tr>
<tr>
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<td>CAS NUMBER:</td>
</tr>
<tr>
<td></td>
<td>__ __ __ __ __ __ ___ ___ ___ ___</td>
</tr>
<tr>
<td>CHECK IF CHEMICAL IS LISTED IN 40 CFR 355</td>
<td>PHYSICAL STATE CONTAINED:</td>
</tr>
<tr>
<td></td>
<td>[ ] solid [ ] liquid [ ] gas</td>
</tr>
<tr>
<td>QUANTITY RELEASED: (in pounds)</td>
<td>PHYSICAL STATE RELEASED:</td>
</tr>
<tr>
<td></td>
<td>[ ] solid [ ] liquid [ ] gas</td>
</tr>
<tr>
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<td>DURATION OF RELEASE:</td>
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<tr>
<td></td>
<td>___days ___hours ___minutes</td>
</tr>
<tr>
<td>ENVIRONMENTAL CONTAMINATION:</td>
<td>[ ] Air [ ] Water [ ] Ground [ ] Other</td>
</tr>
<tr>
<td>DESCRIBE ACTION TAKEN:</td>
<td>(Use additional sheets if needed.)</td>
</tr>
</tbody>
</table>
KNOWN OR ANTICIPATED HEALTH EFFECTS:

[ ] ACUTE/IMMEDIATE (EXPLAIN)

____________________________________________________________________

____________________________________________________________________

[ ] CHRONIC/DELAYED

____________________________________________________________________

____________________________________________________________________

[ ] NOT KNOWN

____________________________________________________________________

____________________________________________________________________

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS:

COMMENTS:

CERTIFICATION: I certify under penalty of law that I have personally examined and am familiar with the information submitted and that it is true, accurate and complete.

REPORTING FACILITY REPRESENTATIVE (print/type)

____________________________________________________________________

SIGNATURE OF FACILITY REPRESENTATIVE

____________________________________________________________________

DATE: _____________
EMERGENCY RELEASE FOLLOW-UP NOTIFICATION FORM INSTRUCTIONS

The Washington State Emergency Response Commission (SERC) requires that Emergency Release Follow-up Notifications be submitted using this reporting form. Releases of reportable quantities of Extremely Hazardous Substances (EHS) (listed in 40 CFR 355, appendix A) or chemicals that require release reporting under section 103 (a) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) must be reported on the form within 30 days following a release. The written follow-up report is required in addition to immediate verbal notification.

BASIC INSTRUCTIONS:

- The completed form satisfies the Emergency Planning & Community Right-to-Know Act Section 304 requirement. Ensure that all information is complete.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:

Enter the Community Right-to-Know number, the facility name, phone number and name of a contact person who can provide detailed information concerning the incident. The Community Right-to-Know number is a 12-digit number which begins with CRK or WA.

Enter the date of the incident, the time that verbal notification was made to the SERC via the Emergency Management Division duty officer and the incident number in the space provided.

Provide information about the location where the release occurred. Include the street address, city, state, zip, county, local emergency planning committee, and if appropriate, provide information about bordering LEPCs, tribal nations, or states.

Provide information concerning the specific chemical that was released. Include the chemical/trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Indicate all actions taken to respond to and contain the release.

Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use the Comment section to provide additional pertinent information.

Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident.
ESF 10—Hazardous Materials Response

List any additional pertinent information.

Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

CALL EMERGENCY MANAGEMENT DIV [EMD] AT: 1.800.258.5990
CALL THE NATIONAL RESPONSE CENTER AT: 1.800.424.8802
CALL YOUR LOCAL EMERGENCY PLANNING COMMITTEE 1.509.574.1900
1.509.574.2500 24-hr

MAIL COMPLETED REPORTS TO:
ECOLOGY
COMMUNITY RIGHT-TO-KNOW UNIT
PO BOX 47659
OLYMPIA WA 98504-7659
ESF 10—Hazardous Materials Response

TAB 3
RADIOLOGICAL RESPONSE

For radiological accidents or incidents, either suspected or confirmed, use the Washington State Department of Health, Division of Radiation Protection, Radiological Emergency Response Plan and Procedures or call 1-206-682-5327 (1-206-NUCLEAR.) The lead state agency for Radiation Accident/Incident Response is the Washington State Department of Health. This however, does not preclude invoking other applicable Emergency Support Functions (ESFs) in support of the Radiation Emergency Response Plan and Procedures.

Response to a radiological accident will follow the 2008 Emergency Response Guidebook (GUIDES 161-165).

SEALED RADIOACTIVE SOURCES: USES AND RISKS

Radiation occurs when unstable isotopes of elements release excess energy as invisible waves or particles. Depending on the amount of energy released, these waves or particles are able to penetrate solid matter to varying degrees. Because of these unique properties, radiation has many diverse uses such as:

- killing bacteria in commercially packaged food and medical equipment
- diagnosing disease with pharmaceuticals labeled with radioactive elements
- treating cancer and other diseases
- mapping underground sources of water and prospecting for oil and gas reserves
- checking levels or density in manufacturing processes

Two broad types of devices exist: those that generate radiation and those that are themselves radioactive. Devices capable of generating radiation include particle accelerators and X ray machines. When the power supply is cut, however, these devices produce no radiation. Other devices contain materials that are radioactive. These devices always produce radiation, but the intensity of the radiation will decrease naturally over time.

A sealed radioactive source, typically called a sealed source, refers to radioactive material that has been sealed inside a capsule or is permanently bonded in a solid form. Sealed sources within devices are commonly used to deliver a defined dose of radiation, such as that used in cancer therapy or in irradiators that sterilize food and medical equipment. But there are also other uses such as: in industrial gauges, in radioisotope thermoelectric generators used to provide electric power in remote areas, in gamma radiography to check welds on pipelines, and in well logging sources used to explore for coal, oil, and natural gas.

Nuclear materials (such as enriched uranium and plutonium) can produce a self-sustaining nuclear fission reaction and are radioactive, but they are not normally used in sealed sources. The radioactive materials in a sealed source (cobalt, caesium, iridium, etc.) on the other hand, are not capable of fission; and the amount of radiation they emit decreases over time.
Sealed radioactive sources within devices, when used as intended, are designed to limit radiation exposure to users. Despite their design safety features, some sealed source devices may produce a potentially lethal amount of radiation if used improperly. People using sealed source devices must be trained and knowledgeable about their proper, safe and secure use. In untrained hands, such devices can injure and kill. Malevolent acquisition and use of radioactive sources may cause radiation exposure or dispersal of radioactive material into the environment. Such an event could cause significant social, psychological and economical impacts.

If a source becomes too weak for its use, it does not mean that the source is safe. Many accidents have resulted from sources that are no longer being used for their original purpose.

The relative risk for sources has been categorized by their potential to cause serious health effects.

**Category 1 sources** could lead to the death or permanent injury of individuals who are in close proximity to the source for a short period of time (minutes to hours). Category 1 sources include: radioisotope thermoelectric generators, irradiators, teletherapy machines, and fixed multi-beam teletherapy machines.

**Category 2 sources** could lead to the death or permanent injury of individuals who are in close proximity to the source for a longer period of time than for Category 1 sources. Category 2 sources include: industrial gamma radiography equipment and high/medium dose-rate brachytherapy.

**Category 3 sources** could lead to the permanent injury of individuals who are in close proximity to the source for a longer period of time than Category 2 sources. Sources in Category 3 could, but are unlikely to, lead to fatalities. Category 3 sources include: fixed industrial gauges (level gauges, dredger gauges, conveyor gauges, and spinning pipe gauges) and well logging gauges.

**Category 4 sources** could lead to the temporary injury of individuals who may be in close proximity to the source for a longer period of time than Category 3 sources. Permanent injuries are unlikely. Category 4 sources include: low dose-rate brachytherapy sources, thickness gauges, portable gauges, and bone densitometers.

**Category 5 sources** could, but are unlikely to, cause minor temporary injury of individuals. Category 5 sources include X-ray fluorescence devices, static eliminators, and electron capture devices.

**CONTROLLING HAZARDS**

Low level radioactive materials generally does not present a significant threat. However, for your safety, as well as the safety of the public is still a concern. So here is a list of primary points to remember when dealing with a radiological incident.

- Rescue, life safety, first aid, control of fire and most other chemical hazards take priority over measuring radiation or contamination levels.

- Notify the appropriate radiation protection authorities.

- Isolate all spills or leaks.
ESF 10—Hazardous Materials Response

- If the spill is large or of dry materials, consider downwind evacuation.
- If fire is involved, primary evacuation should be at least 1000 feet.
- Move intact containers from fire if you can do so safely (do not move damaged packages).
- Cover liquid spills with sand, earth or non-combustible material (dike large spills).
- Cover powder spills with plastic or tarps to prevent spreading.

PLACARDS FOR SHIPPING RADIOACTIVE MATERIALS

Typical radioactive material warning placard

Any four-digit ID number shown on an adjacent orange panel is used for specific identification of the cargo. The panel to the left bears the international identification number (International Series) for radioactive material, LSA, n.o.s. (material containing uniformly distributed radioactive material in low concentrations). This is the same four-digit ID number that must appear with the proper shipping name on the package as well as on the shipping documents. Refer to this number in the ERG for response information.
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ESF 10—Hazardous Materials Response

Appendix A – PROMULGATION

EMERGENCY SUPPORT FUNCTION (ESF) 10 - Hazardous Materials Response

APPROVAL & IMPLEMENTATION

The Yakima County LEPC and Yakima Valley Office of Emergency Management developed the Hazardous Materials Response Plan to identify and implement hazardous materials emergency preparedness and response responsibilities in accordance with Chapter 118-40 Washington Administrative Code (WAC). The ESF details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within the jurisdictions of Yakima County.

Yakima County--city and town jurisdictions--directs each office, department and agency to study the ESF and prepare or update, as needed, the supporting plans and operating procedures needed to implement the ESF in the event of a hazardous material event.

The Yakima Valley Office of Emergency Management is responsible for publishing and distributing this ESF and will issue changes as required.

_________________________________________________________  ______________
Director, Yakima Valley Office of Emergency Management          Date

_________________________________________________________  ______________
LEPC Chairperson                                                  Date
Appendix B – REGULATED FACILITIES

1. Anhydrous Ammonia is the major reportable EHS in Yakima County. Over 136 sites have reportable quantities.

Clouds of anhydrous ammonia are subject to the unpredictability of air movement; they will change direction as quickly as the breeze. Clouds of ammonia may be nearly invisible in some atmospheric conditions, but in high concentrations may appear as white clouds. Rain will absorb the ammonia and remove it from the air; however, the ammonia-water mixture may still be a hazard until sufficiently deluded.

Anhydrous ammonia is lighter than air. Under cold condition, it may settle in the low areas of the surrounding landscape, such as road ditches, sloughs and valleys. People in threatened areas must be warned of the release and advised to leave the area or shelter in-place until the release has been controlled and the area is considered safe. These decisions should be made by emergency personnel, such as a local fire department.

2. Chlorine

Exposure to chlorine can occur in the workplace or in the environment following releases to air, water, or land. Effects of chlorine on human health depend on how the amount of chlorine that is present, and the length and frequency of exposure. Effects also depend on the health of a person or condition of the environment when exposure occurs.

Breathing small amounts of chlorine for short periods of time adversely affects the human respiratory system. Effects differ from coughing and chest pain, to water retention in the lungs. Chlorine irritates the skin, the eyes, and the respiratory system. These effects are not likely to occur at levels of chlorine that are normally found in the environment.

3. Propane

Liquid releases flammable vapors at well below ambient temperatures and readily forms a flammable mixture with air. Dangerous fire and explosion hazard when exposed to heat, sparks or flame. Vapors are heavier than air and may travel long distances to a point of ignition and flash back. Container may explode in heat or fire. Runoff to sewer may cause fire or explosion hazard.

EHS Facilities Emergency Contact List

The Yakima Valley Local Emergency Planning Committee has an EHS Facilities Emergency Contact List. Access to this data base is available through the Office of Emergency Management. Contact Director, 509.574.1904.
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### Appendix C – INCIDENT COMMAND AGENCY

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Appendix D - PUBLIC SAFETY PROCEDURES

Shelter-in-Place

The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by the affected jurisdiction fire department and/or law enforcement, in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, instructions will be the affected population to shelter-in-place. This notification will be made using any means of communication available, i.e., EAS; routes by available emergency vehicles.

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:

- Turn-off heating, cooling and ventilation system to prevent drawing in outside air.
- Get disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.
- Listen to your local radio or television stations for further instructions.
- Stay in your rooms/offices/classrooms and only come out when you are told that it is safe.

It is important following a shelter-in-place event the public take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.
Evacuation

The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.

The IC is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

- Location of the hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Name and address of shelters/reception centers.
- Primary evacuation routes to be used.
- Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.
- Information on available public transportation system and pick-up points.
- Details on what to bring and not bring to the shelter/reception center.
- Information on security within the evacuation zone.
- Estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Evacuees should also receive instructions to, time permitting:

- Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed, turn on local radio station for evacuation routes and up-to-date information.
- Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.
ESF 10—Hazardous Materials Response

- Do not call your school or go to pick-up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick-up children.

Evacuation plans are specific to the individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and physically challenged who require assistance to comply with evacuation directive. Precautionary evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of the IC, in coordination with the chief law enforcement officer. Once the area is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes. The major thoroughfares will be utilized whenever possible to expedite the flow of evacuees. Each jurisdiction fire service and law enforcement agency have been provided CDs with individual facilities identified by GIS. Arterials are identified as well as critical infrastructures.

The Interstate and state routes should be considered first as evacuation routes in Yakima County; however, numerous county roads should also be considered based on the location of the hazardous materials incident. Federal routes include:

- I-82 going north and south in the north-central part of the county.
- Hwy 97 going north and south in the north part of the county.
- Hwy 12 going east and west in the north-west part of the county.

State routes include:

- SR 821 going north and south in the north part of the county.
- SR 410 east and west in the northwest part of the county.
- SR 24 going east and west in the north-central part of the county.
- SR 241 going north in the north-central part of the county.
- SR 22 going east and west in the south-central part of the county.

Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.
ESF 10—Hazardous Materials Response

- **Walking:** When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.

- **Private vehicle (car, van, pick-up truck, etc.):** When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.

- **Public Transit (city/county bus, school bus):** This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk.

- **EMS vehicles (ambulance or handicap equipped vehicle):** This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period of time; however, any large building outside the evacuation zone with adequate facilities could be utilized as long as the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities may be required to accommodate the special needs population, hospital patients or jail/prison inmates.

The American Red Cross (ARC) operates shelters/reception centers in Yakima County jurisdictions. The services provided in these shelters/reception centers will be in accordance with ESF 6 – Mass Care, Housing and Human Services, Comprehensive Emergency Management Plan.

Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit, periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The Operational Area EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceeds the capabilities of local law enforcement.

Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.
Evacuation Planning Factors

Neighborhood or Area Evacuation. Certain events can occur with little or no warning (i.e. hazardous materials event) requiring immediate public protection efforts. A “time and circumstances” evacuation plan will be implemented by the Incident Commander at the scene, with support by the jurisdictional ECC as requested and time allows. The following planning factors should be considered in preparing an evacuation plan:

✓ Consider the characteristics of the hazard/threat: magnitude, intensity, speed of onset, duration, impact.

✓ Determine area to be evacuated.

✓ Establish a perimeter. Consider access and functional needs equipment:
  • Barricades with flashing lights.
  • Barricade tape.
  • Evacuation route signs.

✓ Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to insure safety.

✓ Establish entry and exit control points.

✓ Identify access and functional needs populations:
  • Schools.
  • Day care centers.
  • Nursing homes.
  • Handicapped persons (hearing, sight, mentally, mobility impaired).
  • Non-English speaking persons.
  • Hospitals, health care facilities.
  • Transient populations (street people, motel/hotel guests).
  • People without transportation.
  • Animals: Kennels, veterinary hospitals, pet stores, animal shelters.

✓ Identify assembly areas for people without transportation.

✓ Estimate numbers of people requiring transportation.

✓ Identify evacuation routes. Consider: traffic capacity, risk areas. Plan for “what ifs,” i.e. vehicle breakdowns, bridge/road damages, secondary hazards along evacuation routes, etc.

✓ Consider need for animal control, care, evacuation.
ESF 10—Hazardous Materials Response

✓ Identify mass care facilities, safe areas.

✓ Plan for security: Perimeter control, property protection, etc.

✓ Minimize family separation. Consider how to reunite families.

✓ Is an “evacuation order” from the Mayor needed?

✓ Determine reentry procedures.

✓ Issue specific evacuation instructions to include:
  • Situation: Emphasize hazard/threat/risk.
  • The life/death consequences for not evacuating.
  • Services that will be discontinued or interrupted within the evacuation area.
  • Legal consequences for re-entering the area.
  • Identification of the specific area(s) to be evacuated.
  • List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
  • Departure times.
  • Pickup points for people requiring transportation assistance.
  • Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.)
  • Location of mass care facilities outside of the evacuation area.
  • Where family members go to be united.
  • How access and functional needs populations are being assisted.
  • What to do with animals.
  • Keep animals secured, on leash, etc.

✓ Remember to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.
ACTIVATION MESSAGE PROCEDURES & SCRIPT FOR A HAZARDOUS MATERIALS CHEMICAL RELEASE PUBLIC PROTECTION PROCEDURES:

The requesting official must:

1. Determine that an emergency serious enough to activate the area EAS exists.
2. Contact the Yakima Public Safety Communications Center at (509) 248-2103 and request EAS activation. If for whatever reason contact cannot be established with the communication center directly, contact KFFM at 972-3461 and request the EAS activation.
3. Use the following format when delivering the emergency announcement. The format is general in nature to allow for the uniqueness of each emergency situation, yet broad enough to insure completeness.
4. Upon conclusion of the incident, insure that the requesting official notifies the Yakima Public Safety Communications Center or KFFM when the situation ends.

If the person requesting activation of the EAS system can give the operator his/her correct middle name as recorded on the list of officials and the telephone number from which he/she is calling is authentic, the operator may proceed with the activation and receive the emergency message for broadcast.

“THIS IS _________________________________ OF THE _________________________________

(official)                                                                 (jurisdiction)

WITH A REQUEST TO ACTIVATE THE YAKIMA VALLEY OPERATIONAL
AREA EMERGENCY ALERT SYSTEM. A STATEMENT FROM

________________________ WILL FOLLOW IN 2 – 5 MINUTES FROM NOW.”

(official)

In exactly 5 minutes time, begin with an introduction statement.

“THIS IS _________________________________ OF THE _________________________________

(official)                                                                 (jurisdiction)

SPEAKING TO YOU FROM THE ________________________________.

(location)

I HAVE BEEN INFORMED BY THE ________________________________

(official)
ESF 10—Hazardous Materials Response

THAT ________________________________
(type of incident)

HAS OCCURRED IN THE VICINITY OF _______________________________.
(location)

THE INCIDENT IS SERIOUS ENOUGH TO WARRANT ____________________.
(insert a protective action)

ORIGINATING AGENCY: ______________________________________________________

CONTACT PERSON: ___________________________________________________________

PHONE NUMBER: __________________________ OR: ______________________________

The __________________ requests activation of the Emergency Alert System to broadcast an
(official)

Emergency Message for a portion of ________ until ______ a.m./p.m. due to a
(jurisdiction) (time)

________________________.
(type of incident)

Based on the Fire Department’s safety precaution, the ____________ of ____________
(official) (jurisdiction)

recommends the following protective measures immediately:

☐ Persons located in ________________________________ should evacuate and stay clear of the area
(geo-political boundary of city or county)

by heading up-wind toward the _____(safe directions or shelter location)_____.

☐ Persons located in ________________________________ should shelter in-place until the release
(geo-political boundary of city or county)

is stopped and fumes have dissipated. This means you should go inside the nearest building or vehicle,
ESF 10—Hazardous Materials Response

close doors and windows, and turn off any air conditioning or heating systems that might draw in outside air. Stay off the telephone to keep phone lines open for emergency use.

(If needed, add any other information or special instructions here.)
ESF 10—Hazardous Materials Response

CANCELLATION MESSAGE PROCEDURES & SCRIPT FOR A HAZARDOUS MATERIALS CHEMICAL RELEASE PUBLIC PROTECTION PROCEDURES:

1. When the chemical release has subsided, complete the script. Blanks must be filled out. Limit message to 90-seCONDS MAX.

2. Contact the Yakima Public Safety Communications Center at (509) 248-2103 and request EAS activation. If for whatever reason contact cannot be established with the communication center directly, contact KFFM at 972-3461 and request the EAS activation.

ORIGINATING AGENCY: ______________________________________________________

CONTACT PERSON: ___________________________________________________________

PHONE NUMBER: __________________________ OR: _____________________

The _____________________ requests activation of the Emergency Alert System to broadcast an (official)

Emergency Message for a _________________has been cancelled as of _________a.m./p.m.
(type of incident) (time)

The threat of a chemical release has now ended for the area.

The earlier recommendation to EVACUATE OR SHELTER IN-PLACE has been cancelled. Instead, persons who evacuated the area can safely return to the area and those who remained sheltered in-place should now open doors and windows, and turn on their air conditioning or heating systems in order to air out the building before returning inside and resuming normal activities.

Evacuees should be prepared to show proper identification to local law enforcement to gain admission to the evacuated area.
Appendix E – PRECAUTIONARY EVACUATION PLANS
(See: Evacuation Planning Factors)

General Guidance

Certain industrial premises contain fixed–site hazards where a potential need for evacuation could be predicted. Response to the need to evacuate such areas should be conducted alongside preparation of flexible evacuation strategies.

Precautionary evacuation occurs when it is recommended to evacuate within a certain parameter usually a building or a block until the initial situation is contained. This type of recommendation is usually found in hazardous materials handling manuals and determined by the Fire and Emergency Services.

Modes of transport are very significant and provisions must be made for those persons unable to supply their own transportation; jurisdictions must be prepared to activate agreements to provide means of moving those in congregate care and other special populations.

Another important issue is the availability of evacuation routes, their capacities, and their vulnerability to the hazard. On–site hazardous materials means detailed plans can be developed for evacuation routes and the number of people to be evacuated.

Transport and Evacuation Routes

GIS maps have been developed and made available to EHS facilities. These maps show evacuation and transportation routes and special features, including areas vulnerable to releases from the facilities identified herein.

Role of the LEPC

The LEPC will be conducting seminars to assist EHS facilities in developing evacuation plans.
### Appendix F – RESPONSE RESOURCES

<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>RESOURCE</th>
<th>EQUIPMENT/TRAINING</th>
<th>MUTUAL AID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yakima</td>
<td>Tri-County Hazardous Materials Response Team</td>
<td>The team is composed of emergency response personnel certified according to standards set by the Occupational Safety and Health Administration (OSHA) standards, Washington Administrative Code (WAC), and the National Fire Protection Association (NFPA). Team members are qualified to handle a wide range of hazardous materials incidents.</td>
<td><strong>MUTUAL AID FOR THE YFD HAZARDOUS MATERIALS TEAM</strong> &lt;br&gt;1. When a requesting mutual aid department requests the hazardous materials team for technical expertise, the On-Duty Chief Officer will be contacted immediately for direction. &lt;br&gt;2. The On-Duty Chief Officer shall respond to any mutual aid response and shall retain responsibility over YFD personnel and equipment unless relieved by a higher-ranking YFD officer. A Chief Officer vehicle shall be utilized for the response. &lt;br&gt;3. A recall of off-duty personnel may be made for the Hazardous Materials Team personnel. &lt;br&gt;4. Both on-duty and off-duty personnel of the Hazardous Materials Team may be used for the response. Four team members will comprise minimum response, in addition to non-team personnel. &lt;br&gt;5. An Engine/Rescue with a minimum of three</td>
</tr>
<tr>
<td>Sunnyside</td>
<td>HM trailer</td>
<td>Fire personnel are certified according to standards set by the Occupational Safety and Health Administration (OSHA) standards,—HAZMAT Awareness and Operations; HAZMAT Technician. Trailer equipped to respond to Ammonia and chlorine releases., e.g. PPE.</td>
<td></td>
</tr>
</tbody>
</table>
### ESF 10—Hazardous Materials Response

<table>
<thead>
<tr>
<th>Location</th>
<th>Reference: YCFPD Mutual Aid Task Force-HAZMAT Response-Update 5-23-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toppenish</td>
<td>Personnel shall also respond.</td>
</tr>
<tr>
<td>Wapato</td>
<td></td>
</tr>
<tr>
<td>Union Gap</td>
<td></td>
</tr>
<tr>
<td>Selah/FPD #2</td>
<td></td>
</tr>
<tr>
<td>FPD #1</td>
<td></td>
</tr>
<tr>
<td>FPD #3</td>
<td></td>
</tr>
<tr>
<td>FPD #4</td>
<td></td>
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<tr>
<td>FPD #5</td>
<td></td>
</tr>
<tr>
<td>FPD #7</td>
<td></td>
</tr>
<tr>
<td>FPD #9</td>
<td></td>
</tr>
<tr>
<td>FPD #11</td>
<td></td>
</tr>
<tr>
<td>FPD #12</td>
<td></td>
</tr>
<tr>
<td>FPD #14</td>
<td></td>
</tr>
</tbody>
</table>

6. The total minimum personnel response is:
   a. A Chief Officer
   b. Four Hazardous Materials Team members
   c. Three-member Engine/Rescue crew

7. The total minimum equipment response is:
   a. A Chief Officer vehicle
   b. An Engine/Rescue
   c. The Hazardous Materials Team vehicle

8. When an agency requests the Tri-County Hazardous Materials Team for offensive mitigation, the On-Duty Chief Officer shall notify Control and have the Tri-County Haz Mat Team activated. The previous sections 2 - 7 shall be followed for the incident advisory process.
<table>
<thead>
<tr>
<th>HAZARDOUS MATERIALS COURSES</th>
<th>DATES</th>
<th>LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAZMAT Awareness and Operations</td>
<td></td>
<td>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA</td>
</tr>
<tr>
<td>HAZMAT Technician</td>
<td></td>
<td>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend WA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend WA</td>
</tr>
<tr>
<td>HAZMAT On-Scene Incident Command</td>
<td></td>
<td>Spokane Valley FD Address to be determined</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WSP Academy 631 W Dayton-Airport Rd Shelton WA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WSP Academy 631 W Dayton-Airport Rd Shelton WA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WSP Academy 631 W Dayton-Airport Rd Shelton WA</td>
</tr>
<tr>
<td>HAZMAT Safety Officer</td>
<td></td>
<td>WSP Academy 631 W Dayton-Airport Rd Shelton WA</td>
</tr>
<tr>
<td>HM MANAGEMENT - EMERGENCY RESPONSE AWARENESS (OEM and Doubl-Kold.)</td>
<td></td>
<td>West Valley Fire Department Training Facility</td>
</tr>
</tbody>
</table>
ESF 10—Hazardous Materials Response

This program will explain what goes into an HM Emergency Response:

- What every Manager needs to know about what constitutes an emergency.
- How the management decides upon which response posture is appropriate.
- Who are the team players? What are their roles? Who must be notified?
- What about the news media?
- What are our responsibilities? (Life, Environment, Facility?)
- When is it over? What about business continuity issues?

Modules:

I. Short Review of Ammonia the Chemical
II. Regulatory Views of What constitutes an Emergency (incidental or larger)
III. Regulatory Requirements (OSHA, EPA, DHS).
IV. Response Postures (In House, Outside Response, Combination Response)
V. Identifying the Players (Industry, Fire Dept., EMS, Other Response Groups)
VI. Understanding the Roles of the Players (Identifying Roles and Training)
<table>
<thead>
<tr>
<th>V.</th>
<th>VI.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VII. Public Information &amp; the Media</td>
<td>VIII. Priorities during an Emergency Response (Life, Environment, Facility)</td>
</tr>
<tr>
<td>IX. When is the Emergency over and what constitutes termination? (Partial or Complete)</td>
<td>X. Business continuity issues (Getting back to normal business)</td>
</tr>
<tr>
<td>XI. Table top exercise</td>
<td></td>
</tr>
</tbody>
</table>
Appendix H – EXERCISE TYPES AND SCHEDULE

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

Exercise Types

1. **Discussions-based Exercises** familiarize participants with current plans, policies, agreements and procedures, or may be used to develop new plans, policies, agreements, and procedures. Types of Discussion-based Exercises include:
   - **Seminar.** A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).
   - **Tabletop Exercise (TTX).** A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.

2. **Operations-based Exercises** validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Types of Operations-based Exercises include:
   - **Drill.** A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).
   - **Functional Exercise (FE).** A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, etc.). A functional exercise does not involve any “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time).
   - **Full-Scale Exercise (FSE).** A full-scale exercise is a multi-agency, multi-jurisdictional, multidiscipline exercise involving functional (e.g., emergency operation centers, etc.) and "boots on the ground" response (e.g., firefighters decontaminating mock victims).
### ESF 10—Hazardous Materials Response

<table>
<thead>
<tr>
<th>Type</th>
<th>Date(s)</th>
<th>Location</th>
<th>Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tabletop Exercise (TTX)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Functional Exercise (FE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Scale Exercise (FSE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ESF 10—Hazardous Materials Response

Appendix I – FACILITY EPA AUDIT

Code:  Y = Yes; N = No; NA = Not Applicable; U = Undetermined; P = Partially Satisfied; NR = Not Reviewed; R = Reviewed

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Process(es) Covered:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**EMERGENCY ACTION PLAN**

**A. PROCEDURE/POLICY REVIEW**

1) EXISTENCE, STRUCTURE AND FORMAT OF EMERGENCY ACTION PLAN PROGRAM

<table>
<thead>
<tr>
<th>Compliance of Facility Program</th>
<th>Response Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. If facility personnel WILL NOT respond to a HAZMAT incident, is an emergency action plan and program in place?</td>
<td></td>
</tr>
</tbody>
</table>

Notes/Comments Pertaining to Response to Question under Issue 1):

2) EMERGENCY ACTION PLAN AND PROGRAM DEVELOPMENT

<table>
<thead>
<tr>
<th>Response Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Has an Emergency Action Plan been prepared containing the elements of 29 CFR 1910.38a?</td>
</tr>
<tr>
<td>ii. Is a mechanism in place to inform the local fire department of a need for response?</td>
</tr>
<tr>
<td>iii. Has the facility reviewed the EAP with the local fire department and local HAZMAT responder?</td>
</tr>
<tr>
<td>iv. Have potential accident scenarios been reviewed with the fire department, including release, fire and explosion scenarios defined as offsite consequences under the county's Hazardous Materials Plan?</td>
</tr>
<tr>
<td>v. Do the local fire department and HAZMAT unit concur with the EAP and acknowledge that they can provide the required response?</td>
</tr>
</tbody>
</table>

Notes/Comments Pertaining to Responses to Questions under Issue 2):
### 3) EMERGENCY ACTION PLAN, 29CFR1910.38a

Are the following elements, at a minimum, included in the plan?

<table>
<thead>
<tr>
<th>i.</th>
<th>Emergency escape procedures and emergency escape route assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii.</td>
<td>Procedures to be followed by employees who remain to operate critical plant operations before they evacuate</td>
</tr>
<tr>
<td>iii.</td>
<td>Procedures to account for all employees after emergency evacuation has been completed</td>
</tr>
<tr>
<td>iv.</td>
<td>Rescue and medical duties for those employees who are to perform them</td>
</tr>
<tr>
<td>v.</td>
<td>The preferred means of reporting fires and other emergencies, such as manual pull box alarms, public address systems, radio or telephones</td>
</tr>
<tr>
<td>vi.</td>
<td>Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan</td>
</tr>
<tr>
<td>vii.</td>
<td>The types of evacuation to be used in emergency circumstances</td>
</tr>
</tbody>
</table>

#### Employee Alarm System

<table>
<thead>
<tr>
<th>viii.</th>
<th>Does the employee alarm system comply with 29CFR1910.165?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ix.</td>
<td>If the employee alarm system is used for alerting fire brigade members, or for other purposes, is there a distinctive signal for each purpose?</td>
</tr>
</tbody>
</table>

#### Training Requirements

<table>
<thead>
<tr>
<th>x.</th>
<th>Before implementing the emergency action plan, are a sufficient number of persons designated and trained to assist in the safe and orderly emergency evacuation of employees?</th>
</tr>
</thead>
</table>
| xi.                 | Is the plan reviewed with each employee at the following times?  
  (A) Whenever the employee's responsibilities or designated actions under the plan change, and  
  (B) Whenever the plan is changed. |
| xii.                | Upon initial assignment, are those parts of the plan which the employee must know in the event of an emergency, reviewed with each employee? |
| xiii.               | From the review of the actual training records in Part B, is there documented evidence that the required training is being conducted? |
## ESF 10—Hazardous Materials Response

<table>
<thead>
<tr>
<th>Emergency Action Plan Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>xiv. Is the written plan kept at the workplace and made available for employee review?</td>
</tr>
</tbody>
</table>

### Notes/Comments Pertaining to Responses to Questions under Issue 3):

<table>
<thead>
<tr>
<th>4) EMPLOYEE ALARM SYSTEMS, 29CFR1910.165</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Response Code</strong></td>
</tr>
</tbody>
</table>

### General Alarm Requirements

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Does the employee alarm system appear to provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the work-place or the immediate work area?</td>
</tr>
<tr>
<td>ii</td>
<td>Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the work place?</td>
</tr>
<tr>
<td>iii</td>
<td>Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan?</td>
</tr>
<tr>
<td>iv</td>
<td>Does the facility post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies?</td>
</tr>
<tr>
<td>v</td>
<td>Where a communication system also serves as the employee alarm system, do all emergency messages have priority over all non-emergency messages?</td>
</tr>
<tr>
<td>vi</td>
<td>Have procedures been established for sounding emergency alarms in the workplace?</td>
</tr>
</tbody>
</table>

### Alarm Installation and Restoration

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>vii</td>
<td>Are all devices, components, combinations of devices or systems constructed and installed comply with standards?</td>
</tr>
<tr>
<td>viii</td>
<td>Are all employee alarm systems restored to normal operating conditions as promptly as possible after each test or alarm?</td>
</tr>
<tr>
<td>ix</td>
<td>Are spare alarm devices and components subject to wear or destruction, available in sufficient quantities and locations for prompt restoration of the system?</td>
</tr>
</tbody>
</table>

### Alarm System Maintenance and Testing

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>Are all employee alarm systems maintained in operating condition except when undergoing repairs or maintenance.</td>
</tr>
<tr>
<td>xi</td>
<td>Is a test of the reliability and adequacy of non-supervised employee alarm systems</td>
</tr>
</tbody>
</table>
ESF 10—Hazardous Materials Response

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>made every two months?</td>
<td></td>
</tr>
<tr>
<td>xii. Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition? Are back-up means of alarm, such as employee runners or telephones, provided when systems are out of service?</td>
<td></td>
</tr>
<tr>
<td>xiii. Are all supervised employee alarm systems tested at least annually for reliability and adequacy?</td>
<td></td>
</tr>
<tr>
<td>xiv. Is the servicing, maintenance and testing of employee alarms done by persons trained in the design operations and functions necessary for reliable and safe operation of the system?</td>
<td></td>
</tr>
</tbody>
</table>

**Manual Operation**

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>xv. Are manually operated actuation devices for use in conjunction with employee alarms unobstructed, conspicuous and readily accessible?</td>
<td></td>
</tr>
</tbody>
</table>

**Notes/Comments Pertaining to Responses to Questions under Issue 4):**

B. **ON-SITE INSPECTION--RECORDS AUDIT**

**RECORDS IN FACILITY NOT PROVIDING HAZMAT RESPONSE TO AN INCIDENT**

<table>
<thead>
<tr>
<th>Document Availability</th>
<th>Response Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Are EAP Manuals, or pertinent sections, available to employees?</td>
<td></td>
</tr>
<tr>
<td>b. Are the available EAP Manuals, or pertinent sections, of the most recent revision?</td>
<td></td>
</tr>
</tbody>
</table>

**Training**

<table>
<thead>
<tr>
<th>#</th>
<th>Employee ID# or Name</th>
<th>Description of Responsibility During an Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Types of Training

### Required Training Topics (Y - Indicates documented training)

<table>
<thead>
<tr>
<th></th>
<th>i.</th>
<th>ii.</th>
<th>iii.</th>
<th>iv.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Hazard and emergency recognition</td>
<td></td>
<td></td>
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<td>b.</td>
<td>Emergency Action Plan</td>
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### Duty-Specific Training Topics (Y - Indicates documented training)

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<td>c.</td>
<td>Rescue or Medical Training</td>
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<td>d.</td>
<td>Emergency Plant Operation Procedures (such as shutdown during or after evacuation)</td>
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## Notes/Comments Regarding Training

### Coordination

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<th>Organization</th>
<th>Contact Name/Address/Phone</th>
<th>Have facility &amp; Organization met?</th>
<th>Has EAP been reviewed &amp; does Organization concur with plan?</th>
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<td>Fire Service</td>
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Appendix J—EMERGENCY PLANNING AND RESPONSE

Regulatory (APPENDIX A: 40 CFR PART 68)
Subpart E — Emergency Response

Section 68.90 Applicability
(a) Except as provided in paragraph (b) of this section, the owner or operator of a stationary source with Program 2 and Program 3 processes shall comply with the requirements of § 68.95.
(b) The owner or operator of a stationary source whose employees will not respond to accidental releases of regulated substances need not comply with § 68.95 of this part provided that they meet the following:
(1) For stationary sources with any regulated toxic substance held in a process above the threshold quantity, the stationary source is included in the community emergency response plan developed under 42 U.S.C. 11003;
(2) For stationary sources with only regulated flammable substances held in a process above the threshold quantity, the owner or operator has coordinated response actions with the local fire department; and
(3) Appropriate mechanisms are in place to notify emergency responders when there is a need for a response.

Section 68.95 Emergency Response Program
(a) The owner or operator shall develop and implement an emergency response program for the purpose of protecting public health and the environment. Such program shall include the following elements:
(1) An emergency response plan, which shall be maintained at the stationary source and contain at least the following elements:
   (i) Procedures for informing the public and local emergency response agencies about accidental releases;
   (ii) Documentation of proper first-aid and emergency medical treatment necessary to treat accidental human exposures; and
   (iii) Procedures and measures for emergency response after an accidental release of a regulated substance;
(2) Procedures for the use of emergency response equipment and for its inspection, testing, and maintenance;
(3) Training for all employees in relevant procedures; and
(4) Procedures to review and update, as appropriate, the emergency response plan to reflect changes at the stationary source and ensure that employees are informed of changes.
(b) A written plan that complies with other Federal contingency plan regulations or is consistent with the approach in the National Response Team’s Integrated Contingency Plan Guidance (“One Plan”) and that, among other matters, includes the elements provided in paragraph (a) of this section, shall satisfy the requirements of this section if the owner or operator also complies with paragraph (c) of this section.
(c) The emergency response plan developed under paragraph (a)(1) of this section shall be coordinated with the community emergency response plan developed under 42 U.S.C. 11003. Upon request of the local emergency planning committee or emergency response officials, the owner or operator shall promptly provide to the local emergency response officials information necessary for developing and implementing the community emergency response plan.
Informative Introduction

Emergency Action Plan and Alarm Systems Requirements

The emergency action plan requirements apply to employers who will evacuate their employees from the danger area when an emergency occurs, and who do not permit any of their employees to assist in handling the emergency. Arrangements will be made with off-site personnel to respond to ammonia releases at the facility.

Procedures

The procedures for preparing an emergency action plan are divided into the following sections:

- Purpose and Scope
- Statement of Policy
- Current Revision Date
- Facility Description
- Employee Responsibilities
- Incident Discovery
- Procedures for Internal and External Notifications
- Scenarios and Procedures
- Planning
- Logistics
- Termination and Follow-Up Activities
- Training

Purpose and Scope

This document is to ensure that the facility is properly prepared for a fire, explosion, or an unplanned or accidental discharge of a hazardous substance. This emergency action plan addresses the actions that will be taken.

This plan was designed specifically to conform to the following regulations:

- Occupational Safety and Health Administration (OSHA), Process Safety Management (PSM) of Highly Hazardous Chemicals Requirements (29 CFR 1910.119)
- Occupational Safety and Health Administration (OSHA), Employee Alarm Systems, 29 CFR 1910.165
- Environmental Protection Agency (EPA), Risk Management Programs for Chemical Accidental Release Prevention (40 CFR Part 68)
ESF 11—Agriculture and Natural Resources

Yakima County, Washington

**ESF 11**

Agriculture and Natural Resources
Emergency Support Function 11
Agriculture and Natural Resources

Prior to, during, and/or after a major emergency or disaster impacts to the public through an outbreak of a highly contagious or economically devastating animal/zoonotic disease; highly infective exotic plant disease; and food safety and food security may occur.

Preface

Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima Valley Office of Emergency Management
Health District
American Red Cross

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

WSU Extension
School Districts-Public and Private
Volunteer Organizations

I. General Information

A. Purpose

Supports local jurisdiction efforts to address:

1. provision of nutrition assistance

2. control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease
ESF 11—Agriculture and Natural Resources

3. assurance of food safety and food security (under Department of Agriculture (USDA) jurisdictions and authorities)

4. protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after a major emergency or disaster.

B. Scope

1. Provision of nutrition assistance by the Food and Nutrition Service (FNS): Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies.

2. Animal and plant disease and pest response: Includes implementing an integrated Federal, State, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

3. Assurance of the safety and security of the commercial food supply: Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations.

4. Protection of NCH resources: Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

II. Policies

A. General

Actions undertaken are coordinated with and conducted cooperatively with State, local, and tribal incident management officials and with private entities.

B. Nutrition Assistance

1. Food supplies secured and delivered are suitable either for household distribution or for congregate meal service as appropriate.

2. Transportation and distribution of food supplies within the affected area are arranged by Federal, State, local, and voluntary organizations.

3. Local officials encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
ESF 11—Agriculture and Natural Resources

4. Priority is given to moving critical supplies of food into areas of acute need and then to areas of moderate need.

C. Animal and Plant Disease and Pest Response

1. When addressing animal diseases, animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact of the environment.

2. The Secretary of Agriculture can release funds from contingency or program accounts as needed to indemnify producers for animals and suspect animal and plant products seized or facilities held to control a disease as well as to pay the operational costs of the eradication of disease.

3. The Secretary of Agriculture also may declare an Extraordinary Emergency to pay compensation and to allow for the use of Federal authorities to take action within a State if the affected State is unable to take appropriate action to control and eradicate the disease.

D. Food Safety and Security

Actions undertaken are guided by and coordinated with State emergency preparedness and response officials and existing USDA internal policies and procedures.

E. NCH Resources Protection

1. The Department of the Interior (DOI) is the initial primary agency for NCH resources.

2. Actions undertaken under ESF 11 to protect, conserve, rehabilitate, recover, and restore NCH resources are guided by the existing internal policies and procedures of the primary agency for each incident.

3. A major emergency or disaster could adversely impact NCH resources.

III. Situation

A. Emergency/Disaster Conditions and Hazards

Prior to, during, and/or after a major emergency or disaster impacts to the public through an outbreak of a highly contagious or economically devastating animal/zoonotic disease; highly infective exotic plant disease; and food safety and food security may occur.
ESF 11—Agriculture and Natural Resources

B. Planning Assumptions

1. The Yakima Valley Office of Emergency Management will work closely with the American Red Cross -Yakima Valley Chapter, Salvation Army and other disaster relief organizations in the distribution of food and water for the feeding residents displaced from their homes.

2. Schools, institutions and other facilities with inventories of USDA commodities, and in proximity of the event, may be used in the feeding of displaced residents.

3. The delivery of food and potable water may be hindered due to the disruption of transportation routes.

4. The State Emergency Operations Center will receive requests for food supplies from local jurisdictions or disaster relief organizations 72 hours after the event.

IV. Concept of Operations

A. General

1. Requests for food and water, including types, amounts, and destination locations should be processed through the appropriate ECC.

2. After initial food and water assistance requests exceed local jurisdiction capability, requests should be forwarded to the Operational Area EOC.

3. Should local capabilities be exceeded, the OAEOC may request support from the state EOC.

B. Organizational

1. The American Red Cross Chapter provides food and potable water to displaced individuals and families in shelters, and emergency workers and rescue personnel.

2. The Yakima Health District is the lead agency for the coordination and dissemination of information regarding preventive measures for contamination of food and the purification of water. The District is also the lead agency for monitoring emergency water supplies for compliance with health regulations.

3. The Yakima Valley Office of Emergency Management will endeavor to coordinate with major food distributors, food storage facilities and other elements of the food industry to establish an emergency distribution system if a disaster disrupts the normal distribution process.
ESF 11—Agriculture and Natural Resources

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

1. Yakima Valley Office of Emergency Management
   Lead agency for coordination with disaster relief organizations and major food distributors for the provision and distribution of food to disaster victims or food service organizations.

2. Health District
   a) Provide information for the public regarding food contamination, proper handling, distribution, conservation and safe drinking water.
   b) Monitor food preparation at point of consumption and emergency water supplies for compliance with applicable standards.

3. American Red Cross
   Provide food and water for displaced individuals and families at shelters, and emergency workers and rescue personnel.

B. Support Agencies

1. School District-Public and Private (housing USDA commodity inventories)
   Provide food and water for victims, as requested

2. Volunteer Organizations
   Provide food and water for victims, as requested.

VI. References


   Intrastate Mutual Aid for Emergencies or Disasters in Yakima County

VII. Acronyms, Definitions and Terms

   CEMP Basic Plan, Attachment C.
ESF 11—Agriculture and Natural Resources

Food—The term “Food” means articles used for food and drink for man or other animals. (RCW 69.04.008 (1).)

USDA—United States Department of Agriculture

FNS--Food and Nutrition Service

NCH--Natural Cultural Historic

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

Appendix 1--Animal Response
I. General Information

A. Purpose

To provide guidance for dealing with animals and animal-related problems caused by an emergency/disaster.

B. Scope

1. Focuses on natural or technological emergencies/disasters. Planning situations involving Foreign Animal Disease of Livestock will be a separate plan located in the Yakima County Comprehensive Emergency Management Program, Section 6--Special Subjects.

2. Addresses broad guidance that should provide the greatest protection of animals, foreign and domestic, during emergencies or disasters in which precautionary measures are recommended.

II. Policy

In the interest of public health and safety, efforts should be made to identify and attempt to meet the care and emergency needs of animals following emergencies and disasters. Priorities should be directed toward animal care functions after human needs are met.

III. Situation

A. Emergency/Disaster Conditions and Hazards

See Emergency Support Function 11-Agriculture and Natural Resources

B. Planning Assumptions

1. An emergency or disaster is imminent or has occurred, and is of such magnitude that animals must be protected to minimize loss of life.

2. A shortage of personnel and resources may occur during widespread and long term events to manage animal needs.
IV. Concept of Operations

A. General

1. Movement of animals from certain areas to prevent injury and/or death is sometimes an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration must be given to the potential safety gained by moving animals as opposed to the risk posed by the hazard, the warning time available and the time available to move. (Situations will occur in which sheltering will be the safest option.) Movement is to be considered a round-trip process. Immediate planning should include owners being informed that their animals must be moved, and a plan in place to allow them to return.

2. Direction and control of movement is exercised primarily on-scene. Mechanical considerations of animal movement and economic consequences should also be considered. A local Emergency Proclamation may be considered to ease implementation and enforcement of the animal movement process.

3. The actual message to owners requesting that they move their animals should be clear and concise and contain specific information as to the hazard and the specific risk, where the animals are supposed to go, what routes they should take and what provisions have been made for animal shelter.

B. Organizational

1. Precautionary animal movement may be authorized by the Chief Elected Official, or designee.

2. Emergency animal movement may be authorized by the Health District.

3. It should be anticipated that owners may be hesitant to move their animals and will seek confirmation of the movement request from neighbors, friends and relatives. Incentives which can be provided to owners to encourage animal movement may include the following:
   a) The request should be made by elected officials or other recognized authority.
   b) Contact should be made by uniformed personnel.
   c) Information should be provided as to the exact nature of the threat.
   d) The request should be disseminated from multiple sources if possible.
   e) Provisions for alternative emergency transportation should be provided, if needed.
ESF 11—Appendix 1—Animal Response

f) Provide information as to what exactly is expected of owners in the threatened area.

g) Ensure that all messages from the field and official sources are consistent.

4. For precautionary animal movement, the local jurisdiction ECC should provide the Yakima Valley Office of Emergency Management, or the Operational Area EOC if activated, with the nature of the threat, animal population needing moving, jurisdictions involved and expected duration.

5. In certain circumstances, attempting animal movement may expose animals to more risk that if they stay where they are. The decision of recommending movement or sheltering should be a coordinated decision with all of the appropriate agencies with authority or expertise at an event.

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary Agencies

1. Humane Society
   Secure and identify lost and stray animals

2. Animal Control
   a) Search for, rescue, evacuate, and shelter animals
   b) Collect and dispose of dead animals

3. Veterinarian Association
   Treat and care for injured and sick animals

B. Support Agencies

1. WSU Extension
   Assist in notifying dairy and cattle farmers in affected area, as requested.

2. Health District
   Monitor the handling of sick, dying or dead animals for public health concerns.
ESF 11—Appendix 1—Animal Response

3. Volunteer Organizations

Provide assistance, as requested.

VI. References

*Community Emergency Management System (CEMS)/National Incident Management System (NIMS)*
Concept of Operations Implementing Procedures, April, 2005

*Intrastate Mutual Aid for Emergencies and Disasters in Yakima County, April, 2003*

VII. Acronyms, Definitions and Terms

*CEMP Basic Plan, Attachment C.*

Emergency Movement—immediate movement of animals within a high risk zone, i.e., hazardous materials release, etc. A decision that is made immediately at the field level.

Precautionary Movement—movement of animals exposed to risk, i.e., dairy herds within the Columbia Generating Station ingestion zone, etc. Decisions made by the chief elected official of the jurisdiction or his/her designated representative.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. TABS

None
ESF 12—Energy and Utilities

Yakima County, Washington

ESF 12
Energy and Utilities
ESF 12—Energy and Utilities

Emergency Support Function 12
Energy and Utilities

Critical energy and utility infrastructure such as electrical power, fuel and drinking water distribution systems can be damaged or destroyed during catastrophic emergency events. This infrastructure is vital to support the health, safety and welfare of the public during emergency response.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Public Works
Yakima Valley Office of Emergency Management

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Critical Infrastructure--Energy and Utility Providers

I. General Information

A. Purpose

To provide guidance for emergency coordination with providers of power, water, natural gas, petroleum, sanitation, and telecommunication resources to meet the essential needs of Yakima County during an emergency or disaster.

B. Scope

1. Addresses the coordination of energy systems and utilities assessments for damage, supply, demand, and requirements to restore such systems.

2. Assists Yakima County governments/jurisdictions obtain fuel for transportation, communications, emergency operations, and other critical functions.
ESF 12—Energy and Utilities

II. Policy

It is the policy of Yakima County governments/jurisdictions that utilities, whether publicly or privately owned, be prepared to respond to needs caused by an emergency or disaster. The Yakima Valley Office of Emergency Management may establish liaison with such utility providers to coordinate disaster and emergency needs and services.

III. Situation

A. Emergency/Disaster Conditions and Hazards

A severe natural disaster or other significant event can sever energy and utility lifelines, hindering supplies in impacted areas, or in areas with supply links to impacted areas, and also affect firefighting, transportation, communication and other lifelines needed for public health and safety.

1. Electricity

Hydroelectric dams on the Columbia and Snake Rivers provide Washington State with the lowest rates in the nation. Yakima County is served by two electric utilities, Pacific Power & Light Company, an investor-owned utility, and the Benton County Rural Electric Association.

2. Natural Gas

Cascade Natural Gas Corporation distributes natural gas throughout Yakima County with service available for all types of installations. An ample supply of natural gas from U.S. and Canadian sources is expected to meet all anticipated future demand.

3. Solid Waste Disposal

Collection service is available from cities or private companies. There are two solid waste landfills and a number of recycling centers for paper, metals, plastics and other items.

4. Wastewater

Each city operates its own wastewater collection system. Several communities in the Yakima Valley have the treatment capacity to handle food processors or other water intensive industries. The largest treatment plant is operated by the City of Yakima. They have a designated industrial pretreatment program in place. The Port of Sunnyside also operates a treatment plant that is built specifically to support the food processing industry.
ESF 12—Energy and Utilities

5. Telecommunications

Digital telecommunications service is available to Yakima County customers through Qwest Communications, CenturyLink Communications, and FairPoint Communications. New fiber optic cables were first installed in 1998, and extensive line upgrades are being made throughout the region. Other providers include AT&T, US Cellular, Clearwire Wireless, Charter, MCI, Sprint, T-Mobile, Verizon and Lucent Technologies.

B. Planning Assumptions

1. There may be widespread and/or prolonged electric power failure. With no electric power, communications, transportation, health care, business, education and infrastructure may be greatly impeded.

2. There may be extensive pipeline failure in water, wastewater, and gas utilities. It may take an extended period of time to repair.

3. Natural gas lines may break and may erupt in fire.

4. Water pressure may be low, hampering firefighting and impairing sewer system function.

IV. Concept of Operations

A. General

Responding to energy or petroleum shortages or disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our county’s citizens. Activities during an energy emergency could include:

1. Assessing fuel and electric power damage.

2. Assessing energy supply and demand.

3. Coordinating with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy systems.

4. Coordinating closely with state officials to establish priorities to repair damaged energy systems.

5. Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.

6. Assessing the requirement for restoration.
ESF 12—Energy and Utilities

B. Organizational

1. It is expected that public and private utility providers, such as those which provide power, water, natural gas, petroleum, sanitation, or communications services, will develop internal organizational procedures which will guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it and what is needed. If appropriate, this information should be provided to the Operational Area Emergency Operations Center as soon as possible.

2. Contact with utility providers may be established by the appropriate EOC to coordinate resources, establish priorities, assess and document damages and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions.

3. Utility providers shall send a liaison to the appropriate EOC to facilitate coordination and shall provide communications equipment to be in contact with field units, when requested.

4. Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The Operational Area EOC may assist with coordinating outside resources, upon request.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

1. Public Works
   a) Maintains lists of public and private utilities, including names, addresses, and telephone numbers of key officials.
   b) Develops and maintains an inventory of energy, utility, and petroleum contacts and resources, noting availability and response criteria.

2. Yakima Valley Office of Emergency Management
   a) Liaison and coordinate with utility and energy providers.
   b) Coordinate with providers for compliance with any restrictions or limitations placed on utilities by the local, state or Federal government.
B. Support Agencies

Critical Infrastructure—Energy and Utility Providers

1. Assessment, provision, and restoration of electric power, water resources, telecommunications, natural gas, and petroleum products to meet the needs of Yakima County.

2. Comply with the requirements relating to curtailment of customer demands, restoration of services and provision of emergency services.

VI. References


Intrastate Mutual Aid for Emergencies and Disasters in Yakima County, April, 2003

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

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Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

None
ESF 13—Public Safety, Law Enforcement, and Security

Yakima County, Washington

ESF 13
Public Safety, Law Enforcement, and Security
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Emergency Support Function 13
Public Safety, Law Enforcement, and Security

Emergencies may create circumstances where public safety and order are disrupted. Restoring order, protecting public safety and preventing crime is a vital component of the City/County’s emergency response.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima County Sheriff’s Office and Municipal Police Departments

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Public Safety Dispatch Centers
Prosecuting Attorney/Legal

I. General Information

A. Purpose

To provide guidance for the integration of public safety and security capabilities and resources to support the full range of incident management activities associated with emergencies and disasters.

B. Scope

1. Provides a mechanism for coordinating and providing support to local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual emergencies or disasters.

2. Support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.
ESF 13—Public Safety, Law Enforcement, and Security

3. Activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities.

II. Policies

A. Under emergency or disaster conditions, public safety activities are the responsibility of the law enforcement agency within each governmental jurisdiction. In unincorporated areas of Yakima County, the Sheriff will exercise authority.

B. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System on-scene. In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring jurisdictions and/or State authorities, with incident operations managed through a Unified Command structure. In this context, Washington State resources might include the Washington State Patrol and National Guard that the Governor calls into State service in a law enforcement, security, and/or public safety capacity.

B. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Unified Command Structure.

III. Situation

A. Emergency/Disaster Conditions and Hazards

Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:

1. Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

2. Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

3. Threats or human-caused incidents are those resulting from the intentional actions of an adversary, such as a civil disturbance, school/workplace violence or terrorist acts.

B. Planning Assumptions

1. Public safety problems may be compounded by disaster related community disruption.

2. The capabilities of local law enforcement agencies may be strained or exceeded.
IV. Concept of Operations

A. General

1. In time of emergency or disaster, law enforcement agencies perform a wide range of public safety functions. These include, but not limited to, warning and evacuation, search and rescue, emergency medical services, communications, access control, and enforcement of emergency traffic regulations.

2. As local law enforcement resources are exhausted, supplementary assistance may be requested through state emergency management channels.

3. The Washington State Police (WSP) will coordinate statewide emergency or disaster law enforcement activities.

B. Operational

1. Determine which "law enforcement" emergency measures are needed:
   
a) Incident site(s) access control.
   
b) Crowd or traffic control.
   
c) Support to rescue, fire, or EMS.
   
d) Evacuation implementation.
   
e) Support to the warning function.
   
f) Provide law enforcement support.
   
g) Mobilize, deploy, and organize for law enforcement and traffic control operations.
   
h) Assist in alerting and notifying the general public.

2. Route alerting/report on conditions, needs, damage assessment, and other vital information, to include road closures, bridge failures, collapsed buildings, casualty estimates or any other situation, which would normally require emergency response.

3. Provide traffic and crowd control in support of evacuation plans and in cooperation with other agencies having similar responsibilities.
ESF 13—Public Safety, Law Enforcement, and Security

4. Provide security and crowd control support at mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, vacated areas, key facilities, and vital institutions.

5. Establish procedures to allow rapid access by authorized personnel to controlled areas.

6. Protect critical facilities and supplies.

7. Establish liaison with Coroner Unit. Provide security protection of personal effects and assist with identification of the dead.

8. Support search and rescue operations

9. Continue monitoring situation(s) for law enforcement needs and assistance.

10. Maintain contact with established dispatch centers to coordinate resources and response personnel.

C. Organizational

1. The jurisdiction’s law enforcement agency is responsible for establishing contact and liaison with the appropriate jurisdiction ECC to provide coordination of law enforcement activities with other public safety response functions. Coordination may be required at the policy, supervisory or operations level, depending upon the scope of the incident and what level of management comes to the jurisdiction ECC.

2. Outside resources supplement local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principles and protocols.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

Yakima County Sheriff’s Office and Municipal Police Departments
See: IV, B

B. Support Agencies

1. Public Safety Dispatch Centers

Provide 24-hours emergency communications.
2. Prosecuting Attorney/Legal

Provide timely court hearings for legal offenders arrested during emergencies or disasters.

VI. References


*Intrastate Mutual Aid for Emergencies or Disasters in Yakima County*

VII. Acronyms, Definitions and Terms

See *CEMP Basic Plan, Attachment C*.

**Emergency Centers**

**Operational Area Emergency Operations Center (OAEOC)**
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

**Emergency Coordination Center (ECC)**
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

**Department Operations Center (DOC)**
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

None
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ESF 14—Long-Term Community Recovery

Yakima County, Washington

ESF 14
Long-Term Community Recovery
Emergency Support Function 14
Long-Term Community Recovery

Short-term recovery operations will begin during the response phase of the emergency. The goal of short-term recovery is to restore critical infrastructures and local government services to at least minimal capacity. Long-term recovery is to restore facilities to pre-disaster condition. Recovery Mission Areas: Structural Damage Mitigation Assessment (Rebuild Property); Restoration of Lifelines (Restore Lifelines); Economic and Community Recovery (Restore Economic Institutions).

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima Valley Office of Emergency Management

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima County Public Services and Municipal Public Works

I. General Information

A. Purpose

1. To establish uniform policies for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster.

2. To provide a process to facilitate the jurisdiction’s transition from a disaster situation to the resumption of normal activities.
ESF 14—Long-Term Community Recovery

B. Scope

1. Recovery and restoration actions following any emergency or disaster may be determined by the specific event. Several federal and state agencies may be involved depending on the hazard and scope of the situation.

2. Yakima County jurisdictions should lead recovery activities for their jurisdiction.

II. Policy

It is the policy of Yakima County governments/jurisdictions to coordinate with state and Federal agencies to facilitate the delivery of assistance programs to individuals, including identification of appropriate site(s) for the Disaster Recovery Center(s).

III. Situation

A. Emergency/Disaster Conditions and Hazards

Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:

1. Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

2. Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

B. Planning Assumptions

1. There may be an immediate and urgent need for medical aid, sanitation, food, water, shelter, clothing, and transportation following an emergency or disaster.

2. It is expected that individuals and families should be self sufficient for at least 72 hours after an emergency or disaster. To the extent practicable, immediate basic needs will be provided by the benefit of pre-disaster preparedness.

3. Needs not met by individual responsibility may be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

4. Public and private energy and utility services may have, and implemented plans to continue the respective service during recovery and restoration.
IV. Concept of Operations

A. General

1. Short term recovery needs should commence as soon as the immediate life saving efforts in response to a disaster are completed. They include managing a great deal of information, setting short term recovery priorities, and keeping the public informed.

2. Consideration needs to be given to the transition from the concepts of on-scene and Incident Command to management of long term recovery needs. Departmental staff who will be involved in this process should be identified by the County Commission, and in partnership with other Yakima County cities and towns and the private sector, begin work on recovery needs.

3. Information about specific local, state and Federal programs for citizens and small businesses (Individual Assistance) will be disseminated to the public through the Emergency Public Information Officer (EPIO), including, but not limited to, needs for assessment information, location of Disaster Recovery Centers and specific program information.

4. When the President announces a Disaster Declaration, the Disaster Relief Act of 1974, Section 408, sets forth certain conditions for receiving any Federal disaster loans or grants, specifically that mitigation measures will be taken to prevent such damages from re-occurring.

5. The Presidential Declaration of Disaster authorizes a variety of Federal programs to assist individuals. This assistance is intended to aid citizens in the resumption of a normal way of life, not provide complete restitution for injuries and property damage.

6. When a Presidential Disaster Declaration is proclaimed, the State Emergency Management Division and FEMA establish Disaster Recovery Centers to provide disaster victims with a single location to make application for assistance programs.

B. Organizational

1. The Yakima Valley Office of Emergency Management is responsible for coordinating the meetings between local jurisdictions and the state and the Federal Emergency Management Agency (FEMA) for application for Federal recovery programs (Public and Individual Assistance).

2. When notified of the implementation of federal assistance programs, Yakima County government jurisdictions which are involved with recovery assistance programs are responsible for the following:
ESF 14—Long-Term Community Recovery

a) Review of the current program guidance to ensure familiarity with program procedures.

b) Collect appropriate forms, information brochures and program guidance.

c) Provide adequate staff to the Disaster Recovery Center(s), as appropriate.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agency

Yakima Valley Office of Emergency Management

1. Lead agency for the coordination of recovery and restoration activities.

2. Collect local situation reports and compile damage assessment information.

B. Support Agencies

Yakima County Public Services and Municipal Public Works

1. Compile damage assessment information, within their jurisdiction.

2. Support the delivery of federal assistance, within their jurisdiction.

VI. References

Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, April, 2005

Intrastate Mutual Aid for Emergencies and Disasters in Yakima County


National Disaster Recovery Framework, September, 2011

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers
ESF 14—Long-Term Community Recovery

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs
Tab A: Private Sector - Business Community, and Critical Infrastructure Owners and Operators
Tab B: Non-Profit Sector
Tab C: Local Government

IX. Appendices
Appendix 1: Re-Entry and Recovery
Appendix 2: Damage Assessment
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Tab A
Private Sector - Business Community, and Critical Infrastructure Owners and Operators

1. Businesses play a critical role in the stabilization and revitalization of the local economy as employers, service and goods providers, investors, developers, planners and in other economic roles needed to achieve a sustainable recovery and prosperous community. Businesses are often severely impacted by disasters and need assistance quickly to rebuild and reopen. But businesses are also partners, contributors and leaders in long term recovery and must be involved in the planning and recovery processes from the outset. Many local businesses are owned by members of the community. The owners understand a community’s needs, and their business operation is crucial in restoring the economic health of a community.

2. The private sector plays a critical role in establishing public confidence immediately after a disaster. If local leadership and the business community have worked together and there is a recovery plan in place, there is a greater propensity for the public to have confidence in the impacted community’s marketplace.

3. It is critical that disaster recovery officials recognize the importance of partnership and create coordination opportunities during pre-disaster planning with private sector leaders. The resources and capabilities of the private sector, including utilities, banks, and insurance companies, can play an important role in encouraging mitigation and creating greater resilience in a community. For example, local banks can create products to encourage individuals and businesses to be financially prepared for disasters and work with small businesses (to which the bank lends) to develop business continuity plans. Insurance companies can educate community members on risks, reach out to underserved populations, and work with State and local governments to find ways to provide coverage for low-income families and small businesses.

4. As a major player in recovery efforts, businesses and critical infrastructure owners and operators have an important responsibility to improve disaster resilience by mitigating risks and increasing disaster preparedness. Small or large businesses at risk of hazards should adopt and exercise business continuity plans to minimize costly operation disruptions and to purchase adequate insurance policy to obtain financial resources to rebuild damaged facilities. Businesses that do not plan for disruption are more likely to go out of business after a disaster than those that do.

5. Private sector responsibilities in pre- and post disaster situations may include, but are not limited to:
ESF 14—Long-Term Community Recovery

Private Sector Pre-Disaster Checklist

✓ Develop a business model that is adaptable to operate in a disaster event.
✓ Identify areas beyond the physical location of the business where disasters can affect business operations, including interruptions in logistics and supply chains.
✓ Develop, test, and implement business continuity and restoration plans. Plans should take into account worker safety and health and potential employee unavailability or attrition due to disaster.
✓ Educate and train employees to practice business mitigation and preparedness activities.
✓ Carry adequate insurance to rebuild damaged facilities or survive a disruption of work.
✓ Incorporate mitigation measures in design and construction for place of employment.
✓ Mitigate risks from disasters by relocating from hazardous areas,

Private Sector Post-Disaster Checklist

✓ Communicate status of operations, supply chain and restoration challenges/timelines.
✓ Communicate needs and be informed of overall recovery progress.
✓ Mobilize employees or community to utilize available resources and reopen for operations to continue to provide essential goods and services to the community.
✓ Support employees impacted by the disaster.
✓ Take measures to ensure worker safety and health during recovery work.
✓ Form business recovery groups or task forces to assist one another and to communicate more effectively with government and community leaders.
✓ Research available funding sources and types of funding; understand the application processes of assistance programs.
1. The non-profit sector plays a vital role in the recovery of impacted communities. Non-profits include voluntary, faith-based and community organizations, charities, foundations, philanthropic groups, as well as professional associations and academic institutions. Members of these organizations are often stakeholders themselves, in addition to acting as advocates for or as assistance providers to other members of the community. The formidable value of the work of volunteers and these organizations’ expertise reside in recovery planning, case management services, volunteer coordination, technical and financial support, and project implementation.

2. Non-profit sector support is provided by a range of organizations, from small locally based non-profits to organizations with national reach that have extensive experience with disaster recovery. Non-profits can directly supplement and “fill gaps” where government authority and resources cannot be applied. As resourceful fundraisers, grantors, and investors, they can inject needed financial resource to meet recovery needs and obligations that otherwise cannot be funded by a federal program due to legal limitations.

3. Many organizations originate from or stay behind in the impacted community to continue to mobilize support and provide services. As such, particularly in a large scale disaster, they play a critical role in the implementation of an inclusive, locally-led recovery organization and process during the transition as federal recovery support recedes and local leadership and community recovery organizations complete the mission.

4. Non-profit organizations are critical for ensuring participation and inclusion of all members of the impacted community. Many non-profits act as advocates for or as assistance providers to a wide range of members in the community, such as individuals with disabilities and others with access and functional needs, children, elderly, and underserved populations. It is crucial that these individuals and families receive timely recovery information, participate in the recovery process, and understand and have access to resources to achieve recovery.

5. Non-profit sector responsibilities in pre- and post disaster situations may include, but are not limited to:
ESF 14—Long-Term Community Recovery

Non-Profit Sector Pre-Disaster Checklist
✓ Build relationships with the emergency managers and other recovery officials in their communities to have an active voice in the recovery process.
✓ Identify leaders and other representatives from organizations representing individuals with disabilities and others with access and functional needs, children, elderly, and underserved populations to participate in the local long-term recovery committees (LTRCs).
✓ Co-host stakeholder workshops in various accessible locations in the community to determine priority issues for recovery from the neighborhoods that make up the community.
✓ Incorporate mitigation in design and construction for place of employment, and promoting mitigation to employees.
✓ Build the lessons learned from disaster efforts into the planning process for the State Voluntary Organizations Active in Disaster (VOAD).
✓ Actively participate in local pre-disaster recovery planning, articulating resources and

Non-Profit Sector Post-Disaster Checklist
✓ Provide specific relief aid, recovery resources, and support services to vulnerable and underserved groups of individuals and communities, as necessary.
✓ Provide functional need support services/disability related assistance to maintain independence.
✓ Provide emotional and spiritual care post-disaster including training for care-givers.
✓ Provide case management expertise including training to support individuals’ implementation of their disaster recovery plans.
✓ Provide housing repair and reconstruction services that comply with applicable architectural standards.
✓ Communicate needs and capabilities to state and local authorities.
✓ Coordinate with the federal and state Voluntary Agency Liaison (VAL).
✓ Participate in post-disaster community planning process.
✓ Provide advocacy services for disaster-affected communities to help with the complexities of governmental and other recovery programs.
ESF 14—Long-Term Community Recovery

Tab C
Local Government

1. The local government has the primary role in planning for and managing all aspects of its community’s recovery. State and federal officials look to local governments to clearly articulate their recovery priorities and develop plans in order to optimally support local communities.

2. The majority of mitigation and resilience measures are adopted and codified at the local level. While there are federal and state standards, it is sometimes the prerogative of the local government to adopt and enforce them. Examples include adopting the National Flood Insurance Program (NFIP) and enforcing appropriate building codes.

3. Local governments can also lead the community in preparing mitigation and recovery plans, raising hazard awareness, and educating the public of available tools and resources to enhance future resilience (e.g. Chapter 7 of the ADA Best Practices Tool Kit, concerning emergency preparedness and people with disabilities). Government agencies should remember they also play a role as an employer and need to have their own disaster plan to protect and assist their employees.

4. Local government responsibilities in pre- and post disaster situations may include, but are not limited to:
ESF 14—Long-Term Community Recovery

Local Governments Pre-Disaster Checklist
✓ Lead local preparedness and pre-disaster recovery planning.
✓ Facilitate preparation of pre-event disaster recovery plans commensurate with local risk and vulnerability for public organizations, private entities and individual households.
✓ Lead a pre-disaster recovery planning process that is inclusive and accessible and facilitates emergency management practices that comply with all applicable laws, including civil rights laws.
✓ Articulate recovery needs and priorities to facilitate support and collaboration with the state and federal governments, private and non-profit sector organizations.
✓ Establish a process for reviewing, validating, and setting planning priorities.
✓ Pre-identify a structure for managing recovery, including a local recovery coordinator or lead for managing recovery.
✓ Establish agreements and mechanisms to address surge capacity needs.
✓ Ensure plans, agreements, and mechanisms address the provision of disability related assistance & functional needs support services.
✓ Ensure recovery-related dialogue includes and is accessible to all community groups.
✓ Ensure plans incorporate worker safety and health.

Local Governments Post-Disaster Checklist
✓ Organize, implement, modify and develop recovery plans as needed.
✓ Ensure integrated efforts across government offices, the private sector, and nongovernmental organizations during the implementation phase of recovery projects and activities.
✓ Lead effort in restoring local critical infrastructure and essential services, retaining businesses, and redeveloping housing that have been damaged, disrupted or destroyed by the disaster.
✓ Lead outreach effort to all its constituents to support an inclusive post-disaster recovery planning process.
✓ Manage recovery rebuilding in a manner which optimizes risk reduction opportunities and complies with standards for accessible design.
✓ Lead local recovery planning effort to establish recovery vision and priorities.
✓ Establish metrics to evaluate recovery progress and achievement of local disaster recovery objectives.
✓ Communicate and coordinate with other levels of government involved in the recovery.
✓ Receive and manage private, state, and federal grant resources; ensure effective and nondiscriminatory use of funds; and enforce accountability and compliance.
✓ Ensure the safety and health of workers.
Emergency Support Function 14
Appendix 1

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Tab C—Rebuilding and Reconstruction 23
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Emergency Support Function 14
Appendix 1
Re-Entry and Recovery

I. General Information

A. Purpose

1. Identifies those actions that local jurisdictions should take to support themselves and to coordinate emergency recovery activities at the conclusion of the response activities.

2. Provides local jurisdiction emergency management personnel with operational guidance in order to effectively manage recovery activities in the aftermath of an emergency or disaster.

3. Provides a process for effective coordination to accomplish recovery tasks resulting from a natural or technological emergency or disaster.

B. Scope

1. The Appendix is based on certain assumptions and the existence of specific resources and capabilities that may be subject to frequent change. Actual measures taken by the local jurisdiction should be tailored to each emergency. Some deviation in the implementation of this Appendix may be necessary to protect the health and safety of the public. In addition, this Appendix presents the concepts under which local jurisdictions should conduct recovery operations, and:

   a) Recommend responsibilities of elected and appointed officials.

   b) Recommend the various roles and functions of government agencies, private industries, volunteer organizations, and civic organizations.

   c) Create a framework for the effective and coordinated use of state and local jurisdiction resources.

   d) Reentry, which may be initiated during response and recovery, entails the temporary, short-term admission of individuals to a restricted zone, by local or state authority, for the purpose of performing some essential task (for example, emergency workers performing search and rescue operations, or a farmer returning to an area to feed his livestock). Reentry includes those actions leading up to the reoccupation or use of previously restricted zones after the hazard has been reduced to acceptable levels.
Recovery efforts return vital life support systems to minimum operating standards. Long-term activities are designed to return life to normal or improved levels, including some level of economic viability. These efforts may include:

1. Rapidly assessing immediate emergency needs.
2. Providing food, water, clothing, shelter, and medical supplies.
3. Providing security to evacuated areas.
4. Coordinating information and instruction to the public.
5. Providing outreach efforts to ensure that all victims have been identified and that their needs are being met.
6. Conducting detailed damage assessments to determine the need for supplementary federal assistance.
7. Relaxing protective actions and coordinating return to evacuated areas.
8. Restoring essential public facilities and services.
9. Coordinating resources and materials.
10. Coordinating volunteer organizations.
11. Coordinating information and instructions to the public.
12. Identifying post-disaster hazard mitigation activities to reduce future risks.

The term recovery is used to refer to the entire group of activities undertaken to prepare a previously contaminated and restricted zone (or area) for reoccupation and/or use.

1. Rebuilding or returning public infrastructure damaged by the emergency.
2. Reestablishing an adequate supply of housing to replace that, which was destroyed.
3. Returning workers to their jobs or assisting workers to find new jobs or types of employment.
4. Reestablishing the economic base of the disaster areas.
ESF 14—Appendix 1—Re-Entry and Recovery

(5) Identifying and implementing long-term mitigation measures such as land use and building codes.

II. Policy

See Emergency Support Function (ESF) 14--Long-Term Community Recovery

III. Situation

A. Emergency/Disaster Conditions and Hazards

See Emergency Support Function (ESF) 14--Long-Term Community Recovery

B. Planning Assumptions

See Emergency Support Function (ESF) 14--Long-Term Community Recovery

IV. Concept of Operations

A. General

1. The chief elected official, or appointed representative, of a local jurisdiction is responsible for providing direction and control of activities during and after an emergency or disaster, including issuing an emergency proclamation, when appropriate.

2. The chief elected official, or appointed representative, of a local jurisdiction should direct the jurisdiction’s implementation of recovery activities upon the emergency proclamation.

3. Residents and/or businesses in the affected area(s) may be allowed to resume normal activities when approved by appropriate elected authority.

4. Financial assistance for residents and/or businesses experiencing damage due to the event may be available following the emergency or disaster.

B. Organizational

See Emergency Support Function (ESF) 14--Long-Term Community Recovery

V. Responsibilities

See Emergency Support Function (ESF) 14--Long-Term Community Recovery
VI. References

*See Emergency Support Function (ESF) 14--Long-Term Community Recovery*

VII. Acronyms, Definitions and Terms

*See Emergency Support Function (ESF) 14--Long-Term Community Recovery*

VIII. Tabs

Tab A—Re-Entry Operations
Tab B—Recovery Management
Tab C—Rebuilding and Reconstruction
Tab D—Public Agency Recovery
Tab E—Business Recovery
A. Procedures

1. Local jurisdictions identify Control Areas, Relocation Zones (RZ), and shelters to assist dislocated and injured persons who have lost their homes due to flood, earthquake, volcanic eruption, etc., or are dislocated due to an evacuation caused by a Hazardous Material (HAZMAT) spill, nuclear or chemical incident, or other human caused disaster. The reentry of property owners and emergency workers into the RZ for short-term work such as care of livestock and for shut down or stabilization of industrial plants may be required. Persons desiring temporary reentry into restricted zones will be instructed by local authorities, via radio and television public service announcement, to report to the local EOC, or designated alternate control point.

   a) In cases of disease or contamination, the state DOH at the state EOC will, in consultation with local officials, make the final decision to allow or disallow the request for reentry.

   b) Upon approval for reentry into a restricted zone, Control Point personnel will verify and retain records indicating the identity, residence, and/or employment of the individual(s) applying for reentry and obtain the:

      (1) Name, address, social security number, and phone number of the person(s) seeking reentry.

      (2) Date, time, and duration of request.

      (3) Purpose for reentry.

      (4) Reentry point and location of area to be visited.

      (5) Date(s) and time(s) of any previous visits.

      (6) Obtain signature of person(s) entering the area.

2. Restoring “Normal” Community Life

Disaster effects can vary widely within the community. Some areas will be unaffected, others will experience limited effect, and some will have major impacts. Some will have major impacts that disappear quickly, while others will require protracted periods of recovery. Tailor emergency management strategies to area needs by setting and following priorities to support normal community and economic life. Priorities for restoring normalcy include:
ESF 14—Appendix 1—Re-Entry and Recovery

a) Lifeline service restoration.

b) Re-occupancy of residential and business structures.

c) Full resumption of normal public services.

d) Reopening of educational and cultural institutions.

e) Debris removal and cleanup.

f) Temporary repairs.

3. Temporary Repairs and other Arrangements to Resume Essential Services.

a) The nature and extent of the temporary repairs will depend on the situation. Will similar disaster(s) occur again and soon (after shocks, etc.), and could other types of disaster events occur before permanent repairs or replacement can be completed?

b) Use temporary re-routings to restore service around major breaks.

c) Shoring-up of buildings and bridges as a priority item for service restoration and to avoid hazards from falling structures.

d) Prioritize restoration of water supply and waste treatment facilities, followed by restoration of water and sewer services to properties.

e) Provide alternative lifeline services such as bottled water that may extend into the recovery period.

4. Debris Removal and Disposal

a) Impacts on restoring community attitudes and encourages private recovery efforts.

b) Include organizing so those citizens can participate in the effort.

c) Brings regulatory authorities into the effort.

d) Uses current contractors at local and state level as much as possible.

5. Rebuilding Resource Stockpiles

a) Prepare for further disaster events in the near future.
ESF 14—Appendix 1—Re-Entry and Recovery

b) Plan restocking priorities.

c) Prioritize restocking of items with long lead times.

6. Reassignment of Personnel

a) Assign lead personnel for reentry activities as early as possible.

b) Return staff to regular activities as soon as possible.

c) Contract for other outside services to complete reentry activities and temporary repairs.

d) Hire temporary fill-in personnel to support added workload.

e) Ensure continuity of personnel records management.

7. Public Information Actions

a) Inform the public of ongoing activities; such as what to expect, what problems to look for, and what their responsibilities are in reentry and recovery.

b) Maximize the use of multiple media platforms to keep the public informed (i.e., TV, radio, press, mailers, and direct contact).

c) Establish and staff public contact locations to supplement federal and state contact points, using the same location(s) when possible. Use of Joint Information Center (JIC) is recommended.

B. Local Jurisdiction Re-Entry Activities

1. Divide the area affected by the emergency into sectors and assign a person in charge of every area. Keep that person in the area during the entire emergency.

2. Maintain open lines of communications with your emergency management organization and public officials.

3. Maintain open communications between staff members.

4. Initiate the work of cleaning the city. Divide the city into sectors and establish priorities of work; such as access to hospitals, fire departments, banking areas, main streets, etc. Share the task with other agencies and review and revise the plan daily.

5. Establish and maintain a register of damages by each geographic area. Continuously gather and update information about the damages suffered.
ESF 14—Appendix 1—Re-Entry and Recovery

6. Send a resource person to each shelter to conduct a needs assessment of the shelter, including requirements for adults, adolescents and children.

7. Provide for the psychological and stress related needs of victims and emergency workers resulting from the disaster, in addition to the physical health needs.

8. Make arrangements to fumigate damaged areas, as needed, and to eliminate blockages from water flow areas.

9. Coordinate with the state EOC for the use of National Guard units for law enforcement purposes (i.e. traffic control, looting, crowd control, evacuation or reentry, etc.).

10. Appoint a high-ranking person to coordinate reconstruction efforts with FEMA, state agencies, private organizations and individual citizens.

11. Document the damages and damage related activities incurred by catastrophe.

12. Prepare a plan and a schedule for conducting the rebuilding, then form teams of workers to initiate the reconstruction efforts.

13. Coordinate the cleaning effort and have both public officials and emergency management personnel personally involved.

14. Maintain constant daily communication with citizens to inform them about reentry efforts, reconstruction efforts and to give them new faith and hope. Daily TV and radio messages are recommended.

15. Contact private companies for help to clean up devastated areas.

16. Return evacuees to their homes as quickly as possible. Time goes by very quickly and the sense of crisis subsides even quicker.

17. Review and revise reentry plans as they near completion and adjust the work schedule accordingly.

18. Shift human resources when and where they are needed. Designated job descriptions may have little significance following a disaster. Be mindful that people need to be moved back to their designated jobs as soon as practicable.

19. Keep elected officials involved and informed.

20. Expect contractors, suppliers, and general repair people to arrive from surrounding states and from Canada.
ESF 14—Appendix 1—Re-Entry and Recovery

21. Monitor weather conditions and their potential effect on the recovery effort.

22. Monitor and control wild and domestic animals that may begin to travel in packs.
ESF 14—Appendix 1—Re-Entry and Recovery

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The term recovery generally refers to the process of returning to normal or improved levels including some form of economic viability. Disaster recovery cannot be seen in terms of returning to a pre-disaster state, because the essence of a disastrous event is that the participants are all irrevocably changed by it. As an agency, community, or jurisdiction makes decisions to reach its new state through recovery, it will find that the process takes much longer than anticipated, possibly years longer, and the process costs much more than originally anticipated. There is tremendous pressure on elected officials to make decisions quickly, to get things back to pre-disaster status, even though it may be impossible. State agencies must coordinate all public and private resources available and disburse/allocate them to the impacted jurisdiction(s) on a prioritized basis to make the most immediate, positive impact possible.

Recovery management is the primary responsibility of the local jurisdiction affected by the emergency or disaster. Assistance may be needed from the State of Washington Emergency Management Division.

After a disaster, local officials, state and federal agencies, and outside experts must begin discussing how communities will be rebuilt. Decisions made in these early days set the tone for recovery, and can determine the direction for rebuilding.

A. Procedures

1. The first order of business is the conduct of a comprehensive situation inventory and a thorough evaluation of that inventory. The inventory should be divided into lifelines (immediately critical services and facilities to sustain life, i.e., health services, water, food, etc.), public facilities, public services, private residences, and private businesses.

   The evaluation should provide:

   a) What is the major disaster condition that must be addressed.

   b) Which condition appears to be the most critical and requires the most immediate attention.

   c) What are the “rough” costs involved.

   d) Who must participate (directly or through support).

   e) What are the approximate timelines required for recovery.

   f) Which activities may require and be eligible for higher level assistance.
2. Setting Priorities

Yakima County government/jurisdiction should consider the following priority of actions taken to:

a) Eliminate life-threatening conditions.
b) Restore utility and transportation services.
c) Provide and restore suitable housing conditions.
d) Resume normal economic activity.
e) Expedite the securing of financial assistance from both the public and private sectors.
f) Restore other important community services to normal levels.
g) Restore the community’s physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
h) Return of all essential services (i.e., water, sewage, electricity, gas, refuse pickup, etc.).
i) Return personnel to normal work schedules and assignments.

C. Local Jurisdictions Recovery Management Activities

1. Local jurisdictions are responsible for declaring an emergency (RCW 36.40.180 and RCW 38.52.070) and requesting a state proclamation of emergency to obtain external assistance.

2. Local jurisdictions participate in the decision-making process on all recovery activities affecting their jurisdiction.

3. Local jurisdictions conduct damage assessments and determine local recovery priorities. Counties are the coordinators for all local public agencies, such as cities, towns, utility (water, sewer, electrical) districts, school districts, Indian tribes, fire districts, drainage districts, and diking districts.

4. Resuming normal operations and services:

a) Develop a phased recovery program with a priority of work plan.
b) Modify service levels to expedite resumption of service to the entire impacted area.
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c) Contract services, as necessary, to assist with rapid service resumption.
d) Consider if the operating base(s) are impacted and look for alternate support facilities.
e) Keep appropriate regulatory authorities advised and current (water quality, solid waste, air quality, etc.).

5. Inspection of structures:

a) Qualifications of inspection personnel.
b) Findings of “Safe, Limited Entry, Unsafe,” or equivalent building classification conditions and their consequences.
c) Obtaining outside assistance for inspections (building inspectors, consulting engineers, state and federal safety agencies, etc.).
d) Develop a written policy for handling disputes with property owners disagreeing with postings.
e) Prioritizing inspection process:
   (1) Command and emergency operations facilities.
   (2) Health facilities.
   (3) Housing - temporary, re-occupancy, replacement, in order.
   (4) Food supplies and services.
   (5) Public buildings and operating facilities.
   (6) Educational institutions.
   (7) Business, financial institutions.
f) Managing records:
   (1) Identify and be knowledgeable of the records needed for recovery and grant assistance.
   (2) Make personnel assignments for who will assemble and coordinate records.
   (3) Establish a priority for filling identified gaps in the records.
6. Recovery policy issues and problems:
   a) Setting priorities.
   b) Dealing with demands from the community.
   c) Dealing with community opposition to rebuilding or replacement.
   d) Historic preservation and utility of repairing older buildings.
   e) Dealing with restrictions on replacement of lost buildings.

7. Communications with the Media and the Public
   a) Officials representing local government need to take the lead in communicating with the public. They know the citizens and can obtain the best sense of the community’s needs. The human support systems needed by the citizenry to weather the crisis and the early rebuilding period will need to be identified, obtained, and made available.
   b) Communications are a critical element of recovery. Establishing and maintaining effective communication channels will be one of the determinants of successful recovery. During a crisis everyone wants information immediately the residents, employees, and other levels of government. It is vital to plan mechanisms to foster communication, or ways that people can ask questions as well as receive information.
   c) Media professionals want to know the Who, What, Where, When, Why and How of every significant news event. Immediately after a disaster, such as a major earthquake, emergency public information officers will be asked about the epicenter, magnitude, casualties, property damage, search and rescue, and relief assistance. As months go on, it remains important to keep the media apprised of recovery issues and programs. There are always two realities to an event: what actually happened and what was perceived to have happened. Emergency public information and crisis public relations planning will ensure the media are provided with accurate information.
   d) Official visitors from outside the area will quickly converge on the disaster site. The larger the disaster, the bigger the multitude who will come to look and learn. In the midst of response and initial recovery activities, expect to host high-level state and federal government officials, foreign delegations, national and international specialists, academic researchers, and colleagues from other jurisdictions who hope to learn some lessons firsthand. Official visitors cause problems and create opportunities simultaneously. They are one more thing to contend with at a busy and chaotic time. They can communicate to others the need for additional funds or resources.
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Ultimately, their sharing of information with interested national and international communities enhances preparedness, response, and recovery knowledge and competence.

8. Use of Volunteer Resources

a) Disasters provoke an outpouring of volunteer assistance. The volunteer response takes two forms:

(1) Volunteers associated with organizations with designated response and recovery roles such as the Red Cross and Salvation Army and, later, Mennonites, Church World Service, and other interfaith groups.

People local and otherwise who wish to help. People in the later category, the “convergent volunteers,” may appear at the doorstep and require the attention of an already overwhelmed staff. The response plan should deal effectively with convergent volunteers and the skills and resources they offer. Volunteers can be a big help or a terrible headache, depending upon the ability to channel their skills effectively.

(2) Not being prepared for a volunteer influx may be detrimental to the recovery effort. Successful volunteer plans should:

(a) Have a designated volunteer manager and backup or identify an individual experienced in volunteer management to assume this responsibility.

(b) Have a plan to screen, register, and assign volunteers against criteria previously developed.

(c) Ask for assistance from local nonprofit agencies that are experienced in volunteer management. Approach the Volunteer Center or United Way for help in screening, orienting, and assigning volunteers to departments and organizations in need of additional personnel.

(d) Identify a volunteer staging area where people can be screened, oriented and assigned to assistance roles.

b) Make provisions for the care, feeding, transportation, and shelter of volunteers.

(1) Ensure that volunteers understand they will be covered by workers compensation but are not eligible for any monetary compensation.
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(2) Determine volunteer positions that need to be filled and develop a job Classification Questionnaire for each function with written checklists of duties, etc.

(a) Register volunteers and provide identification tags or badges.

(b) Provide sign-in/sign-out time sheets.

(c) Conduct background checks for criminal or medical history for sensitive positions.

(d) Other as needed.

c.) Establish a method for integrating volunteers into other volunteer groups and nonprofit agencies, i.e., drivers, warehouse personnel, data entry.

d) Train local government staff, including emergency responders, how to incorporate volunteers (e.g., neighbors) into the response and recovery effort.

e) Establish guidelines and provide training for the proper use of special equipment, vehicles, cellular phones, credit cards, etc.

f) Ensure that the local jurisdiction or state agency legal counsel (i.e., prosecuting attorney, agency assistant attorney general, etc.) is prepared to address the use of volunteer workers and volunteer worker-related liability issues and questions.

g) Identify post-disaster positions, by department, to assign volunteers.

(1) Volunteer training requirements need to be planned for:

(a) Supervisors/management.

(b) Interviewing activities.

(c) Clerical duties.

(d) Translators and sign language interpreters.

(e) Public Information Office (PIO).

(f) Runners/messengers.

(g) Amateur radio operators.
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(h) Literature distribution.
(i) Neighborhood leadership and coordination.
(j) Damage assessment.
(k) Trainers.
(l) Shelter workers/managers.
(m) Childcare workers.
(n) Home clean up.
(o) Volunteer hosts.
(p) Counselors.
(q) Food service volunteers.
(r) Transportation support.
(s) Traffic directors.
(t) Supply support.
(u) Medical support.
(v) Home care assistants.
(w) Search and rescue workers.
(x) Technical support such as carpenters, electrical repairers, heavy equipment operators, plumbers, reconstruction experts, rubble/debris removal, structural engineers, etc.

9. Donated Goods and Services

a) The publicity and media coverage detailing the extent and degree of damage caused by the disaster will result in money and material goods being donated to victims, relief organizations, and local jurisdictions. A mechanism must be in place to administer donated goods and money. Cash donations are made to both relief organizations and local jurisdiction agencies.
b) While monetary donations are preferred, materials such as food, clothing, blankets, prescriptions, blood, toys, and sleeping bags may be sorely needed, in manageable amounts. To ensure that all items are accounted for, a system must be developed and in place to receive, store, sort, and disburse donated monies and goods. Managing, sorting, and disposing of inappropriate or surplus goods must be anticipated and planned. Public information can assist in identifying and publicizing needs as well as how and where to make donations.

c) Emergency Support Function (ESF) 7, “Donated Goods and Services” of the CEMP, covers the process to be used in performing this function. The local jurisdiction, in coordination with EMD should:

(1) Quickly assess the kinds of donations that are needed. Issue a press release, through the JIC, detailing them. State a preference for money and indicate organizations that can use it.

(2) Set up a mechanism to receive cash donations i.e., an account with State Treasurer or Disaster Trust Fund Account. Publicize where to send donations and how to make out the checks.

(3) Assign a staff person or persons to manage incoming donations and/or work with a community foundation that might manage them.

(4) Publish guidance for other community agencies and organizations that might receive donations.

(5) Decide how, where, and when to distribute donated funds and/or goods. Set up a coalition of community groups or representatives to decide who is most in need and what kinds of needs will be the highest priority.

(6) Locate available warehouse space for receiving, sorting, and disbursing donated goods.

10. Taking Care of Employees

a) During the recovery phase, all local and state employees may be called on to perform in unfamiliar roles and environments, under conditions of fatigue and extreme stress, and often out of touch with family members for extended periods of time. Other employees fulfilling necessary ongoing government functions must be kept informed so that they do not feel left out and should be made to feel that they are contributing to the recovery efforts.
b) The following are actions that state agencies should take and employee assistance plans should include:

1. Develop and provide plans to assist employees in locating their family members if a disaster occurs during work hours.

2. Determine what provisions exist for employees who suffer losses (i.e., time off, financial aid, loans, and other assistance).

3. Develop and have a policy in place regarding pay. Will employees be paid for the first days of the emergency when some might not make it into work? Will employees be paid overtime? Should they report to alternate work locations if unable to reach the normal place of work? If so, where and by what authority. Communicate policies clearly to all employees.

4. Establish provisions for employees maintaining the functions of government. Debriefings, following the event, should be available and required for all employees, including management.

5. Establish temporary hiring criteria.

6. Provide opportunities for interested staff to receive training as Critical Incident Stress Debriefing Peer Counselors. The Red Cross routinely offers such training.

7. Make requests for mental health counselors.

8. Establish a method for periodic staff update briefings to ensure that personnel are aware of recovery efforts and progress. This will relieve staff anxiety and foster cooperation.

9. Educate supervisors and staff about stress responses so that they understand their reaction is normal for an abnormal situation.

10. Develop or obtain handouts that address employee safety in performing post-disaster damage and safety assessments.

11. Provide for the safety of staff working in unsafe areas, field sites, or in disaster areas (i.e., identification, hard hats, communications, vests, transportation, etc.).
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(12) Provide special accommodations for employees who must commute long distances, who have family responsibilities, have need for child care services, counseling, and other support services.

(13) Provide assistance to staff in handling work overload and adjusting priorities.

(14) Provide guidance to staff on how to respond to frustrated and angry members of the community. Emphasize skills for dealing effectively with the disaster survivors.

(15) Expect larger-than-normal personnel turnover during the initial months and first years after the disaster. Also, anticipate a higher rate of serious illness.

(16) Prepare both supervisors and personnel for the fact that most people experience some letdown after a disaster operation, and may have difficulty adjusting to a regular job and family life.

(17) Familiarize staff sufficiently with the functions of other departments so that they can refer calls and help the public appropriately.
Rebuilding and reconstruction operations will vary depending on the disaster and its magnitude. When a disaster causes widespread loss of buildings, bridges and roads, and other infrastructure elements, opportunities may arise from misfortune to re-shape and rebuild with higher standards, improved arrangements, or more capacity. Consideration must be given to:

A. Procedures

1. Special legislation for procedures, regulations, standards, direct assistance, special levies, appropriations, emergency contingency funds, bond issues, and other matters. Planners must consider lead times versus federal and other assistance deadlines.

2. Urban Renewal
   a) Adhere to required time frames for disaster grants and other assistance.
   b) Use tax increment financing (where applicable) to fund infrastructure betterments and other community improvements.
   c) Review state and federal laws for the process of redevelopment.
   d) Use as a planning opportunity for growth management and enhanced disaster mitigation.

3. Combine Disaster Assistance with Local Capital Programs
   a) Combine funding potential to stretch the effectiveness of available local funds.
   b) Ensure knowledge of the rules for the various funds involved (particularly when seeking two or more types of funds or matching funds from a single or multiple sources)

4. Enhance Lifeline Systems
   a) Increased capacity when needed.
   b) Improved performance and reliability.
   c) Reduced future disaster risk or improved hazard mitigation.
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d) Improved access.
e) Improved environmental performance (air quality, water quality, etc.), including conformance with regulations.
f) Improved potential for economic development.
g) Improved esthetics and mandated betterments as conditions for repair, rehabilitation, or replacement.
h) Consider abandonment of repetitive loss areas and relocation for better service.

5. Permits

a) Identify permitting requirements early.
b) Include permitting requirements as part of recovery management planning.
c) Identify needs for environmental assessments for recovery projects.
d) Streamline procedures and reduce requirements to facilitate and expedite recovery and reconstruction.
e) Find alternatives when buildings and facilities are not eligible under law for permits to repair or rehabilitate.

6. Improved Construction and Planning Standards

a) Benefit from analysis of building and infrastructure failure related to the disaster.
b) Revise local and state codes and standards to minimize similar failures in future disaster events.
c) Review the possible revision or the strengthening of codes to facilitate community restoration.

7. Tapping Possible Sources of Funds

a) Federal Agencies

(1) Housing and Urban Development (HUD) grants through the Department of Community, Trade and Economic Development.
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(2) Department of Transportation (DOT), demonstration highway/bridge projects Federal

(3) Highway Administration (FHWA) and UMTA transit assistance through the WSDOT.

(4) Environmental Protection Agency (EPA) wastewater, rural water and sewer grants.

(5) Civil Defense program flood control funds through DOT.

(6) Economic Development Programs. (EDA).

b) State and Regional Programs

(1) Bond Programs.

(2) State capital programs.

(3) Historic preservation grants.

(4) Economic development assistance.

c) Private Programs

(1) Foundations.

(2) Businesses, associations, individuals.

(3) Educational endowments.

(4) Research grants.

B. Local Jurisdictions Rebuilding and Reconstruction Activities

It is difficult to separate response and recovery into neat, clearly defined, and separate entities. It is also difficult to put rebuilding and reconstruction into a neat little package. Rebuilding and reconstruction is part of restoration, which is an element of the recovery process. This activity starts way back in the response phase of a disaster with the initial damage assessment or windshield surveys performed by Red Cross volunteers. It continues with more detailed surveys and disaster assessments conducted by engineers. Similarly, rebuilding and reconstruction itself starts with debris removal, restoration of transportation systems, electricity, telecommunications, water and wastewater systems, medical systems, and finally repair of damaged structures and replacement of destroyed ones. It is not a sequential process, but more of a concurrent process, with conflicting demands and priorities.
1. Damage Assessment

a) Damage assessment depends on the type of disaster. In the aftermath of firestorms, damage assessment constitutes determining the location of the fire line and the number of burned buildings, homeless, total injuries, and deaths. In floods, it defines the limits of flooding, the amount or flood damage to buildings, bridges, roads, and the number of homeless and deaths. In earthquakes, damage assessment concerns damaged buildings, bridges, roads, utilities, and the number of homeless, injuries and deaths.

b) Many forms have been developed to summarize damage assessment, and are included in the *Disaster Assistance Guide for Local Governments*. Forms are fine if available, if not, plain notepaper may be used. The information must identify:

   (1) Time of inspection.
   (2) Location and address.
   (3) Type of damage.
   (4) Dollar estimate.
   (5) Who made the estimate.

c) Initial (windshield) damage assessment addresses power lines down, water main broken, building damage, etc.

d) In building inspections it is prudent to err on the safe side. If you think buildings should be closed until a structural engineer can check it out, close the building. If you think a bridge should be closed, notify maintenance so they can place barricades. Do so recognizing the potential economic factors and liabilities.

e) Finite accuracy is not needed in the initial damage assessment estimate of repairs. The nearest $1,000 in your judgment will do. You may find damage such as broken water mains that you would not know how to estimate the cost of repairs. Report the type of damage and the location. The experts from the responsible agency can handle the cost details in those instances during the formal joint federal/state/local preliminary damage assessment.

2. Restoration of Essential Services

a) Debris Removal
(1) Public works and engineering are responsible for the overall coordination of state and local public jurisdiction debris removal efforts.

(2) Debris removal efforts focus on clearing major transportation routes to allow for the movement of emergency vehicles, traffic, and emergency resources and supplies. After major transportation routes have been cleared, debris will then be removed from secondary roadways, residential and local roadways, and public parks as prioritized in local or state plans.

(3) Debris disposal becomes a problem after a disaster. Landfill capability can quickly be overburdened. Burning provides the expeditious means of disposal, but can become a public health hazard. An authorized burn site away from population concentrations must be identified and proper authorization and permits obtained. Construction debris should be separated and disposed of accordingly.

b) Transportation Systems

(1) Damage to transportation systems will influence the accessibility of disaster relief services and supplies, as well as economic continuity. Restoration of transportation systems is designed to make sure that those systems have the capacity to facilitate the movement of emergency personnel, vehicles, equipment, and supplies.

(2) State and local officials need to establish an inventory of available transportation services and resources, prioritize and allocate transportation resources and services to support disaster assistance missions, and control air and marine traffic into the disaster areas. Private roads and bridges are the responsibility of individual owners. Public/private partnerships should be formed prior to a disaster to provide mutual support.

c) Electricity

Restoration of electrical service will begin as soon as major transportation routes are cleared of debris. The Energy Division of the Department of Community, Trade and Economic Development will assess damage to electric power and fuel systems, assess energy supply and demand, and identify resource requirement to repair damaged systems. They will work closely with local utilities to establish priorities for repair of damaged energy systems and to provide energy sources of fuel and power. Some private repairs may be required before reconnection is possible.
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d) Telecommunications

Local Emergency Management will review inventories of public and private communications equipment and resources available to support recovery efforts and make necessary arrangements to deploy this equipment and resource to the disaster areas. Local Emergency Management will implement a temporary emergency telecommunications system for use by emergency personnel and the general public. Additional equipment, such as transportable switchboards, portable satellite uplinks, microwave systems, and towers, may be made available as needed either through state and federal agencies or through commercial vendors upon depletion of local resources and mutual aid.

e) Water and Wastewater Systems

If potable water systems are contaminated, local and state departments of health will be notified by local and state agencies to determine the appropriate protective actions to be taken. Public works and engineering support necessary to repair or restore damaged water and wastewater systems will be coordinated with local utilities. Additional equipment, such as generators and pumps necessary for wells supplying water, operating lift stations, and repairing broken water mains needs to be identified, prioritized and repaired.

3. Long-term Recovery

a) Long-term recovery efforts focus on community redevelopment and restoring the economic viability of the disaster areas. This requires a substantial commitment of time and resources by all levels of governmental and non-governmental organizations. These efforts include:

(1) Restoring public infrastructure and social services damaged by the emergency or disaster.

(2) Re-establishing an adequate supply of housing.

(3) Restoring lost jobs.

(4) Restoring the economic base of the disaster area.

b) Repair of Damaged Structures

(1) Repair of overpasses, bridges and roadbeds to restore transportation will take first priority after an earthquake, food, avalanche, volcanic eruption or other interruption of a major transportation system. Interruption of the I-5 corridor
in western Washington would have catastrophic consequences on the state’s transportation system.

(2) Thousands of buildings could be damaged or destroyed in an earthquake. Some buildings, or portions of buildings, could pose an immediate threat to adjacent property or public rights-of-way. These need to be dealt with quickly. In many instances demolition might take priority over reconstruction efforts. Emergency orders may be required by local jurisdictions authorizing public works personnel to perform abatement work.

(3) Standards of repair must be adopted. These will vary with the circumstance and the local jurisdiction. It should be predetermined whether the area of repair should comply with all applicable codes. For instance, if the structure has received above a given percentage of damage, should the whole structure require upgrade. Waivers might be granted where repairs to upgraded standards are economically impractical or infeasible.

(4) In establishing standards of repair, authorities may decide that the local threat of recurrence of an earthquake, flooding or other calamity requires buildings above substantial damage, identified as a minimum threshold by FEMA, be upgraded to current codes. Hazard mitigation efforts must begin with those buildings demonstrated most susceptible to recurrence of the disaster.

(5) Buildings of historical significance may be eligible for consideration under provisions of the State Historical Building Code.

(6) The rebuilding effort will require significant state, local jurisdiction, and community involvement from architects, engineers, building owners, business associations, and preservationist concerns. Many will have conflicting views, priorities and requirements. The state may have to establish a board of disaster appeals to review damage assessment reports, requests for variances, and expedite determination of appeals.

(7) Proposed ordinances must be quickly reviewed, and variance implications determined. The task will be made more difficult by a lack of precedent and a clear definition of standards for repair and upgrading of disaster-damaged buildings and the need for quick decision. Quick adoption of streamlined procedures, with public input, will continue the process of recovery and hopefully mitigate the effects of the next event.
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4. Coordination for Long Term Recovery

EMD will coordinate the handling of federal funds through FEMA. Recovery staff will provide technical assistance to local governments and private not-for-profit organizations to gain access to state and federal funding programs. They will establish and maintain contact with key state and local officials to ensure effective communications and problem solving.

5. Close Out

a) When recovery efforts have been sufficiently completed, the State Coordinating Officer will recommend to the Governor, or his authorized representative, that the State Recovery Coordinating Office be closed.

b) The appropriate state offices will continue to administer the disaster recovery programs in a way to meet federal and fiscal close-out requirements.
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Tab D
Public Agency Recovery

The event and the extent of destruction and losses suffered will determine reentry and recovery activities. This appendix assumes that agencies have in place, or will develop, plans for full business resumption.

A. Procedures

1. In all types of disasters, accurate damage assessment and administrative diligence are the keys to recovery. Agencies must be prepared for the mountains of paper work and the years of staff time it will take to deal with the red tape caused by a major disaster.

2. An initial assessment of damages will be submitted to Washington State Military Department, Emergency Management Division (EMD) regarding state-owned equipment, supplies, and facilities. If the disaster is found to be of such severity and magnitude that effective response is beyond the capabilities of the state government, a determination of requesting a Presidential Declaration of Emergency or Disaster will be provided to the Governor as outlined in the Disaster Assistance Guide for Local Governments (DAGLG). Should the damages not warrant a request for a Declaration or the Declaration is denied, other state or federal assistance may be reviewed, (including supplemental budget requests). The DAGLG provides suggestions for other funding. General guidance for disaster program administration can be found in Public Law 93-288, the Disaster Relief Act, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which is codified in the Code of Federal Regulations Title 44.

3. It is imperative that a detailed accounting system be established early in the response phase and continued through the recovery phase. Even though the eligibility requirements and funding sources are changing from disaster to disaster, the basis for reentry and recovery remain the same. Many costs are incurred from an emergency or a disaster. Some are direct and some are indirect. Costs to be considered are search and rescue, debris removal, emergency measures, costs to support other agencies and contractors which are assisting, damages to public structures and infrastructures, overtime, fringe benefits, administrative costs, building inspections, and engineering. Disaster-related costs must be kept separate from regular maintenance. These eligible costs will be identified in the Public Assistance Guide.

4. Successful recovery requires an accurate accounting of all disaster-related costs. An earthquake may require the complete inspection of all public facilities (i.e., public buildings, streets, infrastructure, mechanical equipment, etc.) by qualified engineers. This should be completed soon after the initial disaster and approximately six to nine months later to identify additional damage not evident earlier due to submersion or inaccessibility.
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5. Reported damages should be filed separately by the facility using the Federal Emergency Management Agency (FEMA) forms and categories. This will help with applications submitted to FEMA and the state, and will provide the basis for assistance. Direct and indirect costs should be considered and recommended as soon as possible, even costs that are not presently eligible for FEMA reimbursement under Public Law 93-288, as amended. Many costs, such as labor fringe benefits, contract administration, disaster publications, and disaster claim preparation costs are often overlooked.

B. Local Jurisdictions Public Agency Recovery

1. Each agency is responsible and accountable for its own disaster recovery/business resumption plan and program. Agencies using external services must coordinate their disaster recovery/business resumption plans with service providers.

2. The disaster recovery/business resumption plan is primarily for agency use. Agencies may adapt these guidelines to meet individual needs, but all applicable elements of the procedures must be included in the plan. A disaster recovery/business resumption plan must contain enough information to enable agency management to assure the agency’s ability to resume mission-critical services and operations. A disaster recovery/business resumption plan may contain references to another organization’s disaster recovery/business resumption plan, or to an agency’s internal policies, standards, or procedure manuals.

Agencies need to review, update, and exercise their disaster recovery/business resumption plans frequently. Agencies must update their plans whenever the agency’s operational environment undergoes significant changes. Such changes may include the physical facility, computer hardware/software, telecommunications hardware/software, application systems, organization, operating procedure, mission, or budget. If two or more agencies participate in shared operating facilities, they should develop a joint disaster recovery/business resumption plan that meets their mutual needs.

3. Vulnerability Analysis (Risk Assessment)

a) Document the threats that could debilitate operational ability and the ability to provide service or perform the agency’s mission or cause operational interruption. Determine the vulnerabilities of service areas to potential threats. Estimate the loss potential of a service area by quantitative or qualitative means. Define the level or duration of service outage that constitutes a disaster or triggers the recovery plan.

b) Document the operational, legal, and financial impact from a disruption or disaster affecting any service area of the agency, and what is needed to resume mission critical services and operations.

c) Large-scale disasters often take the form of unforeseen events that cause damage or lengthy disruption or threaten to do so. Disasters may evolve from problems that
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Disrupt normal operations and then worsen, or continue so long that the disruption becomes critical. Disaster recovery plans should address specific procedures for both situations. Emergency procedures direct the response to disaster events. Planning procedures direct the response to problems. Procedures may result in the declaration of a disaster and activation of the recovery plan.

d) Disaster recovery plans must describe the steps to follow for escalating unresolved problems to disaster status. The purpose of problem escalation procedures is to define the steps and time intervals leading up to the declaration of a disaster. These procedures require use of a contact tree, a list of individuals to be notified of the situation at specified time intervals following the event. The contact tree represents an ever-widening circle of management and key technical staff. Such a procedure ensures that key decision-makers become aware of the situation in order to make more timely and informed decisions. As the situation becomes more pressing, the procedure must trigger calls to the disaster recovery/business resumption team, upper levels of management, clients, suppliers, and the public.

e) Procedures should be in place for data collection by site or facility. The data should be consolidated and forwarded to management for needs assessment and prioritization. Only when the needs are extreme should they be forwarded to the state EOC.

4. Recovery Operations

a) Outline a recovery flow by charting the sequence of steps to follow when a disaster situation has occurred or may potentially occur.

b) Establish the agency recovery team organization:

(1) Document the agency staff and management team responsibilities for putting the recovery plan into effect.

(2) Identify an alternate for each team member.

(3) Include team or individual assignments of responsibility by area of expertise, and as close as possible to the normal operating environment, or provide back up and or cross training.

(4) Establish a means for personnel and communications staff to issue information about special work assignments, conditions, or locations.

(5) Establish and test alternate communication systems.
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5. Recovery team procedures.

Document the procedures required to achieve recovery based on priority of essential services. Procedures for each team should consist of the following as a minimum:

a) A team roster with contact means and procedures.

b) Preparation requirements, training, and interfaces.

c) Safety and emergency procedures.

6. Exercise and evaluate the plan thoroughly. Clearly state the goals and objectives for conducting exercises. Include the policies and guidelines applicable for the exercise. Formulate a schedule, listing the criteria for each evaluated task, and the frequency or target date of the exercise. Include a brief report describing results achieved for each evaluated task. Agencies using external services must plan, schedule, and conduct their disaster recovery/business resumption plan exercises in cooperation with service providers.

7. Assign plan maintenance responsibility, and provide a schedule for regular, systematic review of the content of the disaster recovery/business resumption plan. Document the procedures used to make changes to the plan. Provide policies and procedures for distributing the disaster recovery/business resumption plan and for updating the plan.
Recovery activities following emergencies will be determined by the emergency and the extent of the destruction, the losses suffered and the extent of prior planning and preparedness that has been put into the equation. The intent of a business recovery plan is not to duplicate a business. Rather, its intent is to increase the chances of survival and to decrease the impact of the loss. Rather than providing a business recovery plan, this Appendix provides some basic reasons and steps on how to prepare a business recovery plan. Individual plans must be tailored by businesses to meet their individualized needs.

I. Business Recovery Planning

A. General

1. There are four phases to a business recovery plan:
   
   a) Survival:
      
      Immediate response to threats to life, safety, equipment, facilities, or the area. Examples include getting out of a burning building, evacuating away from a flash flood, drop-cover and hold activities during an earthquake, and identifying safe areas or activities for other types of threats.

   b) Stabilization:
      
      Take sensible steps to regain control of a situation. Examples include calling 911, establishing security, establishing communications, determining the scope and extent of damages, taking actions to halt further damage to equipment or facilities, and implementing the business recovery plan.

   c) Recovery:
      
      Take all steps necessary to recover critical and essential functions and facilities. Adjust the recovery plan’s strategies and actual steps to fit the current situation. For example, assign responsibilities, contact resources, utilize resources effectively to recover the most critical functions first.

      Keep communications going, tend to employee and customer needs, and reestablish permanent facilities as soon as possible. Identify whether business employees will be or are in a position to assist neighboring business or the community in a major event.
ESF 14—Appendix 1—Re-Entry and Recovery

d) Restoration:

Resumption of normal operations and the transition from recovery operations and locations to normal business operations in permanent locations. Verify employee, equipment, and facility readiness for normal operations. Ensure that the transition works smoothly, and adjust operational procedures for lessons-learned improvements, newer equipment, facility changes, and improved operations.

2. Developing a business recovery plan will cost employee time and can be expensive. Is there a justification for all the time, effort, and money that will be devoted to preparing a recovery plan? What are the cost benefits associated with business recovery planning? Some of those benefits are enumerated below:

   a) The business will stand a much better chance of surviving.
   b) Quicker recovery will allow the business to retain more of its market share.
   c) Having a business recovery plan may help decrease insurance premiums.
   d) Will ensure quicker resumption of customer services.
   e) Can promote customer confidence.
   f) Increase employee confidence and morale.
   g) Can identify the vital part of the business, not only to assist in the survival process during emergencies, but to also focus on streamlining and improving everyday business strategies.
   h) Will minimize the business liability and lawsuits in the event of a disaster.

B. The Recovery Planning Process

The disaster recovery planning process for business resumption provides the preparation necessary to design and document the procedures needed to assure continued business operations following a disaster. Each business’ process should include the following elements:

1. Project Planning: Define the plan’s scope, organize the plan, and identify the resources needed.

2. Critical Business Requirements: Identify the functions of the business that are most important to protect, and the means to protect them, analyze the risks, threats and the vulnerabilities to the business, facility, transporters, etc.
3. Recovery Strategies: Arrange for alternate processing facilities to use during a disaster. Store copies of computer files, work-in-process, software and documentation in a back-up location. If you have a spare manufacturing production capability or storage warehouse, make them usable now with spare equipment and excess production as time and resources allow.

4. Emergency Response/Problem Escalation: Specify exactly how to respond to emergencies and how to identify when a “problem” has become a potential “disaster.”

5. Plan Activation Procedures: Determine the procedures for informing the right people, assessing the impact on operations, and starting the recovery efforts.

6. Recovery Operations: Develop the specific steps for reducing the risks of an outage and restoring operations should an outage occur.

7. Training: Make sure everyone understands the recovery plan and can carry it out efficiently.

8. Testing: Exercise the plan to ensure success.

9. Maintenance: Make changes and additions to keep the plan current.

C. **Conduct a Risk Analysis**

1. Do a business impact analysis on the types of disasters that are likely to affect the business.

2. Do a human impact analysis of the business and the building to determine what human resources will be available to continue operations after a disaster.

3. Determine what your critical functions are, and whether any are independent functions with more than one operating location that can quickly incorporate staff from another location.

4. Determine if the business has adequate interruption and recovery business insurance.

5. Other vulnerabilities to consider:
   a) Inadequate audit/security mechanisms.
   b) Power supply.
   c) Building construction and maintenance.
ESF 14—Appendix 1—Re-Entry and Recovery

d) Access control.
e) Fire protection.
f) Operating procedures.
g) Supply and service procedures.
h) Management, security people, personnel.
i) Communications architecture.

6. For many threats, the vulnerability to a business interruption can be mitigated with controls. For example, a vulnerability to fire damage can be mitigated with Halon fire extinguishers and smoke alarms, as well as preventive policies such as the banning of cigarette smoking near flammable materials. Vulnerability considerations include natural disasters, environment, access, or work site. The effort of analyzing all the hazards in itself leads a business to better preparedness should disaster strike.

D. Develop Recovery Strategies

1. Store back-up material off-site. Determine procedures, schedules, and responsibility for maintaining the contents of the off-site storage facility.

2. Determine the storage inventory. Identify specific supplies, inventory, programs, files, documentation, vendor contracts, and a business recovery plan. If necessary, add to the business recovery plan and review with the loan officer or other financial interest holders.

3. Develop alternate processing capabilities by identifying requirements for recovery facilities. Determine emergency processing capability, phone needs, data communication services, minimum furniture, and space needed in case of a need to relocate. The whole business may not be economically movable, but the strategy should be developed in any case, to determine the feasibility of such an alternative.

4. Document the general strategy that the business will use in the event of a disaster. This should be an overview of the recovery process that the organization will follow if actually hit by a disaster and should address:
   a) Recovery requirements for restoration of critical business operations.
   b) Alternate processing facilities employed or available.
c) Alternate business facilities/operations, manual procedures, forms, staffing, and space.

d) Procedures for obtaining resources.

e) Any alternate recovery resource acquisition not already mentioned.

f) Alternate vendors and sources of supplies or products.

5. Document the action steps to be taken immediately in responding to damaging events or threats of damage or disruption. Inform all employees of documented action steps. Take pictures.

E. Recovery Operations

1. Determine plan activation flow.

2. Outline or chart the steps to follow when a disaster situation has occurred or may potentially occur.

3. Define the recovery organization.

4. Determine what teams make up the recovery organization.

5. Develop team action plans. There may be several recovery teams, each specializing in some area of technical expertise. Disaster recovery for businesses requires that recovery teams be provided with:

   a) Team charter or function: The particular duties, responsibilities, and resources available to each team in the event of a disaster.

   b) Team organization: The structure of the team, job titles of each team member, and the chain of supervision or reporting responsibilities.

   c) Team interfaces: Include a detailed explanation of all the actions this team is to take prior to a disaster, so it can function effectively during a disaster. The instructions should cover relationships with vendors, customers, other employees, and ongoing tasks to ensure readiness of the plan, training requirements, identification of critical resources, data, and personnel.

   d) Action procedures: This item provides an outline of the tasks to be completed. It is written with the assumption that the team members know how to do their jobs. It is written as a guide to ensure that nothing is omitted during the normal confusion that will occur in the situation.
ESF 14—Appendix 1—Re-Entry and Recovery

(1) Design procedures to be flexible so as to permit their use in varying types and degrees of contingency situations.

(2) Detail procedures enough to permit reliance and dependency on them if no other documentation or knowledge is available. Provide references for more detailed documents, if available, from backup.

e) Appendices: Include data and material that will be used in the event or an actual disaster when other sources, references, forms or materials of any kind may not be available. Include separate appendices on notification of employees, source requirements, forms, documentation, and any other subjects that are normally required in daily operations. If the data may not be otherwise available, it should be included in the appendix to the business recovery plan.

II. Training and Testing

A. A plan has no value sitting on a shelf, it just gathers dust. A plan is valuable in process of preparation, in the testing and the execution. In fact, businesses should design a training plan to exercise their business recovery plan. It should contain:

1. Goals, training activities, and schedule for business resumption training.

2. A designated plan administrator.

3. Specific training objectives and activities to meet those objectives.

4. A plan of instruction to satisfy each training objective and activity.

5. Training evaluation tools.

6. Techniques to meet the following objectives:

   a) Train employees to perform their recovery responsibilities.

   b) Allows the agency to continuously improve training.

   c) Improve the business recovery plan through lessons learned in training.

B. Exercising the plan ensures that the established procedures are in place should a disaster occur.

1. Ensure that recovery procedures are complete and workable.
ESF 14—Appendix 1—Re-Entry and Recovery

2. Ensure that training of personnel has been effective.
3. Identify and conduct needed revision to the business resumption plan.
4. Ensure that the business environment is still being supported by the plan.

III. Maintenance

Establish maintenance procedures and schedules. Provide a schedule for regular and systematic review of the content of the business recovery plan. Define a procedure for making appropriate changes to the plan.

A. Assign plan maintenance responsibility.
B. Develop distribution procedures and lists.
C. Develop policies and procedures for distribution and updates.
Emergency Support Function 14
Appendix 2
Damage Assessment

I. General Information
   A. Purpose

   Provide guidance for assessing damages resulting from an emergency or disaster and requesting state or Federal Disaster Assistance.

   B. Scope

   Disasters may cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to government-owned assets. Damages should be assessed to determine a priority of response efforts and to determine eligibility for disaster aid.

II. Policies
   A. It is the policy of Yakima County governments/jurisdictions that each jurisdiction should develop the capability to ascertain after a disaster or other major event what has happened to departmental personnel, facilities, equipment, and service delivery capability, what can be done about the situation with existing resources, and what specific needs exist to maintain or re-establish agency capabilities or to respond to the situation.

   B. It is further the policy that each department should document costs of emergency operations and damages to government property and facilities in anticipation of potential Federal reimbursement under established disaster relief and recovery programs.

III. Situation
   A. Emergency/Disaster Conditions and Hazards

   Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:

   1. Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

   2. Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

   B. Planning Assumptions

   1. There are two types of damage assessment:
ESF 14—Appendix 2--Damage Assessment

a) rapid assessment of what has happened jurisdiction-wide to prioritize initial response activities and determine the immediate need for outside assistance.

b) post-disaster, to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and Federal assistance.

2. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.

3. There may be a shortage of individuals qualified to assess the damage.

4. Cities, towns, special purpose districts, and public utilities will make detailed damage assessment reports to the Operational Area EOC.

IV. Concept of Operations

A. General

1. The collection of damage information begins with the initial response phase to an event and continues long after the response is over. During and after any major event, it is very important that timely and accurate assessments of damages, remaining capabilities and needs are received by the appropriate ECC. This information is used to manage immediate response as well as short and long term recovery issues. Damage assessment is conducted separately from life saving and property protection operations.

2. As soon as possible after a disaster, information on immediate needs and damages to public facilities and private property must be compiled to assist in setting priorities in response and recovery operations and to determine if state or Federal assistance programs may be in order. Forms for documenting public and private property damage and impact shall be included in department procedures, or distributed by the Yakima Valley Office of Emergency Management, as needed.

3. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the appropriate ECC.

B. Organizational

1. It is important to obtain rapid assessments of victim needs and community impacts after a damaging disaster event. Local assessment teams may be formed and deployed to the disaster area as quickly as possible to make initial assessments and report critical needs to the local jurisdiction ECC and then on to the Operational Area EOC. These teams are designed to support, not replace, existing efforts of other political subdivisions, such as cities and towns, fire districts, and school districts.

2. Damage Assessment Teams should focus primarily on immediate victim needs (such as water, food, medical and shelter) and impact to infrastructure (such as utilities, transportation and communications capabilities). They may be composed of civilian
ESF 14—Appendix 2—Damage Assessment

volunteers and public employees with appropriate expertise to make accurate assessments. Damage Assessment Teams should have a team leader who is designated by local government.

3. After the initial damage information is collected, Federal/state/local teams may be formed to verify the damage information.

4. After the emergency response phase is over, and if damages are, or appear to be, of the magnitude to be included in Federal Disaster Assistance, other assessment teams may be formed to assess the impacts of the event on the community. The formation of the teams and the coordination of what will be assessed and when is coordinated by the YVOEM. A local declaration is needed to begin this process.

5. Federal Assistance is divided into two basic categories: damage to private property and small businesses, which is called Individual Assistance, and damage to and costs incurred by public agencies and private, non-profit organizations which provide a like government service, which is called Public Assistance. Either one or both categories, may be requested in a major event.

6. After the assessment is done, a specific request for assistance is sent by the Governor, through the Federal Emergency Management Agency (FEMA) to the President. The President may approve or deny the request.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

Yakima Valley Office of Emergency Management


2. Liaison with State and Federal Damage Assessment Teams.

B. Support Agencies

Yakima County Public Services and Municipal Public Works

1. Immediately after a major event occurs, assess what has happened to personnel, equipment and facilities, what can be done about it with existing resources, and what is needed to restore operations or to respond to the situation.

2. Report disaster damages and situation information to the ECC.

3. Keep complete records of damages and expenditures on appropriate forms.

4. Participate as requested on Damage Assessment Teams to review and document community impacts for local assessment purposes or for seeking Federal Disaster Assistance.
ESF 14—Appendix 2--Damage Assessment

VI. References

Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, April, 2005

Intrastate Mutual Aid for Emergencies and Disasters in Yakima County


VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

Tab A: A Catastrophic Incident in Yakima County

Tab B: Infrastructure Assessment
Tab A
A Catastrophic Incident in Yakima County

The Challenge
Generally, a catastrophic incident will demand extraordinary actions from state agencies and local jurisdictions - actions for which we are not currently well prepared. Washington State is vulnerable to technological and natural hazards with the potential to cause significant casualties and infrastructure damage. Disasters labeled ‘major’ are not uncommon and the Washington State CEMP addresses the response requirements of floods, earthquakes, wildfires and tsunamis. These incidents cause injuries, loss of life and damage in a relatively limited area. Current procedures provide response and recovery for these incidents including terrorist incidents. In contrast a catastrophic incident impacts a large area or across many societal sectors.

This is rare and requires maximum staffing of the State Emergency Operations Center (Phase IV). Mitigation efforts reduce impacts and current mitigation efforts are focused on many of the catastrophic scenarios in Washington; however a catastrophic incident is one that overwhelms - even though mitigated structures are expected to be more resilient. The nature and extent of damage; number, location and severity of personal injuries; type, availability and condition of surviving resources and the damages to critical infrastructure all are likely to be in the extreme range. Warning may or may not be available. (Washington State, Catastrophic Incident Annex, Draft-August 2012)

The Yakima County Comprehensive Emergency Management Program in consistent with the Washington State CEMP. The nature of emergency operations depends on characteristics and requirements of the situation. The OAEOC activates as required to cope with the specific situation and each element operates according to the provisions of the appropriate organizational responsibilities in the CEMP and any pertinent department/agency SOPs.

Situations Requiring the Activation of the OAEOC
- CGS (Fixed Nuclear Facility)
- Bureau of Reclamation Dam Failure
- Earthquake magnitude of 6.0 or greater in the Yakima Valley
- Volcanic eruption
- Weather-related events i.e., major flood, major winter storms
- Major fires as defined in Yakima County Fire Plan
- Incidents that require coordination of multiple departments/agencies/organizations

The Impact
Yakima County organizations and jurisdictions would be subject to primary and secondary impacts, to include:
- Street/road disruptions, e.g. debris, power lines, water;
- Utility–line disruptions, e.g., in power lines, water mains, etc.;
- Need for evacuations, e.g., life-hazard occupancies;
- Health/medical concerns, e.g., health/medical care facilities;
- Emergency response disruptions, e.g. fire, police, ambulance;
- Continuity of government service interrupted, e.g. day-to-day business;
- Private-sector business interruption, e.g. normal business activities; and
- Communication disruptions, e.g. landlines, cell phones, radio linkages.
### Tab B
**Infrastructure Assessment**

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>Impact to City</th>
<th>Estimated Time to Restore</th>
<th>Immediate Needs and Resource Requests</th>
<th>Priority at this Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadways and Bridges (include traffic control and signing, etc.)</td>
<td>No Impact</td>
<td>Minimal</td>
<td>High</td>
<td></td>
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<tr>
<td>-Roads Impassable</td>
<td>Reduced Capacity</td>
<td>24+ hours</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>-Bridges impassable</td>
<td>Drastically Reduced Capacity</td>
<td></td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>-Roads Passable with Restrictions</td>
<td>Minimal</td>
<td>24+ hours</td>
<td></td>
<td></td>
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<tr>
<td>-Bridges passable w/restrictions</td>
<td>24+ hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications (telephone, radio, cell, etc.)</td>
<td>No Impact</td>
<td>Minimal</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>-Dispatch centers out of service</td>
<td>Reduced Capacity</td>
<td>24+ hours</td>
<td>Medium</td>
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<tr>
<td>-Municipal communications network</td>
<td>Drastically Reduced Capacity</td>
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<tr>
<td>Health Care (hospitals, urgent care centers, clinics)</td>
<td>No Impact</td>
<td>Minimal</td>
<td>High</td>
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<tr>
<td>-Medical facility services partially suspended.</td>
<td>Reduced Capacity</td>
<td>24+ hours</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drastically Reduced Capacity</td>
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ESF #14—Appendix 2—Damage Assessment

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<th>Infrastructure</th>
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<th>Immediate Needs and Resource Requests</th>
<th>Priority at this Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Treatment (include water distribution systems)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No. or % of businesses and residences</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td></td>
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<tr>
<td>Waste Water Treatment (sewage)</td>
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<td></td>
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<tr>
<td>- No. or % of businesses and residences</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td></td>
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<tr>
<td>Private Wells/Septic Tanks (potentially contaminated)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>- No. or % of businesses and residences</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td></td>
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<tr>
<td>Energy (power and fuels))</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No. or % of customers without power</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No. of electrical distribution facilities damaged or destroyed</td>
<td></td>
<td></td>
<td></td>
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</table>
## Damage Assessment

<table>
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<th>Immediate Needs and Resource Requests</th>
<th>Priority at this Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Services (citizen access to city hall) - City Hall services suspended.</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td>□ High □ Medium □ Low</td>
</tr>
<tr>
<td>Public Safety—Fire/EMS - Fire stations inoperable - Communications systems inoperable - Fire/EMS services interrupted</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td>□ High □ Medium □ Low</td>
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<tr>
<td>Public Safety—Law Enforcement - Law Enforcement Officers necessary to support operations in the affected area - Police Department non-essential services partially suspended. - Jails/detention centers inoperable</td>
<td>□ No Impact □ Reduced Capacity □ Drastically Reduced Capacity</td>
<td>□ Minimal □ 24+ hours</td>
<td></td>
<td>□ High □ Medium □ Low</td>
</tr>
</tbody>
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Yakima County, Washington

ESF 15
Public Affairs
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Emergency Support Function 15
Public Affairs

Emergencies may threaten life safety and may disrupt normal life. Rapid dissemination of information to the public is essential for protecting health and safety before, during and after emergencies and for informing the public of the City/County’s emergency response efforts.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Board of County Commissioners and Mayors

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima Valley Office of Emergency Management

I. General Information

A. Purpose

Interagency policies and procedures used to rapidly mobilize local assets to prepare and deliver coordinated and sustained messages to the public in response to major emergencies or disasters.

B. Scope

1. Focuses on natural or technological emergencies/disasters. It is applicable to county/city/town departments and agencies responding under the Yakima County CEMP. It establishes mechanisms to prepare and deliver coordinated and sustained messages regarding potential or actual incidents and provides for prompt local government acknowledgement of an incident and communication of emergency information to the public during incident management operations.
ESF 15—Public Affairs

2. Addresses broad guidance that should provide the greatest protection of the public during emergencies or disasters in which precautionary and/or protective measures are recommended.

II. Policy

General guidance on the authority to release information is in accordance with existing plans, operational security, law enforcement protocols, designated coordinating and primary agency assignments, and current procedures.

III. Situation

A. Emergency/Disaster Conditions and Hazards

See Yakima County Hazard Identification and Community Assessment, June, 2009.

B. Planning Assumptions

1. An emergency or disaster is imminent or has occurred, and is of such magnitude that the public should be protected to minimize loss of life.

2. A shortage of personnel and resources may occur during widespread and long term events to manage public affair needs.

IV. Concept of Operations

A. General

1. During an incident, local authorities share responsibilities for communicating information regarding the incident to the public. These actions are a critical component of incident management and must be fully integrated with all other operational actions to ensure the following objectives are met:

   a) Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident

   b) Dissemination of incident information to the general public.

2. Public Affairs institutes an integrated concept, termed "incident communications," as the approach used to manage communications with the public during incidents of natural or technological origin. Incident communications incorporates the following processes:

   a) Control: Identification of incident communications coordinating, primary and supporting departments and agency roles, and authorities for release of information.
ESF 15—Public Affairs

b) Coordination: Specification of interagency coordination and plans, notification, activation, and supporting protocols.

c) Communications: Development of message content such as incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, warning issues, incident information, messages, audiences, and strategies for when, where, how, and by whom the messages should be delivered.

3. Integration and teamwork among local authorities is essential. Local authorities are encouraged to contact the Public Information Officer in the Operational Area EOC as they release or follow-on information. The OA EOC Public Information Officer engages with local authorities as soon as possible during an actual or potential incident to synchronize overall incident communications to the public.

B. Organizational

1. The Operational Area EOC may activate its Joint Information System in response to a major emergency or disaster. Elements of the JIS include the Public Information Officer (PIO) and the Joint Information Center (JIC).

2. The affected jurisdiction (city/town) should activate their Emergency Coordination Center’s Public Information Officer.

3. The JIC is a central point for coordination of incident information, public affairs' activities, and media access to information regarding the latest developments. Major announcements, daily briefings, and incident updates from the JIC should be coordinated with the affected local jurisdiction's PIO prior to release. This must be closely assessed and agreed upon in the early stages of an incident by those involved in incident communications with the public.

V. Responsibilities—Jurisdiction/Department/Agency

A. Primary Agencies

Board of County Commissioners and Mayors

1. Coordinates plans and processes for incident communications with the public with non-governmental organizations within their jurisdiction.

2. Disseminates information related to incidents to the public.
B. Support Agencies

Yakima Valley Office of Emergency Management, through the OAEOC

Coordinates plans, processes, and resource support to local government operations for incident communications with the public; coordinates incident communications plans and processes.

VI. References


Intrastate Mutual Aid for Emergencies and Disasters in Yakima County

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

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Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. TABS

Tab A: Joint Information Center
YAKIMA COUNTY JOINT INFORMATION CENTER

OAEOC COORDINATOR

OAEOC LEAD PIO
Coordinate response with various agencies.
Assist PIO/Public Concern at the discretion of the EOC Coordinator.

JIC COORDINATOR
Coordinate response with various agencies.
Assist PIO/Public Concern at the discretion of the EOC Coordinator.

EXECUTIVE GROUP

Research Unit
Gather and release facts, statistics, past history of, and current status of the incident to the JIC Coordinator.

211-People For People Unit
Release of info for general public.

211 System
211 foreign language support, redundancy of state wide phone lines, redundancy of National lines.

Public Concern Unit
Release of specific info for public in impacted area.
Report back reoccurring questions asked.

Internet/media Unit
Publishing of information on website and blog site as well as tracking of online information being released from outside sources.
ESF 16—Evacuation and Movement

Yakima County, Washington

ESF 16
Evacuation and Movement
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Emergency Support Function 16
Evacuation and Movement

To provide for the evacuation of part or all of the population from any threatened or stricken disaster area within the City/County to locations providing safety and shelter and to provide guidance for in-place sheltering when evacuation is not feasible.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima County Sheriff’s Office and Municipal Police Departments
Fire Services—Fire Districts and Municipal Fire Departments

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima Valley Office of Emergency Management
Yakima County Public Services and Municipal Public Works

I. General Information

A. Purpose

To provide guidance for the precautionary relocation of citizens from life or health threatening hazards, and to return when it is safe.

B. Scope

Planning for every situation needing evacuation and movement of people in Yakima County is beyond the scope of this ESF. This plan addresses broad objectives that should provide the greatest protection of life during emergencies or disasters in which precautionary evacuations are recommended.
ESF 16—Evacuation and Movement

II. Policy

Revised Code of Washington (RCW 38.52.010[1]) states that “emergency management” or “comprehensive emergency management” does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack. This ESF is not an attempt to circumvent the intent of the RCW. Rather, it is to alert local jurisdictions to participate in the mitigation, preparedness, response, and recovery emergency management activities, associated with evacuation and recovery, other than a nuclear attack.

III. Situation

A. Emergency/Disaster Conditions and Hazards

Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:

1. Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

2. Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

B. Planning Assumptions

1. An emergency or disaster is imminent or has occurred, and is of such magnitude that people should be evacuated to avoid loss of life.

2. A shortage of personnel and resources may occur during widespread and long term events to manage evacuation needs.

IV. Concept of Operations

A. General

1. Evacuation of people from certain areas to prevent injury and/or death is sometimes an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration should be given to the potential safety gained by moving the people as opposed to the risk posed by the hazard, the warning time available and the time available to evacuate. (Situations will occur in which sheltering in place will be the safest option.) Evacuation is to be considered a round-trip process. Immediate planning should include people being informed as they are being evacuated, and a plan in place to allow them to return.
ESF 16—Evacuation and Movement

2. Direction and control of evacuation is exercised primarily on-scene. Mechanical considerations of evacuation are outlined in this and other ESFs (i.e., mass care, transportation, etc.). Social processes and economic consequences should also be considered. A local Emergency Proclamation should be considered to ease implementation and enforcement of the evacuation process.

3. The actual message to the citizens requesting that they evacuate should be clear and concise and contain specific information as to the hazard and the specific risk, where citizens are supposed to go, what routes they should take and what provisions have been made for shelter. Experience in actual events has shown that people react better to messages from a recognized authority such as Law Enforcement, Executive, and Fire Chief, and if they are told what to do, not what not to do.

B. Organizational

1. Precautionary evacuations may be authorized by the Chief Elected Official, or designee.

2. Emergency evacuations may be authorized by the following:
   a) Sheriff or Police Chief;
   b) Fire Chief;
   c) Health District Administrator, or his or her designee;
   d) Senior law enforcement, fire services officer, or other appropriate official at the scene of an emergency incident.

3. It should be anticipated that people may be hesitant to evacuate and may seek confirmation of the evacuation request from neighbors, friends and relatives. Research has shown that there are incentives which can be provided to people to encourage them to leave. These include the following:
   a) The evacuation request should be made by elected officials or other recognized authority.
   b) Contact should be made by uniformed personnel.
   c) Information should be provided as to the exact nature of the threat.
   d) The evacuation request should be disseminated from multiple sources if possible.
   e) Assurances should be provided of security and property protection.
ESF 16—Evacuation and Movement

f) Provisions for alternative emergency transportation should be provided, if needed.

g) Provisions for reducing family separation anxiety, such as information about schools (if involved) should be considered.

h) Provisions for pets should be considered.

i) Provide information as to what exactly is expected of the citizens in the threatened area.

j) Ensure that messages from the field and official sources are consistent.

4. For precautionary evacuation, the local jurisdiction ECC should provide the Yakima Valley Office of Emergency Management, or the Operational Area EOC if activated, with the nature of the threat, size of the area needing evacuation, jurisdictions involved and expected duration.

5. Provisions for evacuation of special populations, pick-up points for people without private transportation, support to evacuees, referral for relatives, or re-entry into evacuated area may be handled on a case-by-case basis with other agencies involved in an evacuation.

6. It is American Red Cross policy that pets (other than assistance animals such as seeing-eye dogs) are not allowed in shelters; however, research has shown that people will want to bring their pets with them if they are asked to evacuate. People should be encouraged to bring their own methods of confinement and control of their pets (such as a travel container for small animals and leashes for dogs) as well as food and water for pets so they may be kept in their automobiles or in a designated area outside of the shelter.

7. In certain circumstances, attempting to evacuate people may expose them to more risk that if they stay where they are. In circumstances involving hazardous materials, residents should take measures to seal up their occupancies. This strategy is called "shelter-in-place" and involves closing up the occupancy, shutting off any ventilation, sealing cracks under doors, moving to an interior room and waiting the situation out. The decision of recommending evacuation or shelter in place should be a coordinated decision with the appropriate agencies with authority or expertise at an event.

8. Should people refuse to leave when requested to evacuate, it is recommended that the requester get a signed statement from the people that they have been advised to evacuate and that they refuse. The name of the next of kin should also be obtained. Should they refuse to give a signed statement, the requester should get a witness to the effect that they have been duly warned.
ESF 16—Evacuation and Movement

9. Consideration should be given to the sheltering and eventual return of the citizens. Continued information to evacuated citizens on the status of the threat, accountability of family members, reassurance of security and accurate information on the duration of the evacuation should be considered.

C. Evacuation Phases

Listed below are the six phases of an evacuation. The phases are summarized here to provide readers a clear, high–level understanding of the types of activities an effective evacuation plan will address – before, during, and after an evacuation. The evacuation plan templates, as well as the relevant planning checklists, in this template are organized around these six phases.

1. Incident Analysis Phase – The Incident Analysis Phase is when information becomes available about an incident that has occurred or is likely to occur. It outlines the procedures used by local officials to collect data from the on–going disaster incident to determine whether an evacuation should occur. If a no–notice incident occurs there may be a delay in information flow to decision makers and evacuation orders might have to be issued before a full, complete picture of the situation is available. Since evacuations are often times multi–jurisdictional, this phase will determine what type command structure to adopt (Incident Command Post and Operational Area EOC, etc.) and how elected officials will provide approval. Evacuation personnel will analyze additional aspects of the situation:

   a) Nature of the hazard (magnitude, direction, speed, duration, etc.).

   b) Population characteristics (numbers, special needs, transportation required, etc.).

   c) Local geography and facilities at risk.

   d) Assets available to support an evacuation.

   Information gathered during this phase should be used when making a determination of whether an evacuation order should be issued.

2. Warning Phase – This phase involves notifying relevant agencies and the affected population that an evacuation may be or has been declared. Relevant issues include the various types of warning technologies, verification procedures, authorization, as well as which jurisdictions/ agencies/ organizations should be warned and the composition of those warning messages. Warnings should take place before an incident occurs, if possible. In addition, warning messages that provide updated information should occur at regular intervals throughout an incident’s duration.
3. **Preparation to Move Phase** – The Preparation to Move Phase focuses on coordination with other jurisdictions; confirming what is permissible under a jurisdiction’s legal charter; determination of evacuation routes; whether support services, assembly points, shelters and reception areas are required; as well as coordination of public information and elected officials.

4. **Movement & En-Route Support** – This phase includes operational activities that support the actual movement of the affected population from the unsafe area to the reception and support safe area. A determination should be made about where a law enforcement presence is required, what assets, etc.

5. **Reception and Support** – Reception and Support focuses on receiving evacuees at the reception point; triage; life support services to include shelter, food services, sanitation, public information/education, medical and mental health services, pet and service animal support, and care for livestock.

6. **Return Phase** – The Return Phase includes planning steps for a controlled, safe return by the evacuees to the previously evacuated area or onward movement to a new location.

V. **Responsibilities—Jurisdiction/Department/Agency**

A. **Primary Agencies**

1. **Yakima County Sheriff’s Office and Municipal Police Departments**
   a) Provide traffic and crowd control.
   b) Assist in the removal of stalled vehicles and equipment from evacuation routes.
   c) Assist in the identification of evacuation routes.
   d) Assist with notification of citizens to evacuate.

2. **Fire Services—Fire Districts and Municipal Fire Departments**
   a) Assist with notification of citizens to evacuate.
   b) May provide technical information relative to the decision to evacuate or shelter-in-place.

B. **Support Agencies**

1. **Yakima Valley Office of Emergency Management**
   Coordinate evacuations involving multi-jurisdictions.
ESF 16—Evacuation and Movement

2. Yakima County Public Services and Municipal Public Works
   a) Provide traffic control signs and barricades, and operational control of traffic signals and flashers.
   b) Assist with identification of evacuation routes.

VI. References


Intrastate Mutual Aid for Emergencies and Disasters in Yakima County

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. TABS

Tab A: Evacuation Operational Considerations

IX. Appendices

Appendix 1: Pet Evacuation and Transportation
Evacuation Operational Considerations

The following operational factors should be considered in preparing for evacuation:

- Determine area to be evacuated.

- Establish a perimeter. Consider special equipment:
  - Barricades with flashing lights.
  - Barricade tape.
  - Evacuation route signs.

- Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to insure safety.

- Establish entry and exit control points.

- Identify special populations:
  - Schools.
  - Day care centers.
  - Nursing homes.
  - Handicapped persons (hearing, sight, mentally, mobility impaired).
  - Non-English speaking persons.
  - Hospitals, health care facilities.
  - Jails, juvenile facilities.
  - Transient populations (street people, motel/hotel guests).
  - People without transportation.
  - Animals: Kennels, veterinary hospitals, pet stores, animal shelters, farm animals.

- Identify assembly areas for people without transportation.

- Estimate numbers of people requiring transportation. Remember special populations.

- Identify evacuation routes. Consider traffic capacity, risk areas.

- Identify mass care facilities, safe areas.

- Consider need for animal control, care, evacuation.

- Plan for "what ifs," i.e. vehicle breakdowns, bridge/road damages, secondary hazards along evacuation routes, etc.

- Plan for security: Perimeter control, property protection, etc.
ESF 16—Evacuation and Movement

- Minimize family separation. Consider how to reunite families.

- Is an "evacuation order" from the local elected official(s) needed?

- Issue specific evacuation instructions to include:
  - Emphasize hazard/threat/risk.
  - The life/death consequences for not evacuating.
  - Services that will be discontinued or interrupted within the evacuation area.
  - Legal consequences for re-entering the area.
  - Identification of the specific area(s) to be evacuated.
  - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
  - Departure times.
  - Pickup points for people requiring transportation assistance.
  - Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.)
  - Location of mass care facilities outside of the evacuation area.
  - Where family members go to be united.
  - How special populations are being assisted.
  - What to do with animals.
  - Keep animals secured, on leash, etc.

- Remember to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.
I. General Information

A. Purpose

To provide guidance for dealing with pets and service animals in case of a disaster. In addition to the trauma experienced by evacuees who are forced to abandon their animal companions and the subsequent suffering the animals endure, there are serious health and safety risks to disaster areas that are exacerbated by the abandoning of pets.

B. Scope

1. Focuses on natural or technological emergencies/disasters.

2. Addresses broad guidance that should provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster; to include pet-friendly emergency shelter facilities.

II. Policy

In the interest of public health and safety, efforts should be made to identify and attempt to meet the care and emergency needs of pets and service animals following emergencies and disasters. Priorities should be directed toward animal care functions after human needs are met.

III. Situation

A. Emergency/Disaster Conditions and Hazards

See Emergency Support Function 16—Evacuation and Movement

B. Planning Assumptions

1. An emergency or disaster is imminent or has occurred, and is of such magnitude that animals should be protected to minimize loss of life.

2. A shortage of personnel and resources may occur during widespread and long term events to manage animal needs.

3. Red Cross managed shelters for people may not accept companion animals.
IV. Concept of Operations

A. General

1. Movement of pets and service animals from certain areas to prevent injury and/or death may be an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration must be given to the potential safety gained by sheltering animals as opposed to the risk posed by the hazard, the warning time available and the time available to move to an approved shelter.

2. The actual message to owners should be clear and concise and contain specific information as to the hazard and the specific risk and what provisions have been made for animal shelter.

B. Organizational

The humane society, animal control staffs and veterinarians residing in the county should be the first line of response to emergencies involving animals in their communities.

V. Responsibilities-Jurisdiction/Department/Agency

A. Primary Agencies

1. Humane Society of Central Washington
   Secure and identify lost and stray animals

2. Animal Control
   a) Search for, rescue, evacuate, and shelter animals
   b) Collect and dispose of dead animals

3. Veterinarian Association
   Treat and care for injured and sick animals

B. Support Agencies

1. Yakima Valley Office of Emergency Management
   Coordination of response efforts.

2. Volunteer Organizations
   Provide assistance, as requested.
EFS 16—Appendix 1—Evacuation and Movement

VI. References

*Community Emergency Management System (CEMS)/National Incident Management System (NIMS) Concept of Operations Implementing Procedures, April, 2005*

*Intrastate Mutual Aid for Emergencies and Disasters in Yakima County*

VII. Acronyms, Definitions and Terms

See *CEMP Basic Plan, Attachment C.*

Emergency Centers

**Operational Area Emergency Operations Center (OAEOC)**
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

**Emergency Coordination Center (ECC)**
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

**Department Operations Center (DOC)**
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. TABS

Tab A: Yakima County Local Shelters
Tab B: Yakima Dog-Friendly Accommodations
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Tab A
Yakima County Local Shelters

City of Yakima Animal Control
129 North 2nd Street
Yakima, WA 98901
(509) 575-6038

Humane Society of Central Washington
2405 West Birchfield Road
Yakima, WA 98901
(509) 457-6854

Animal Home
9003 Tieton Drive
Yakima, WA 98909
(509) 966-3464

Yakima Valley Pet Rescue and Adoption Center
PO Box 991
Selah, WA 98942
(509) 698-6266
# Tab 2--Yakima Dog-Friendly Accommodations

## Motels/Hotels
- **Best Western Ahtanum Inn**
  2408 Rudkin Rd.
- **Clarion Hotel and Conference Center**
  1507 N. First Street
- **Comfort Suites**
  3702 Fruitvale Blvd
- **Motel 6-Yakima**
  1104 North 1st Street
- **Quality Inn**
  12 E. Valley Mall Blvd
- **Red Lion**
  607 E. Yakima Avenue
- **Red Lion**
  9 N. 9th Street

## RV Parks and Campgrounds
- **Trailer Inns RV Park**
  1610 N. 1st Street
- **Yakima KOA**
  1500 Keys Road

## Stores
- **Petco Pet Store**
ESF 20—Defense Support to Civil Authorities

Yakima County, Washington

ESF 20
Defense Support to Civil Authorities
ESF 20—Defense Support to Civil Authorities

Emergency Support Function 20
Defense Support to Civil Authorities

Provide effective coordination and use of military assistance and assets to civil authority during an emergency or disaster.

Preface
Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the 14 cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in V)

Primary: Designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF).

Yakima County Sheriff’s Office and Municipal Police Departments

Support: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Yakima Valley Office of Emergency Management

I. General Information

A. Purpose

To provide effective coordination and use of military assistance and assets to civil authority during an emergency or disaster.

B. Scope

Requests for military support originated by the Yakima County Operational Area Emergency Operations Center following a local declaration of emergency.

II. Policies

It is the policy of Yakima County governments/jurisdictions to facilitate coordination with responding military units during disaster operations by establishing a military liaison at the Operational Area Emergency Operations Center.
III. Situation

A. Emergency/Disaster Conditions and Hazards

Due to location and geological features, Yakima County is vulnerable to the damaging effects of multiple hazards that include, but not limited to:

1. Natural hazards are those resulting from acts of nature, such as earthquakes, or tornadoes and disease outbreaks or epidemics.

2. Technological hazards are those resulting from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.

3. Threats or human-caused incidents are those resulting from the intentional actions of an adversary, such as a civil disturbance, school/workplace violence or terrorist acts.

B. Planning Assumptions

1. The military is capable of providing a wide range of support to local governments in an emergency or disaster.

2. Military assistance is considered supplemental to local efforts and should not be requested unless and until applicable local resources have been, or will imminently be, exhausted.

3. Military assistance, except requests during imminently serious life threatening situations, should be requested through the Washington State Military Department, Emergency Management Division.

4. Military support may be delayed until a State of Emergency is declared by the Governor or there has been a Presidential Declaration.

5. When deployed to provide military support to civil authorities, military forces may work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. Concept of Operations

A. General

1. The commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Other requests for military assistance are made through the State Emergency Management Division duty officer.
ESF 20—Defense Support to Civil Authorities

2. The Washington National Guard (WNG) is primarily available after activation by the Governor

B. Organizational

1. Local jurisdictions must demonstrate that the need is indeed beyond local capability or that a special capability only provided by the military is immediately required.

   The WNG provides support, as requested by the state EOC, to include but not limited to:

   a) Air and land transportation
   b) Armories, tentage, and available land
   c) Security forces and traffic control
   d) Light urban search and rescue operations
   e) Supplementary communications
   f) Air support for reconnaissance
   g) Limited emergency medical assistance
   h) Limited mass feeding
   i) Damage assessment of state military facilities, and other state and local jurisdiction facilities
   k) Limited water purification
   l) Limited power generation
   m) Coordination with other military services
   n) Representation for discussion of emergency highway traffic regulations
   o) Conduct of wildland firefighting operations

V. Responsibilities--Jurisdiction/Department/Agency

A. Primary Agency
ESF 20—Defense Support to Civil Authorities

Yakima County Sheriff’s Office and Municipal Police Departments

Coordinate and support military response within their jurisdiction. See IV. B

B. Support Agencies

Yakima Valley Office of Emergency Management

Lead agency for the coordination, through the Operational Area EOC, with military resources sent to assist local jurisdiction’s operations. See IV. B

VI. References


Washington State CEMP, Emergency Support Function 20, Defense Support to Civil Authorities

VII. Acronyms, Definitions and Terms

See CEMP Basic Plan, Attachment C.

Emergency Centers

Operational Area Emergency Operations Center (OAEOC)
Central coordination point for county-wide multi-jurisdiction disaster support; located in Suite 200 of the Yakima County Resource Center, 2403 South 18th St., Union Gap, WA. Keeps ECCs informed of activities, and maintains a communications link, i.e., phone, cell phone, or radio, to the ECC.

Emergency Coordination Center (ECC)
Yakima County municipalities, i.e., cities and towns, have established an ECC for local disaster coordination. Fire and School Districts should establish their own ECC and coordinate with the appropriate municipal ECC. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

Department Operations Center (DOC)
Coordination point for private sector and/or non-government organization. Keep the OAEOC/ECC informed of activities, and maintain a communications link, i.e., phone, cell phone, or radio, to the OAEOC/ECC.

VIII. Tabs

None
Section Four--Response

Yakima County, Washington

Section Four
Response
Yakima County
Comprehensive Emergency Management Program Update 2014

Section Four
Response

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Section Four--Response

Preface

During an emergency event or disaster, various responders must suddenly work in a coordinated fashion to maximize the results of their efforts. No one agency, city, town or special district can afford to maintain the personnel and equipment levels necessary to handle an earthquake, flood, etc. These entities must work together.

I. General

The Community Emergency Management System, commonly referred to as CEMS/NIMS, addresses these problems by standardizing the principles and methods of emergency response in Yakima County. It provides for:

A. Organizational levels for managing emergencies

B. Standardized emergency management methods

C. Standardized training for emergency responders and managers

D. Incorporating the National Incident Management System (NIMS)

II. Policy

Local jurisdictions, including Yakima County, the 14 cities and towns, fire, school, utilities and other special districts, will be encouraged to be part of this system to bring together what will be needed to combat an emergency event or disaster.

III. General Response Functions

CEMS/NIMS has four basic functions: (1) formalization of an Operational Area Emergency Management Organization to coordinate response efforts, (2) the use of the Incident Command System (ICS) in disaster response, (3) standardized training and (4) the centralized gathering of intelligence and mutual aid requests into one Emergency Operations Center at the Operational Area level.

IV. Purpose of CEMS/NIMS

A. CEMS/NIMS is established to provide more effective response capabilities to multi-agency and multi-jurisdictional emergencies. It standardizes key elements of the emergency management system, CEMS/NIMS is intended to:

1. Facilitate and improve the flow of information within and between operational levels of the system

2. Facilitate and improve coordination among responding agencies
Section Four--Response

3. Use of CEMS/NIMS will improve the mobilization, deployment, utilization, tracking and demobilization of resources and greatly enhance intelligence gathering and sharing capabilities. Mutual aid requests, damage assessment and situation status information can be shared in a timely coordinated fashion.

V. Organizational Levels

A. CEMS/NIMS consists of three organizational levels which are activated as necessary:

1. Field Response Level is comprised of first line responders representing their respective agencies.

2. Local Jurisdiction Level is comprised of a political subdivision (cities/towns) and special districts (utilities, schools, fire, etc.). These entities are responsible for carrying out their responsibilities within their respective boundaries.

3. Operational Area Level is not a single political subdivision rather a special purpose organization created to accomplish specific tasks during times of emergency. The Yakima Valley Office of Emergency Management will be the lead agency in the development and operation of the Yakima Valley Operational Area Emergency Operations Center (OAEOC). It will be utilized as needed for any multi-agency or multi-jurisdictional responses.

B. Standardized Management Methods--ICS/NIMS

1. Field response personnel, local jurisdictions, and the operational area, will use the Incident Command System (ICS) in their emergency management environment, which is usually an incident command post (ICP) and an emergency coordination center (ECC). ICS provides standardized procedures and terminology, a unified command structure, a manageable span-of-control, and an action planning process which identifies overall incident response strategies and specific tactical actions.

2. In addition, using ICS/NIMS will also facilitate better coordination of mutual aid. Through improved communications within the Operational Area, resource and facility requests and deployment can be better coordinated. At the Operational Area level, collecting, processing and sharing damage assessment situation status and other intelligence information will maximize the efficiency and effectiveness of response efforts.

VI. CEMS/NIMS Tactical Functions (TFs)

A. Local jurisdiction response to and recovery from emergencies and disasters begins with activation of Tactical Functions (TFs). TFs represent groupings of types of assistance activities that citizens are likely to need in times of emergency or disaster.
Section Four--Response

B. Tactical Functions contains activities that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, specific functions activated will be dependent on the emergency/disaster type and scope. Refer to the attached matrix for situations and the potential emergency function that might be required to accomplish. Reference Figure 1, CEMS/NIMS Tactical Functions Matrix.

C. During emergencies, the local jurisdiction’s Emergency Coordination Center (ECC) determines which TFs are activated to meet the disaster response needs.

D. Tactical Functions assigned to the various jurisdictions—agencies and organizations involved in emergency and disaster response—will generally parallel their normal day-today functions. These include, but not limited, to:

- TF#01—Alert, Warning and Communications
- TF#02—Animal Protection and Disposal
- TF#03—Damage Assessment
- TF#04—Debris Removal
- TF#05—Detours
- TF#06—Emergency Medical Services and Helicopter Transport
- TF#07—Evacuations
- TF#08—Food and Water
- TF#09—Crowd Control
- TF#10—Hazardous Materials
- TF#11—Isolated Areas
- TF#12—Mass Care and Shelters
- TF#13—Public Health Conditions
- TF#14—Rescue-Boat/Vehicle and Air
- TF#15—Roadway Signing
- TF#16—Sandbagging
- TF#17—Security-Evacuated Areas
- TF#18—Special Medical Needs
- TF#19—Traffic Control
- TF#20—Protective Measures to Prevent Infrastructure Failure (roads/bridges/levees/water/waste water)

VII. Mutual Aid

A. Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs other agencies, local jurisdictions, and the state provide mutual aid. Mutual aid is voluntary aid and assistance by the provision of services and facilities including but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their
Section Four--Response

own resources prove to be inadequate to cope with a given situation. Mutual aid is provided between and among Yakima County, the 14 Cities and towns and special districts under the terms of the Agreement for Mutual aid for Emergencies and Disasters in Yakima Valley.

B. These systems, operating within the framework of the Agreement for Mutual aid for Emergencies and Disasters in Yakima Valley, allow for the progressive mobilization of resources to and from emergency response agencies, local jurisdictions, operational areas, and state with the intent to provide requesting agencies with adequate resources. Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of CEMS/NIMS does not alter existing mutual aid systems. These systems work through local jurisdictions, operational area, levels consistent with CEMS/NIMS

C. Mutual aid may also be obtained from other states. Inter-state mutual aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or may be coordinated through federal agencies.

D. To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the Operational Area level. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the Valley and to pass on unfilled requests to the state.

E. Emergency management staff at the Operational Area level handles mutual aid requests that do not fall into one of the discipline-specific mutual aid systems. Mutual aid coordinators may function from the OA EOC, their normal departmental location, or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local jurisdiction emergency coordination center (ECC) or Operational Area EOC because of the incident’s limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When an Operational Area EOC is activated, Operational Area mutual aid system representatives should be at the Operational Area EOC to facilitate coordination and information flow.
Section Four--Response

VIII. Federal/State/Local Overview

These overviews illustrate actions Federal agencies are likely to take to assist State, tribal, and local governments that are affected by a major disaster or emergency.

Immediately after a major incident, tribal and/or local emergency personnel respond and assess the situation. If necessary, those officials seek additional resources through mutual aid and assistance agreements and the State. State officials also review the situation, mobilize State resources, use interstate mutual aid and assistance processes such as the Emergency Management Assistance Compact to augment State resources, and provide situation assessments to the DHS/Federal Emergency Management Agency (FEMA) regional office. The Governor activates the State emergency operations plan, declares a state of emergency, and may request a State/DHS joint Preliminary Damage Assessment (PDA). The State and Federal officials conduct the PDA in coordination with tribal/local officials as required and determine whether the impact of the event warrants a request for a Presidential declaration of a major disaster or emergency. Based on the results of the PDA, the Governor may request a Presidential declaration specifying the kind of Federal assistance needed.
Section Four--Response

*Some Federal agencies (U.S. Coast Guard, Environmental Protection Agency, etc.) have statutory responsibility for response and may coordinate and/or integrate directly with affected jurisdictions.
Section Four--Response

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| TF # | 001 | 002 | 003 | 004 | 005 | 006 | 007 | 008 | 009 | 010 | 011 | 012 | 013 | 014 | 015 | 016 | 017 | 018 | 019 | 020 |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Hazardous Materials--Fixed Site | P | S | NA | NA | P | NA | NA | NA | P | P | P | P | NA | NA | NA | P | P | P | NA |
| Fire--Forest | P | S | S | S | S | NA | P | NA | NA | S | S | NA | S | NA | S | NA | NA | NA | S | S |
| Fire--Range | P | S | S | S | S | NA | S | NA | S | S | NA | S | NA | S | NA | S | NA | NA | NA | P | S | S |
| Severe Weather--Cold | P | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | S | S | S | NA | NA | NA | NA | P | NA | S |
| Severe Weather--Heat | P | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | S | S | S | NA | NA | NA | NA | P | NA | S |
| Energy Disruption--Power | P | NA | NA | NA | NA | NA | NA | NA | NA | S | S | S | NA | S | NA | P | NA | S |
| Communicable Disease (Pandemic) | P | NA | NA | NA | NA | NA | NA | NA | NA | S | S | P | NA | NA | P | NA | NA | P | NA |
| Columbia Generating Station (CGS) | P | P | NA | NA | NA | NA | NA | NA | NA | S | S | P | NA | NA | P | NA | NA | P | NA |
| Volcano | P | NA | NA | P | NA | NA | NA | NA | NA | NA | NA | NA | P | NA | NA | NA | P | NA | P | S | S |
| Earthquake | P | NA | P | P | S | P | NA | NA | P | S | S | P | S | NA | NA | P | P | P | P |

**CODE**

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<th>TF #018—Special Medical Needs</th>
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<td>TF #010—Hazardous Materials</td>
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<tr>
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<td>TF #002—Animal Protection/Disposal</td>
<td>TF #011—Isolated Areas</td>
</tr>
<tr>
<td>NA = Not Applicable</td>
<td>TF #003—Damage Assessment</td>
<td>TF #012—Mass Care/Shelters</td>
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<td>TF #004—Debris Removal</td>
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</tr>
<tr>
<td>TF #006—EMS/Helicopter Transport</td>
<td>TF #017—Security-Evacuated Areas</td>
<td>TF #018—Security-Evacuated Areas</td>
</tr>
</tbody>
</table>
Section Four--Response

CEMS/NIMS Organizational Levels

ECC=Emergency Coordination Center
ICP=Incident Command Post

Washington State EOC

Operational Area EOC
Operated by YVOEM
Also Serves as Unincorporated Yakima County EOC

Local Jurisdiction ECC

Incident #1 ICP
Incident #2 ICP
Incident #3 ICP

Incident Commander
Operations
Plans & Intelligence
Logistics
Finance Administration

Unincorporated Area Incident #1 ICP
Incident Commander
Operations
Plans & Intelligence
Logistics
Finance Administration

Unincorporated Area Incident #2 ICP

Local Jurisdiction ECC

Incident #1 ICP
Incident #2 ICP

Local Jurisdiction ECC

Incident #1 ICP
Incident #2 ICP

Local Jurisdiction ECC

Incident ICP

Local Jurisdiction ECC

Incident ICP

Local Jurisdiction ECC

Incident ICP

Comprehensive Emergency Management Program
Update 2014
Section Five—Long-Term Community Recovery

Yakima County, Washington

Section Five
Long-Term Community Recovery
Yakima County
Comprehensive Emergency Management Program Update 2014

Section Five
Long-Term Community Recovery

I. Recovery and Restoration Phase 4
II. Re-Entry Phase 5
III. Yakima County Governments/Jurisdiction Responsibilities 6
IV. Long-Term Community Recovery Guidance 7
Section Five—Long-Term Community Recovery

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Preface

Recovery is designed to identify those actions that local jurisdictions must take to support themselves and to coordinate emergency recovery activities at the conclusion of the response activities. Recovery provides local jurisdiction emergency management personnel with operational guidance in order to effectively manage recovery activities in the aftermath of an emergency or disaster.

Recovery actions following emergencies will be determined by the event and the extent of the destruction and losses suffered. Possible activities are identified within phases.

I. Recovery and Restoration Phase

A. Identify control areas.
   1. Food Control Areas (FCA)—as described in Fixed Nuclear Facility response
   2. Relocation Zones (RZ)—as described in hazmat zones

B. Provide escorts to Department of Health (DOH), sampling teams. Provide escorts to structural engineer to survey buildings and other structures.

C. Conduct access control to the RZ.

D. Provide emergency shelters.

E. Provide temporary housing.

F. Assist in coordinating replacement housing.

G. Control foodstuffs and water in FCAs.

H. Remove controls on foodstuffs, water, and livestock when possible.

I. Remove access control to RZs when possible.

J. Allow public to return to their homes when danger has passed.

K. Initiate recovery activities.

L. Involve community and social service agencies.

M. Maintain continuity of government.
Section Five—Long-Term Community Recovery

N. Restore essential services.

O. Facilitate schools resumption.

P. Track costs for reimbursement.

Q. Respond to the media and communicate with the public.

R. Take care of participating personnel dislocated from their normal duties by the requirements of the event.

S. Conduct hazards evaluations to ensure safety of response teams.

T. Conduct building safety assessments.

U. Remove and dispose of debris.

V. Resolve long-term rebuilding issues.

W. Issue building permits.

X. Develop repair ordinances.

Y. Encourage immediate business recovery.

Z. Foster long-term economic recovery.

II. Re-Entry Phase

A. Conduct exposure control for emergency workers.

B. Remove livestock from pastures and place on stored feed and water.

C. Allow controlled access return of the public and emergency workers into for short-term work such as care of livestock and shut down or stabilization of industrial plants, structural inspections, etc.

D. Public located in an Emergency Planning Zone (EPZ) or an RZ return home when the area has been declared safe.

E. Manage access control for RZs.

F. Implement control measures of foodstuffs and water in FCAs.
Section Five—Long-Term Community Recovery

G. Conduct decontamination of persons, vehicles, facilities, and land and travel routes.

H. Shore up structure, as needed, to conduct Search and Rescue (SAR).

III. Yakima County Governments/Jurisdiction Responsibilities

A. RCW 38.52.070, directs the establishment of local jurisdictions for emergency management in accordance with the Washington State CEMP. These organizations have the responsibility of coordinating emergency management activities, as required.

B. Yakima County local jurisdictions assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements as provided in local emergency or disaster preparedness plans. Local jurisdiction plans should be consistent with CEMP-Recovery, the Washington State CEMP and RCW 38.52.070.

C. During reentry and recovery, local jurisdictions should communicate with each other concerning the situation within the jurisdictions and describe what recovery efforts are being conducted. (Reference: CEMS/NIMS Concept of Operations Implementing Procedures)

D. Yakima County receives EMPG funding and is recognized as an emergency management organization. The county is requested to inform and provide immediate situation reports and damage assessment to the state EOC.

E. Local jurisdictions should include, but not be limited to having the following reentry and recovery tasks and responsibilities in their internal plans and procedures:


2. Essential records maintenance.


4. Restoration of utility services.

5. Damage assessment record keeping and documentation.


9. Restoration and salvage.
Section Five—Long-Term Community Recovery


11. Identification or recovery resources.

12. Recovery funding, programs, and activities.

13. Local jurisdictions will conduct post-disaster situation analysis, and after action reports to review and determine the effectiveness of established operating procedures, assigned tasks, and responsibilities.

IV. Long-Term Community Recovery Guidance (Reference ESF 14)

A. Emergency Support Function (ESF 14, Long-Term Community Recovery)

B. Appendix 1--Re-Entry and Recovery
   Tab A--Reentry Operations
   Tab B--Recovery Management
   Tab C--Rebuilding and Reconstruction
   Tab D--Public Agency Recovery
   Tab E--Business Recovery

   Appendix 2--Damage Assessment
Section Six—Special Subjects

Section Six
Special Subject
Summaries

Summarizes plans that require specific response criteria as determined by Local, Federal and/or State regulations.

NOTE: The following plans are published under separate cover. An Executive Summary of the Plan is provided for reference.

A. Flood Response Plan 5
B. Radiological Protection Plan for Columbia Generating Station (CGS) 6
C. Hazardous Materials—Fixed and Transportation 9
D. Terrorism Incident Plan 10
E. U.S. Bureau of Reclamation Dams 11
F. Foreign Animal Disease 12
G. Public Health Emergency Response Plan 13
H. Airport Emergency Plan 14
I. Wildland Fire Emergency Response Plan 15
J. Coordinated Mount Saint Helens (MSH)/Mount Adams Incident Plan 16

When a Plan is within county/city governmental/non-governmental organizations and private sector jurisdictions, that jurisdiction takes the lead role for services unless otherwise decided by the jurisdiction head. When the jurisdiction is assisting within another jurisdiction they take action as directed or needed.
Section Six—Special Subjects

A. Flood Response Plan

Overview

It is the mission of Yakima County jurisdictions, subject to flooding, in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from flood emergencies and disasters.

To carry out this mission, jurisdictional goals are to develop public awareness and self-sufficiency, have procedures in a flood emergency or disaster, and create an atmosphere of interagency cooperation in flood emergency and disaster operations.

This plan describes basic strategies, assumptions and mechanisms through which jurisdictions within Yakima County will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective interagency operations, this plan adopts a functional approach that groups the type of response to be provided under Flood Emergency Functions. These functions serve as the primary mechanism through which response is managed in an effective area.

This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from flood emergencies or disasters that threaten life, property, economy, and the environment within Yakima County jurisdictions.
B. Radiological Protection Plan for Columbia Generating Station (CGS)

Overview

The proximity of the Columbia Generating Station (CGS) to Yakima County places a responsibility on local government to develop and implement a fixed nuclear facility (FNF) emergency program in order to protect the health and safety of county residents and visitors, enhance the environment, energize the economy and protect property. The Yakima Valley Director of the Office of Emergency Management administers this program and is charged with the development of the emergency plan, implementing procedures and training to provide an adequate response to a fixed nuclear facility emergency.

If an emergency at the CGS was to occur, the Yakima Public Safety Communications Center/SUNCOMM, which is in operations 24-hours a day, would be notified over the appropriate communication network. The dispatchers would be notified of the event and contact the Director of the Office of Emergency Management.

The Ingestion Exposure Emergency Planning Zone (IEPZ) for CGS has a radius of 50 statute miles from the facility. The IEPZ extends approximately 25 miles into Yakima County. In the worst case scenario, there would be a release of radioactive material from CGS which would be carried by the wind. Livestock and crops in the IEPZ would require some controls to prevent milk and other farm produce, that may be contaminated, from being used for human consumption. The responsibility of control rests with the Washington State Departments of Agriculture and Health, which would work and coordinate closely with local officials to establish a Food Control Zone.
Section Six—Special Subjects

Six of the fourteen incorporated cities (Grandview, Granger, Mabton, Sunnyside, Toppenish and Zillah) and unincorporated areas of the county are within the 50-mile IEPZ.

The most likely impacts on Yakima County from a major fixed nuclear facility incident would be controlling the Food Control Zone, sheltering individuals who may evacuate into Yakima County area and providing medical support.

The Emergency Alert System (EAS) radio and television stations serving the local area will broadcast initial public warnings and information updates as provided from the State Emergency Operations Center at Camp Murray and by local officials in Yakima County. The citizens of Yakima County would be asked to tune their radios to local stations during an emergency to obtain the latest information. This Plan has been developed to help protect the health and safety of the residents of Yakima County. Each resident of Yakima County is responsible for following the directions of the government officials during an emergency, and it is assumed they will.
C. Hazardous Materials—Fixed and Transportation

Overview

Washington State Patrol is the designated incident command agency for all hazardous materials incidents on state and interstate highways, and in those jurisdictions where this role has not been assumed by a local agency. Local fire services may be the initial responding agency. Fire services plans and procedures will detail local operational concepts and responsibilities to the extent of the level of training and resources available.

Local emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of persons at risk, initial isolation of the area, and identification of involved materials. The Incident Commander will ensure that the appropriate government jurisdiction is notified.

Wherever possible, mutual aid agreements among local emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.

NOTE: Complete HM Plan is described in CEMP, ESF #10—Hazardous Materials Response
D. Terrorism Incident Plan

Overview

Terrorism is the threat or use of force or violence against persons and property to achieve political/social ends and is usually associated with community disruption and/or multiple injuries or death.

The Terrorism Incident Plan is a framework for mitigation, preparedness, response and recovery activities. It details authorities, functions, and responsibilities to establish a mutually cooperative plan of action for response to a terrorist incident.

This Plan is utilized to enhance Yakima County emergency management capabilities, to coordinate emergency management activities in order to minimize the impacts of terrorist incidents, and to protect the people, property, economy, and the environment of Yakima County.

Every effort has been made to assure the Plan’s compatibility with planning guidance provided by Homeland Security/Federal Emergency Management Agency and the laws of the State of Washington pursuant to Chapter 38.52 RCW. It details participant functions and responsibilities as they relate to the technological hazard of terrorism. The intent is to supplement the CEMP with terrorism specific activities, standardize terrorism planning throughout the political jurisdictions.
Section Six—Special Subjects

E. U.S. Bureau of Reclamation Dams

Overview

Alert Actions—Alert is the least serious of the response levels. Initiation of an Alert means that something is happening at one of the facilities outside of normal operations; however, it does not present an immediate hazard to the structure or to the population downstream.

Response Level I Actions—Indications are that something out of the ordinary is happening that has the potential to progress into a significant or threatening event if it continues or intensifies.

Response Level II Actions—There is a potentially threatening event that is rapidly developing, and involved organizations need to be prepared to take actions to protect life and property should the emergency situation escalates.

Response Level III Actions—Dam failure appears imminent or is in progress and involved organizations must take immediate action to protect life and property because dam failure and subsequent life-threatening releases are imminent.

Termination of Emergency Actions—The threatening condition is managed or controlled at the dam site, and actions specified by response levels are no longer required.
Section Six—Special Subjects

F. Foreign Animal Disease of Livestock

Overview

Animal health events that overwhelm local jurisdiction resources, and are of such a scale that existing agreements may not provide an adequate response, are to be acted upon under the coordination of the WSDA, acting consistently within its statutory mandate, and under the coordination authority of the state EMD. Recovery and recovery activities will be consistent with the Washington State CEMP. Animal health care responders (public or private) who meet training and qualification standards established by the Department of Agriculture will be designated as emergency workers by the state EMD. Response and recovery activities will be governed by procedures established in the CEMP with the WSDA responsible for their implementation.

The Washington State Department of Agriculture (WSDA), in cooperation with the U.S. Department of Agriculture (USDA), has developed infrastructure and plans to address outbreaks of a Foreign Animal Disease (FAD) in Washington State. However, a large-scale FAD outbreak has the potential to very quickly overwhelm local, county, and state agencies.

The State Animal Response Plan (SARP) Emergency Support Function 11 (ESF), as part of the Washington State Comprehensive Emergency Management Plan (CEMP), provides guidelines for the rapid response to events affecting the health, safety, and welfare of animals and human beings in the state of Washington.

This Washington State Foreign Animal Disease Management Plan is being developed by state, industry, and federal agencies to carry out planning, preparation, monitoring, surveillance, response, and recovery to highly infectious FADs, such as Foot and Mouth Disease (FMD), Classical Swine Fever (CSF), and other diseases as declared by the State Veterinarian. These diseases are of concern to the state’s livestock industry due to animal health and marketing impacts, and for the protection of the public’s health.

Reference: Yakima County CEMP, ESF #11, Appendix 1, Animal Response
G. Public Health Emergency Response Plan

Overview

Public health emergency response program mission statement developed. Broad goals and objectives of public health response management are stated. The public health response program requires the full support of the affected jurisdiction’s elected officials and should be stated in the mission statement.

An effective public health emergency management program requires the legal authority for such a program. Without a solid basis in law, the program cannot be fully developed, implemented and maintained.

Jurisdictions must have a working knowledge of their public health emergency responsibilities and should consider emergency preparedness part of the daily process of government. The active support of the jurisdiction’s leadership will enhance the visibility of the program in the community, contribute to effective public education programs, and elicit citizen support.

The primary objective for public health emergency management in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from public health—either a localized or county-wide disaster.
Section Six—Special Subjects

H. Airport Emergency Plan

Overview

The Yakima Air Terminal is a FAA Certificated Non-Hub Commercial Service Airport serving air carrier, commercial, private, and military aircraft operations. In accordance with the Airport Operating Certificate, the airport assumes certain responsibilities for the preparation and implementation of an Airport Emergency Plan.

It is also recognized that while the Airport is the "hub" for aviation activities in Yakima County, that aircraft disasters can, have, and will continue to occur off of Airport property and out of the jurisdictional responsibility of the Airport.

Many of the responsibilities carried out by the Airport will be assumed by the Yakima County Office of Emergency Management in the event of an off-airport incident. Depending on the nature and magnitude of an off-airport incident, the OEM may activate the Operational Area Emergency Operations Center (OAEOC). In this event, many functions that would normally be carried out by the Airport Emergency Operations Center (AEOC) may be carried out by the Operational Area EOC.
Section Six—Special Subjects

I. Wildland Fire Emergency Response Plan

Overview

It is the mission of Yakima County jurisdictions, subject to Wildland Fires, in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from Wildland Fire emergencies and disasters.

To carry out this mission, jurisdictional goals are to develop public awareness and self sufficiency, have procedures in a Wildland Fire emergency or disaster, and create an atmosphere of interagency cooperation in Wildland Fire emergency and disaster operations.

This plan describes basic strategies, assumptions and mechanisms through which jurisdictions within Yakima County will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective interagency operations, this plan adopts a functional approach that groups the type of response to be provided under Wildland Fire Emergency Functions. These functions serve as the primary mechanism through which response is managed in an effective area.
Section Six—Special Subjects

J. Coordinated Mount Saint Helens (MSH)/Mount Adams Incident Plan

Overview

The purpose of this plan is to coordinate the actions that various agencies should take to minimize loss of life and damage to property before, during, and after a hazardous geologic event at either volcano. The plan strives to assure timely and accurate dissemination of warnings and public information. The plan also includes the necessary legal authorities as well as statements of responsibilities of Private Sector, County, State, and Federal agencies in the United States.
Flood Emergency Response Plan

for

Yakima County

October 2012

Developing the Capability for Jurisdictions to Accomplish Flood Emergency Responsibilities

Developed by

The Yakima Valley Office of Emergency Management
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FLOOD PLAN 7

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PLAN OVERVIEW

I. MISSION.

Flood emergency response program mission statement developed. Broad goals and objectives of flood response management are stated.

The flood response program requires the full support of the affected jurisdiction’s elected officials and should be stated in the mission statement.

II. ORGANIZATION AND RESPONSIBILITIES.

An effective flood emergency management program requires the legal authority for such a program. Without a solid basis in law, the program cannot be fully developed and maintained.

Jurisdictions must have a working knowledge of their flood emergency responsibilities and should consider emergency preparedness part of the daily process of government. The active support of the jurisdiction’s leadership will enhance the visibility of the program in the community, contribute to effective public education programs, and elicit citizen support.

III. CONCEPT OF OPERATIONS.

The primary objective for flood emergency management in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from flooding--either a localized or county-wide disaster.

IV. ADMINISTRATION AND LOGISTICS.

During and after flood emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

V. DIRECTION AND CONTROL.

Provides guidance for the direction, control and coordination of flood emergency management activities; the preparation of flood proclamations and making requests for assistance.
FLOOD PLAN

I. MISSION.

It is the mission of Yakima County jurisdictions, subject to flooding, in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from flood emergencies and disasters.

To carry out this mission, jurisdictional goals are to develop public awareness and self sufficiency, have procedures in a flood emergency or disaster, and create an atmosphere of interagency cooperation in flood emergency and disaster operations.

A. PURPOSE, GOALS, AND DEFINITIONS.

1. Purpose.

   a. This plan describes basic strategies, assumptions and mechanisms through which jurisdictions within Yakima County will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective interagency operations, this plan adopts a functional approach that groups the type of response to be provided under Flood Emergency Functions. These functions serve as the primary mechanism through which response is managed in an effective area.

   b. This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from flood emergencies or disasters that threaten life, property, economy, and the environment within Yakima County jurisdictions by:

      (1) Identifying the flood hazard threats to life, property, economy, and/or the environment that are known or thought to exist.

      (2) Assigning emergency management responsibilities and tasks.

      (3) Describing predetermined actions (responsibilities, tasks) to be taken by department/agencies, cities and towns, and other cooperating organizations and institutions, to eliminate or mitigate the effects of flood threats and to respond effectively and recover from a flood emergency or disaster.

      (4) Providing for effective assignment and utilization of jurisdiction staff—both paid and volunteers.

      (5) Documenting the current capabilities and existing resources of jurisdictions (departments/agencies, cities and towns, and other cooperating organizations and institutions) which must be maintained to enable accomplishment of those predetermined actions.

      (6) Providing for the jurisdiction’s continuity of operations during and after a flood emergency or disaster.

      (7) Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, state and federal agencies.

      (8) Providing for a flood response planning team comprised of representatives from jurisdictions as identified and utilized through this plan development for: continuing review and revision of the
FLOOD PLAN

Yakima County,
Washington

plan; exercise planning and evaluation; reviewing and offering recommendations on flood emergency management initiatives.

c. In further carrying out the mission, the purpose of the Yakima County Flood Emergency Response Plan is to provide jurisdictions, associated agencies and volunteer organizations guidance for the following:

(1) Mitigation, preparedness, response and recovery policy and procedures.

(2) Disaster and emergency responsibilities.

(3) Emergency management training and public education activities.

d. This plan is strategic and “responsibility oriented”, and addresses:

(1) Coordinated county-wide evacuation, shelter, and post-disaster flood response and recovery.

(2) Rapid deployment and pre-deployment of flood resources.

(3) Communication and warning systems.

(4) Annual exercises to determine the ability to respond to flood emergencies.

(5) Clearly defined responsibilities for jurisdictions (departments/agencies, cities and towns, associated agencies and volunteer organizations) through a “functional” approach to planning and operations.

2. Goals.


b. Develop first responder capabilities.

c. To have a plan (framework, strategy) that will guide jurisdictional behavior (response) during flood emergency(ies) or disaster(s).

3. Definitions.

a. The term “flood emergency” as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

b. “Flood Disaster” means the situation requires all available local resources and/or augmentation, and is beyond the capabilities of the jurisdiction.

B. AUTHORITIES, GUIDANCE DOCUMENTS, MUTUAL AID AGREEMENTS.

1. Authorities.

a. Federal.


b. State.

Revised Code of Washington (RCW) 38.52 and 39.34.

c. Local.


2. Guidance Documents.


c. Yakima County Comprehensive Emergency Management Program (CEMP), June 2011.


e. Yakima County Hazard Identification and Community Assessment (HICA), June 2009.

3. Agreements and Understandings.

Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, September 2003.

C. SITUATIONS.

1. Hazard Analysis.

a. The Yakima County Hazard Identification Community Assessment (published separately) provides details on flood hazards to include type, effects, risk, capabilities, and other related data.

b. Due to location and geological features, Yakima County is vulnerable to the damaging effects riverine/stream flood hazards.

c. Flood response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of a flood emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72 hour delay for emergency response services.

2. Situations Requiring the Activation of the Comprehensive Flood Response Plan:


b. Weather-related events triggering major flooding.
D. ASSUMPTIONS.

1. Jurisdiction officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the Yakima County Flood Emergency Response Plan is implemented.

2. General Conditions. When a community experiences a flood emergency or disaster, its surviving citizens fall into three broad categories: (1) those directly affected through personal or family injury or property damage; (2) those indirectly affected by an interruption of the supply of basic needs; and (3) those that are not personally impacted. These guidelines were designed to promote citizen self-confidence and independence in the face of a flood emergency or disaster. Following these guidelines will allow emergency organizations within the county to concentrate first on helping those citizens directly affected by the flood event.

3. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.

4. Businesses are expected to develop internal flood disaster plans that will integrate and be compatible with local jurisdiction resources and this plan.

   Note: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective flood emergency and disaster mitigation, preparation, response and recovery.

E. LIMITATIONS.

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

2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

   Note: The inability of jurisdictions (departments/agencies, cities and towns) to carry out their responsibilities as indicated in both Basic Plan and Flood Emergency Tactical Functions due to lack of staff and funding may lower the “emergency declaration threshold.”

F. POLICIES.

1. General Policy. It is the policy of Yakima County jurisdictions to cooperate with and support each other in flood disaster and emergency mitigation, preparedness, response and recovery efforts.

2. Citizen Preparedness Policy. Because of the nature of an emergency or disaster, jurisdictions may be limited in its response capabilities. It is the policy of Yakima County jurisdictions that citizens are encouraged to be self-sufficient for at least three days should a flood emergency or disaster occur.

3. Nondiscrimination. It is the policy of Yakima County jurisdictions that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in a flood emergency or disaster over and above what normally would be expected in
the way of county services. Local activities pursuant to the Federal/State Agreement for Major Disaster Recovery will be carried out in accordance with Title 44, CFR, Section 205.16.-- Nondiscrimination. Federal Disaster Assistance is conditional on full compliance with this rule.

II. ORGANIZATION AND RESPONSIBILITIES.

A. ORGANIZATION.

1. Emergency Organization.

   a. The organization responsibilities described in this section reflects the extent of the Yakima County emergency management network (government and private sector) and indicates the various activities which can support all-hazards emergency operations, to include flooding.

   b. The Community Emergency Management System/National Incident Management System (CEMS/NIMS) reflects the implementation of this plan.

   c. This plan establishes the emergency management organization within the county. Employees of government, as well as the private sector, are part of the emergency organization. Work assignments in an emergency situation shall be documented. Jurisdictions should submit documentation as to staffing allocation, equipment distribution, and other emergency related needs as requested by the OEM Director.

2. Incident Management System.

   This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS.

B. RESPONSIBILITIES.

Responsibilities described in this section are shared jointly by impacted jurisdictions, unless specifically assigned to a jurisdiction. Specific responsibilities of jurisdictions covered by and incorporated in this plan are listed in the respective Emergency Tactical Functions (TFs) to this plan.

1. General Preparedness Responsibilities. It is the policy of affected jurisdictions that the head of each department/agency is responsible for the following:

   a. Establish policy and procedures for departmental/agency chain of command and succession of authority.

   b. Designate primary and alternate locations from which to establish direction and control of jurisdiction activities during a disaster.

   c. Identify and obtain necessary equipment and supplies which may be needed to manage jurisdiction activities.

   d. Identify what information is needed to manage jurisdiction activities and how it will be gathered, stored, and accessed.

   e. Decide how jurisdiction management relates to the appropriate Emergency Coordination Center (ECC), and who should report there should an emergency or disaster occur.
f. Establish policy for 24-hour contact to activate jurisdiction responsibilities.

g. Make staff available, when requested by the OEM, for appropriate training and emergency assignments, such as ECC activities, damage assessment, and liaison with other jurisdiction. All costs for these activities shall be the responsibility of the respective jurisdiction.

h. Establish policy and procedures for the identification and preservation of essential records.

i. Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.

j. Keep an updated inventory of key personnel, facilities and equipment resources.

2. General Response Responsibilities. Upon the occurrence of an emergency or disaster, each jurisdiction is responsible for the following:

a. Assess the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.

b. Report assessment information through the respective jurisdiction's chain of command to the local ECC, on a continuing basis, as appropriate.

c. Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

3. Managing Disaster Operations. Jurisdiction management should utilize the following guidance as a basis for an action checklist:

a. Report to the pre-designated site to manage operations.

b. Ascertain what happened, what can be done about it and what is needed.

c. Make contact with the local ECC and report information.

d. Take appropriate actions as per capabilities.

e. Keep informed and keep the ECC informed.

f. Keep good records, document actions, costs, overtime, etc.

4. Specific Responsibilities for Yakima County Jurisdictions.


   (1) Provide coordination among local, state, federal, private and volunteer organizations.

   (2) Maintain liaison with neighboring jurisdictions.

   (3) Disseminate emergency alerts and warnings to key officials, jurisdictions and the public.

   (4) Disseminate emergency information and instructions.
(5) Coordinate requests for emergency assistance.

b. Board of Commissioners/Mayors/City Managers/Administrators.

(1) Provide overall direction and control.

(2) Proclaim a “state of emergency”, when necessary.

(3) Request state and federal assistance.

(4) Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.

(5) Ensure that government continues to function administratively and make administrative policy decisions.

(6) Appropriate funds to meet disaster expenditure needs.

(7) Extend or terminate emergency/disaster declarations.

c. Public Works (County and /or City).

(1) Provide debris clearance, emergency protective measures, emergency and temporary repairs, and/or construction.

(2) Provide light and heavy construction, and emergency equipment and supplies.

(3) Provide damage assessments and inspections of government buildings, roads, bridges and facilities for public safety concerns, and compilations of damage totals.

(4) Provide for emergency restoration of government facilities.

(5) Provide traffic control signs and barricades for road closures and detours, and provide operational control of traffic signals and flashers under local jurisdiction.

(6) Provide support and coordination for emergency transportation planning.

(7) Provide personnel to the jurisdiction ECC when requested.

(8) Assessment of damages to transportation routes and, identifying and coordinating emergency transportation routes into the jurisdiction.

(9) Provide traffic control signs and barricades, and operational control of traffic signals and flashers, if applicable.

(10) Assist with identification of evacuation routes.

(11) Provide information to the jurisdiction ECC on government facility evacuations and personnel safety.
(12) Maintain liaison with water purveyors and support efforts in preparedness and response to water shortage emergencies.

d. Law Enforcement (YSO and City/Towns).

(1) Provide law enforcement services and emergency traffic control.

(2) Provide representation in the jurisdiction ECC to coordinate law enforcement.

(3) Provide security to the jurisdiction ECC during disaster operations.

(4) Provide traffic and crowd control.

(5) Assist in the removal of stalled vehicles and equipment from evacuation routes.

(6) Assist in the identification of evacuation routes.

(7) Provide on-scene security to support hazardous materials spills and releases.

(8) Assist with notification of citizens to evacuate.

e. Fire Services (Fire Protection Districts/City Departments).

(1) Act as lead agency in the provision of fire suppression and control, and immediate life safety services within their respective fire protection jurisdiction, and support other fire protection agencies if they are signatories to a mutual aid agreement.

(2) Conduct light duty rescue operations.

(3) Provide initial and continuing situation assessment information of major incidents to the jurisdiction ECC.

(4) Assist with notification of citizens to evacuate.

(5) Provide technical information relative to the decision to evacuate or shelter-in-place.

(6) Respond to hazardous materials spills and releases not occurring on state highways and perform initial identification and containment activities.

f. Irrigation Districts.

(1) Upon receipt of an alert or warning, initiate notification actions to alert employees assigned response duties.

(2) As appropriate:

- Suspend or curtail normal business activities
- Recall essential off-duty employees
- Send non-essential employees home
- Implement protective measures
(3) Conduct infrastructure damage assessment of utility “lifelines” owned by each utility.

(4) Provide jurisdiction ECC management actions to ensure that the needs of special populations are provided for.

(5) As requested, augment the jurisdiction ECC’s effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door.

(6) Keep the jurisdiction ECC informed of field activities, and maintain a communications link to the jurisdiction ECC.

III. CONCEPT OF OPERATIONS.

A. GENERAL.

1. The primary objective for flood emergency management in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from flooding—either a localized or county-wide disaster.

The Yakima Valley Office of Emergency Management Director is the focal point for emergency management within the county. However, flood emergency management responsibilities extend beyond this office, to all county/city government departments/agencies, non-governmental, private, and ultimately, to each individual citizen.

2. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a county/city emergency may exist. It is then the responsibility of those impacted jurisdictions to undertake flood emergency management activities.

When the emergency exceeds jurisdiction capabilities, the OEM Director will request assistance from mutual aid jurisdictions and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

3. In addition to the OEM Director, emergency management is the day-to-day function of certain county/city departments, such as law and fire services. While the routine functions of most county and city departments are not of an emergency nature, pursuant to this plan, all officers and employees of the county and cities should plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the on-set of one of these events. Disasters may require county and city departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people’s basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

B. EMERGENCY MANAGEMENT PHASES.

Yakima County jurisdictions should meet their responsibilities for protecting life and property from the
effects of flood events by acting within each of the four phases of emergency management.

1. Mitigation. Actions accomplished before a flood event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevents the most damage and are the most cost effective.

Jurisdictions should enforce public safety mandates to include land use management and building codes; and recommend to governing bodies measures to improve the emergency readiness of the jurisdiction.

2. Preparedness. Preparedness consists of any pre-disaster flood action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response.

Jurisdictions should prepare for flood disasters by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the jurisdiction’s total capabilities into a disaster response. Disaster SOPs should complement this plan.

Jurisdictions should ensure that their employees are trained to implement flood emergency and disaster procedures and instructions. Jurisdictions should validate their level of emergency readiness through internal drills and participation in exercises appropriate to the hazard impacting their jurisdiction.

Other jurisdictions within and outside impacted county/city boundaries should also be encouraged to participate in these exercises. Exercise results should be documented and used in a continuous planning effort to improve the jurisdiction’s flood emergency readiness posture. This joint, continuous planning endeavor should culminate in revisions to this plan in the on-going attempt to achieve a higher state of readiness for an emergency or disaster response.

3. Response. The active use of resources to address the immediate and short-term effects of a flood emergency or disaster constitutes the response phase and is the focus of the jurisdiction’s emergency and disaster standing operating procedures, mutual aid agreements, and this plan.

Flood emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating conditions. When any jurisdiction within the county receives information about a potential flood emergency or disaster, it should conduct an initial assessment, determine the need to alert others, and set in motion appropriate flood actions to reduce risk and potential impacts.

Flood emergency response activities should be described in jurisdiction SOPs and may involve activating the Emergency Coordination Center (ECC) for coordination of support. Jurisdictions should strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment. Responses to declared flood emergencies and disasters should be guided by this plan.

4. Recovery. Flood emergency and disaster recovery efforts aim at returning to pre-disaster community life. They involve detailed damage assessments, restoration of vital infrastructure systems, financial assistance and long-term restoration. There is no definite point at which flood response ends and recovery begins. However, recovery efforts should occur concurrently with the flood emergency response.
C. **EMERGENCY TACTICAL FUNCTIONS CONCEPT.**

Flood Emergency Tactical Functions contains functions that may be activated and performed during flood emergencies and disasters. While the concept of operations should always remain the same, specific functions activated will be dependent on the flood emergency/disaster type and scope.

Flood Emergency Tactical Functions or TFs include:

- TF#01—Alert and Warning
- TF#02—Animal Protection and Disposal
- TF#03—Damage Assessment
- TF#04—Debris Removal
- TF#05—Detours
- TF#06—Emergency Medical Services and Helicopter Transport
- TF#07—Evacuations
- TF#08—Food and Water
- TF#09—Crowd Control
- TF#10—Hazardous Materials
- TF#11—Isolated Areas
- TF#12—Mass Care and Shelters
- TF#13—Public Health Conditions
- TF#14—Rescue-Boat/Vehicle and Air
- TF#15—Roadway Signing
- TF#16—Sandbagging
- TF#17—Security-Evacuated Areas
- TF#18—Special Medical Needs
- TF#19—Traffic Control

D. **COMMUNITY EMERGENCY MANAGEMENT SYSTEM/NATIONAL INCIDENT MANAGEMENT SYSTEM (CEMS/NIMS)**

1. CEMS/NIMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in Yakima County. By standardizing key elements of the emergency management system, YVCEMS is intended to:

   a. Facilitate the implementation of the Yakima County Comprehensive Emergency Management Program (CEMP).

   b. Facilitate the flow of information within and between levels of government.

   c. Facilitate coordination among responding agencies.

2. Use of CEMS/NIMS should improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of CEMS/NIMS should reduce the incidence of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. CEMS/NIMS is designed to be flexible and adaptable to the varied disasters that occur in Yakima County and to the needs of emergency responders.

3. The CEMS/NIMS is implemented by mutual agreement for managing response to multi-agency, multi-
jurisdictional emergencies in Yakima County. CEMS/NIMS consists of three organizational levels, which are activated as necessary:

a. Field response.
b. Local jurisdiction.
c. Operational area.

4. CEMS/NIMS incorporates the Incident Command System (ICS), the Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

5. There is no requirement to use or be part of CEMS/NIMS. However to respond efficiently and effectively to an emergency event or disaster inter-jurisdictional and inter-agency coordination is required.

IV. ADMINISTRATION AND LOGISTICS.

A. GENERAL.

During and after flood emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

B. POLICIES.

1. It is recommended of Yakima County jurisdictions to designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures. During disaster operations, budget personnel may work from the jurisdiction Emergency Coordination Center (ECC) to provide guidance and instructions on appropriate record keeping.

2. It is the policy of Yakima County government jurisdictions to incur disaster expenditures with currently appropriated local funds in accordance with RCW 38.52.070 (2), RCW 36.40.180 and 190, and local codes. The Chief Elected Official will be responsible for identifying other sources of funds to meet disaster related expenses if department budgets are exceeded.

3. Accurate emergency logs and expenditure records must be kept from the very beginning of a flood event to receive the maximum amount of entitled reimbursement should Federal Assistance become available. Records should be kept in such a manner to separate disaster expenditures from general ongoing expenditures and accurately document expenditures for potential audit or for state and/or Federal Disaster Assistance programs.

4. When the jurisdiction ECC is activated, a special program number and budget position number should be assigned in order to track all expenditures and payroll activity directly and to avoid having to transfer costs at a later date. Emergency purchases during non-business hours should be coordinated through the jurisdiction ECC. The jurisdiction should be assigned pre-authorized requisition numbers from Purchasing for use in an emergency. Emergency fiscal procedures should follow guidelines and procedures established by local ordinance or resolution.
5. Responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by jurisdictions with response costs and damages.

6. Any government entity which incurs disaster related expenditures or damages is responsible for completing and submitting appropriate documentation to the jurisdiction ECC. Response cost and damage estimates should be submitted on the appropriate forms.

C. GENERAL ADMINISTRATIVE GUIDELINES.

1. It is recommended of Yakima County jurisdictions that during flood emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

2. The OEM is responsible for registering emergency workers in accordance with WAC When emergency workers are utilized by government agencies, these agencies are responsible for keeping records of the name, Emergency Worker Registration Number, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of any injuries, lost or damaged equipment, and any extraordinary costs.

3. It is recommended of Yakima County jurisdictions that emergency workers are advised to carry personal insurance on themselves, vehicles, and equipment.

D. FISCAL.

1. Purchasing personnel should facilitate the acquisition of supplies, equipment, and services necessary to support the emergency response actions of their jurisdiction.

2. A complete and accurate record of purchases, a complete record of properties commandeered to save lives and property, and an inventory of supplies and equipment purchased in support of the emergency response should be maintained.

3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Jurisdictions should identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation should include: logs, formal records and file copies of expenditures, receipts, personnel time sheets.

4. A separate jurisdiction Emergency Coordination Center (ECC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, disasters. See the CEMS/NIMS Implementing Procedures manual for details.

5. Jurisdictions may qualify for reimbursements of certain emergency costs from state and federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within Yakima County and its citizens will receive. Jurisdictions are expected to include requirements for emergency fiscal record keeping in their SOPs.

E. LOGISTICS.

1. Jurisdictions responding to emergencies and disasters should first use their available resources. Then this
plan is implemented, the jurisdiction ECC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section should also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources should be allocated according to established priorities and objectives of the jurisdiction ECC.

2. Logistics will be needed to support the field operations, the jurisdiction ECC operations and disaster victims.

3. Jurisdictions are expected to maintain an inventory of non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

4. The Agreement for Mutual Aid for Emergencies and Disasters in Yakima County will be implemented to respond to resource shortfalls.

F. INSURANCE.

Jurisdictions should maintain insurance for property, workers compensation, general and automotive liability. Insurance coverage information will be required by the federal government in the post disaster phase as per 44 CFR “subpart i”.

V. DIRECTION AND CONTROL.

A. GENERAL.

Provides guidance for the direction, control and coordination of flood emergency management activities; the preparation of flood proclamations and making requests for assistance.

B. OPERATIONAL CONCEPTS.

1. Direction and control of flood emergency management activities within Yakima County government rests with the County Commissioners, the mayors of the cities and towns, and governing bodies of jurisdictions with flood emergency response responsibilities.

2. The following list of management priorities, listed in order of importance, are provided to guide Yakima County jurisdictions’ policy making before, during and after a flood emergency or disaster:

   a. Protect health and life.

   b. Protect the environment.

   c. Protect public and private property.

   d. Assess the situation.

   e. Alert and inform citizens.

   f. Evacuate citizens to a safe place.

   g. Restore essential services.
h. Document and record decisions, costs, lessons learned, etc.

i. Provide support and guidance for rebuilding.

j. Take steps to mitigate future disasters.

3. It is recommended of Yakima County jurisdictions to establish overall direction, control and coordination through a jurisdiction Emergency Coordination Center (ECC) to support the community response to a disaster. This should include coordination among jurisdiction heads for the continuity of operations of essential government and private services.

4. The Chief Elected Official, for government entities, is responsible for the direction and control of the organization, administration and operation of the emergency management program for their jurisdiction. (RCW 38.52.070 and 38.52.110).

5. The Chief Elected Official’s emergency management responsibilities include providing overall direction and control, issuing the proclamation of a state of emergency, requesting assistance from and through the Governor, coordinating with the elected council or commission concerning disaster legislative needs, and providing emergency public information.

C. COORDINATION.

1. The OEM is the lead agency for facilitating coordination among local, state, Federal and private sector agencies and groups in Yakima County. To facilitate coordination among local governments, each government jurisdiction should appoint a liaison and alternates to work with the OEM on mitigation, preparedness, response, and recovery issues.

2. Each private sector jurisdiction should also make staff available to assist in emergency operations in the local ECC. This should include, but not be limited to, appropriate training for such activities as public information support, documentation, operations, and damage assessment. As applicable, costs for these activities shall be the responsibility of the respective local government (also see Basic Plan, Part IV).

3. To assist the Chief Elected Official in maintaining overall direction and control, each jurisdiction should keep the ECC informed of what has happened, what the jurisdiction can do about it, and what the jurisdiction needs are, whenever the jurisdiction is supporting an ECC activation.

D. ORGANIZATIONAL/RESPONSE LEVELS AND ACTIVATION REQUIREMENTS FOR FLOOD RESPONSE. (Details can be located in the CEMS/NIMS Implementing Procedures document.)

1. Field Response Level. The field response level is where flood emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to a flood incident or threat. CEMS/NIMS requires the use of ICS at the field response level of an incident.

2. Local Jurisdiction Level. Local jurisdictions, including Yakima County, the 14 cities and towns, fire districts and special districts manage and coordinate the overall flood emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an ECC to manage emergency operations. Local jurisdictions are requested to use CEMS/NIMS when their emergency operations center is activated or a local emergency is declared or proclaimed.
3. **Operational Area Level.** Under CEMS/NIMS, the Operational Area encompasses the political subdivisions located within the county including special districts. The Operational Area EOC manages and/or coordinates information, resources, and priorities among local jurisdictions within the Operational Area, and serves as the coordination and communication link between the local jurisdiction level and the state level.

E. **PROCLAMATION OF EMERGENCY.**

1. A Proclamation of Emergency is the legal method which authorizes extraordinary measures to solve flood disaster problems. A proclamation allows for the emergency use of resources, by-passing hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. It is a prerequisite for state assistance.

2. It is the policy of Yakima County jurisdictions that Proclamations of Emergency should be coordinated with the OEM (see RCW 35.33.081).

3. In preparing a flood proclamation, a description of the flood event and the necessary emergency authorizations need to be documented. The State Emergency Management Division will be informed and provided a copy of the proclamation, and a news release made as soon as possible when a Proclamation of Emergency is signed.

4. Jurisdictions should establish a line of succession authorizing the issuance of a Proclamation of Emergency.

F. **REQUEST FOR ASSISTANCE.**

1. If the flood situation is beyond local capability, a second proclamation is issued, requesting state assistance or requesting the Governor request Federal Assistance. The "Proclamation of Emergency" and the "Request for Assistance" are two separate actions, although they may be combined. Part of this proclamation includes the County Commission proclaiming the county "a disaster area". Although there is no statutory basis for this designation, it is suggested by the state Comprehensive Emergency Management Plan and fulfills public expectations that local leadership is responding to the situation. Cities or towns in Yakima County may enact their own request proclamation or may request the County Commission, through the OEM, to proclaim it on their behalf.

2. There are some forms of assistance which due to immediate flood impact may be obtained without this proclamation; however, there are many ramifications involving state expenditures, Federal Assistance, and audit trails which make obtaining one advisable.

3. This proclamation is coordinated by the OEM, signed by the Chief Elected Official, then sent to the State Emergency Management Division for consideration and presentation to the Governor.

G. **TERMINATION OF A PROCLAMATION.**

The decision to terminate a flood proclamation should be coordinated with the jurisdictions which were part of the flood emergency operation. They may have different flood response needs which will influence the decision.
Yakima County, Washington

CEMP
Special Subjects

Yakima County Radiological Protection Plan For Columbia Generating Station (CGS)

July 2012

Comprehensive Emergency Management Program 2014
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EXECUTIVE SUMMARY

The proximity of the Columbia Generating Station (CGS) to Yakima County places a responsibility on local government to develop and implement a fixed nuclear facility (FNF) emergency program in order to protect the health and safety of county residents and visitors, enhance the environment, energize the economy and protect property. The Yakima Valley Director of the Office of Emergency Management administers this program and is charged with the development of the emergency plan, implementing procedures and training to provide an adequate response to a fixed nuclear facility emergency.

If an emergency at the CGS was to occur, the Yakima Public Safety Communications Center/SUNCOMM, which is in operations 24-hours a day, would be notified over the appropriate communication network. The dispatchers would be notified of the event and contact the Director of the Office of Emergency Management.

The Ingestion Exposure Emergency Planning Zone (IEPZ) for CGS has a radius of 50 statute miles from the facility. The IEPZ extends approximately 25 miles into Yakima County. In the worst case scenario, there would be a release of radioactive material from CGS which would be carried by the wind. Livestock and crops in the IEPZ would require some controls to prevent milk and other farm produce, that may be contaminated, from being used for human consumption. The responsibility of control rests with the Washington State Departments of Agriculture and Health, which would work and coordinate closely with local officials to establish a Food Control Zone.

Six of the fourteen incorporated cities (Grandview, Granger, Mabton, Sunnyside, Toppenish and Zillah) and unincorporated areas of the county are within the 50-mile IEPZ.

The most likely impacts on Yakima County from a major fixed nuclear facility incident would be controlling the Food Control Zone, sheltering individuals who may evacuate into Yakima County area and providing medical support.
The Emergency Alert System (EAS) radio and television stations serving the local area will broadcast initial public warnings and information updates as provided from the State Emergency Operations Center at Camp Murray and by local officials in Yakima County. The citizens of Yakima County would be asked to tune their radios to local stations during an emergency to obtain the latest information.

This Plan has been developed to help protect the health and safety of the residents of Yakima County. Each resident of Yakima County is responsible for following the directions of the government officials during an emergency, and it is assumed they will.
I. AUTHORITY

This Radiological Protection Plan is published under the authority of the following local and state statutes and regulations:

a. Agreement for Yakima Valley Office of Emergency Management, as adopted October 18, 2000;

b. Yakima County Comprehensive Emergency Management Program (CEMP)—Promulgation Agreement, as adopted 2010;

c. Revised Code of Washington, RCW 38.52, Emergency Services; and,


e. NUREG -0654/FEMA-REP-1 (October 2011)

II. SCOPE

The Yakima County Radiological Protection Plan is appended to the Yakima County Comprehensive Emergency Management Program and has been authorized by County Commissioners and Mayors of Cities and Towns signatory to the Yakima County Emergency Services Board. (Reference: IV.A)

The Yakima County Comprehensive Emergency Management Program, provides emergency planning guidance for the fourteen cities and towns, along with unincorporated areas of the county. (Reference: IV.B)

This Plan supersedes previous versions of the Yakima County Radiological Protection Plan, revised July 2010.

III. SUPPORTING PROCEDURES

To provide more detailed guidance relating to the various responsibilities placed on government and personnel, separate plans and implementing procedures have been developed under separate cover. In no respect are these supporting documents intended to replace any part of, or substitute for, the Yakima County Radiological Protection Plan; instead, they are considered to be supplementary to the Plan.

IV. LOCAL DOCUMENTATION

A. Agreement for Yakima Valley Office of Emergency Management, as Adopted October 18, 2000;

B. Yakima County Comprehensive Emergency Management Program (CEMP), 2010;
C. Community Emergency Management System/National Incident Management System Concept of Operations, September, 2006;

D. Yakima County Hazard Identification and Community Assessment (HICA), June 2009; and,

E. Yakima County Radiological Response Plan Letter of Promulgation, as adopted July 2010.

V. EXPECTED ACTIONS

A. Prepare a contingency plan for the release of radioactive or other hazardous materials from Columbia Generating Station.

B. Provides information and education to the public.

C. Supports other jurisdictions when there is an offsite threat that does not threaten Yakima County.

D. Recommends to the public protective actions to be taken when there is an offsite release that affects the county.

E. Sets up an Agricultural Control System to contain contaminated products.

F. Establishes and maintains an EOC.

G. Establishes and maintains an Emergency Communications System to include Alert and Warning.

H. Recommends geopolitical boundaries for FCAs.

I. Coordinate with adjacent county(ies) in the development of Food Control Areas (FCAs).

VI. ACRONYMS

ACCESS  Computerized Data base
ARC     Yakima Valley Chapter of the American Red Cross
ARES    Amateur Radio Emergency Service
CEMP    Comprehensive Emergency Management Program
CEMS/NIMS Community Emergency Management System/National Incident Management System
<table>
<thead>
<tr>
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<tr>
<td>CEO</td>
<td>Chief Elected Official</td>
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<td>CGS</td>
<td>Columbia Generating Station</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>ECC</td>
<td>Emergency Coordination Center</td>
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<td>FACP</td>
<td>Food Access Control Point</td>
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<td>FCA</td>
<td>Food Control Area</td>
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<td>FCP</td>
<td>Food Control Point</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>FNF</td>
<td>Fixed Nuclear Facility</td>
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<td>GE</td>
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<td>Incident Command Post</td>
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<td>IEPZ</td>
<td>Ingestion Emergency Planning Zone</td>
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<tr>
<td>NAWAS</td>
<td>National Warning System</td>
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<tr>
<td>NOUE</td>
<td>Notification of Unusual Event</td>
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<td>OA EOC</td>
<td>Yakima Valley Operational Area Emergency Operations Center</td>
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<td>PADs</td>
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<td>RRTF</td>
<td>Recovery and Restoration Task Force</td>
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<td>SAE</td>
<td>Site Area Emergency</td>
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<td>SEOC</td>
<td>State Emergency Operations Center</td>
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<tr>
<td>TCP</td>
<td>Traffic Control Point</td>
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</tbody>
</table>

WSDOA | Washington State Department of Agriculture |
WSDOH | Washington State Department of Health |
WSDOT | Washington State Department of Transportation |
WSEMD | Washington State Emergency Management Division |
WSP | Washington State Patrol |
WNG | Washington National Guard |
VII. RECORD OF CHANGES

NOTE: Recipients (See: TOC, III, D) of the Yakima County Radiological Protection Plan for Columbia Generating Station will be asked to insert additions and/or modifications of this Plan into their copy. The Yakima Valley Office of Emergency Management is the approving authority for revisions to this Plan.

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<td>Update to Appendix 1</td>
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Radiological Protection Plan for Columbia Generating Station
July 2012

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ATTACHMENTS:

1---CGS/CEMP Emergency Support Function Planning Responsibility Matrix
2---Classification Definitions and Purposes/Quick Reference Guide
3---Emergency Classification Levels and Agency Notification Grid
4---Emergency Notification Flow Chart
5---CGS OAEOC Implementation
6---CGS Control Zones Guidance and Forms
7---CGS Emergency Public Information Media Releases
8---CGS Press Releases

APPENDIX 1
NUREG -0654/FEMA-REP-1 CROSS REFERENCE

MAPS:
50-Mile Ingestion
10-Mile EPZ
Yakima County Agricultural Areas
Dairy Sites
Yakima County
Radiological Protection Plan for Columbia Generating Station
July 2012

BASIC PLAN


Emergency Plan Columbia Generating Station, Revision 55, October 2011.


Supporting Documents:

10 CFR 50 and 10 CFR 52.

44 CFR 350 and 44 CFR 353.

NUREG-0654/FEMA-REP- I, Rev. 1 (and Supplements), and the REP Program Manual.

Contemporary emergency preparedness guidance includes the:

a. National Response Framework (NRF);
b. Community Planning Guidance (CPG) 101;
c. Target Capabilities List (TCL);
d. National Incident Management System (NIMS) and Incident Command System (ICS); and,
e. Homeland Security Exercise and Evaluation Program (HSEEIP) and the Integrated Planning System.

PARTICIPATING AGENCIES

Yakima Valley Office of Emergency Management
Yakima County Board of Commissioners
Public Information Officer
Mayors, Cities of Grandview, Granger, Mabton, Sunnyside, Toppenish, and Zillah
Yakima Public Safety Communications Center/SUNCOMM
Yakima Health District
Yakima County Department of Human Resources
Yakima County Public Services
Yakima Sheriff’s Office
Yakima County Fire Protection District #5
Amateur Radio Emergency Services
Yakima Valley Chapter of the American Red Cross
WSU Extension Services
Washington State Department of Health
Washington State Department of Agriculture
Washington State Emergency Management Division
Washington National Guard
Washington State Patrol
Washington State Department of Transportation
Energy Northwest, Columbia Generating Station

I. SITUATION

A. Conditions and Hazards

Yakima County is located within the 50 mile radius Ingestion Emergency Planning Zone (IEPZ) for Columbia Generating Station (CGS). The County is required to prepare a contingency plan for the release of radioactive or other hazardous materials from the CGS site.

The major portion of the Yakima County IEPZ is located in the “Lower Valley”. The production and processing of food products is the main industry of this area. There are approximately 72,000 dairy cows in this area producing approximately 320,000 gallons of milk per day.

B. Assumptions

The harm to residents of the county due to a release of radioactive or hazardous material from the CGS site will be minimal. Personal protective actions will be limited to the consumption of food and personal hygiene habits.

The consequences to the economy of the area due to a release of radioactive/hazardous materials from CGS may be real or perceived.

II. MISSION

Yakima County will provide warning information to the residents and recommend protective actions for food producers in Yakima County due to a release of radioactive material from the Columbia Generating Station. Yakima County will notify the Yakama Indian Nation and the Yakima Training Center.
III. CONCEPT OF OPERATIONS

A. Phased Actions

**Early Phase Actions** (actions taken just before and during a release)

1. Facilities provide emergency classification information to state and local jurisdictions and activate an emergency response facility to coordinate initial plan actions, to include, but not limited to:

   a. Emergency notification--safeguarding facility and onsite workers.

   b. Changes in emergency classifications and/or protective action recommendations to local, state, and federal government.

   c. Activate initial emergency response resources.

   d. Provide dose projection and assessment to the state and affected county(ies).

   e. Provide JIC facilities.

   f. Identify a designated spokesperson with access to all necessary information.

   g. Keep the public and media informed.

   h. Coordinate rumor control.

2. Plume exposure pathway EPZ and IRZ counties activate EOCs upon notification of specified emergency classification levels (see Figure 4) from the facility and/or state EOC and take initial planned actions to include:

   a. Confirm occurrence of a chemical/radiological emergency.

   b. Notify selected emergency response personnel to report to the EOC.

   c. Assume protective action decision-making authority.

   d. Establish communications with emergency facilities/state EOC.

   e. Activate initial response and resource requirements.
f. Activate system to warn residents of emergency.

g. Decide upon and implement protective actions.

h. Forward response/resource requirements to the state EOC.

i. Open appropriate Emergency Worker/Assistance Centers (EWACs).

3. Ingestion exposure pathway EPZ county EOCs are placed on stand-by.

4. EOC State actions focus on the following basic activities:

   a. Confirm occurrence of a chemical/radiological emergency with facilities.

   b. Activate the state EOC, if appropriate, using emergency notification levels and agency notifications.

   c. EMD State Emergency Operations Officer (SEOO) will notify required agencies to staff the state EOC. Their assistance includes technical advice and information, activating agency resources to commit to response actions and other assistance, as warranted.

   d. Establish communications with facility, EPZ and IRZ, counties, and other states.

   e. Confirm federal, state, and county agencies have been notified.

   f. In coordination with the county(ies) and the facility, identify initial response and resource requirements.

   g. Coordinate and provide information to the public, government agencies, and the media – including activating the Emergency Alert System (EAS), if a county is unable to activate the system. If incomplete, inaccurate, or ambiguous information is detected in the monitored broadcast, then a correction is broadcast as soon as possible, and PIOs and rumor control personnel are notified of the problem.

   h. Recommend use of protective drugs for offsite emergency workers for radiological events.

   i. Establish radiological exposure tracking system for radiological event.

**Intermediate Phase Actions** (actions taken after a release has stopped)

1. State actions expand upon events begun during the early phase.
a. Assume protective action decision-making authority.

b. For radiological events identify the affected area(s) through field team monitoring, sampling, and computer projections. A Hanford Site Aerial Monitoring System flyover also can be used, if available. Field team monitoring and sampling for a chemical event will be done by the Service Response Force (US Army) with verification by the Washington Department of Ecology.

c. Coordinate with the county(ies) to establish geopolitical boundaries for relocation and Food Control Area(s) (FCA).

d. Carry out food control measures

e. Authorize re-entry to restricted/relocation areas for essential services.

f.. Authorize return of residents and workers to areas determined to be unaffected or cleared.

g. Initiate re-entry and recovery activities.

2. County actions expand upon early phase actions, and:

a. Establish Traffic Control Points (TCPs) and Access Control Points (ACPs).

b. Propose geopolitical boundaries for relocation and food control area(s) based upon Health and facility projections and recommendations.

c. Establish or reposition Traffic Control Points (TCPs) and Access Control Points (ACPs).

d. Continue to advise the public about the status of the event.

3. Facility actions include both onsite and offsite activities.

a. Assist state and county activities.

b. Initiate long-term onsite repair actions.

c. Respond to needs of employees.
Late Phase Actions (Recovery and Restoration activities)

1. The specific type of emergency and the quantity and type of material released will determine recovery actions following a facility emergency.

2. Washington State Governor’s Recovery and Restoration Task Force (RRTF) will be convened or requested by the Director of state EMD. This group will make recovery and restoration recommendations relating to Washington State agencies and counties. Membership and specific responsibilities of the task force are described in CEMP.

3. The RRTF will determine the extent of economic, social, psychological, and physiological impacts on the citizens and serve as a guidance group to the Governor on a program of continued recovery. The RRTF will determine if active protective measures require extension or relaxation.

B. Yakima Valley Community Emergency Management System/ National Incident Management System (CEMS/NIMS)

1. The Community Emergency Management System/National Incident Management System, commonly referred to as CEMS/NIMS, addresses these problems by standardizing the principles and methods of emergency response in Yakima County. It provides for:
   a. Organizational levels for managing emergencies
   b. Standardized emergency management methods
   c. Standardized training for emergency responders and managers
   d. Incorporating the National Incident Management System (NIMS)

2. CEMS/NIMS has four basic functions:
   a. formalization of an (1) Operational Area Emergency Management Organization to coordinate response efforts;
   b. the use of the (2) Incident Command System (ICS) in disaster response;
   c. (3) standardized training; and,
   d. the (4) centralized gathering of intelligence and mutual aid requests into one Emergency Operations Center at the Operational Area level.

3. CEMS/NIMS is established to provide more effective response capabilities to multi-agency and multi-jurisdictional emergencies. It standardizes key elements of the emergency management system, CEMS/NIMS is intended to:
   a. Facilitate and improve the flow of information within and between operational levels of the system
   b. Facilitate and improve coordination among responding agencies
4. Use of CEMS/NIMS will improve the mobilization, deployment, utilization, tracking and demobilization of resources and greatly enhance intelligence gathering and sharing capabilities. Mutual aid requests, damage assessment and situation status information can be shared in a timely coordinated fashion.

5. CEMS/NIMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in Yakima County. By standardizing key elements of the emergency management system, CEMS/NIMS is intended to:

   a. Facilitate the implementation of the Yakima County Comprehensive Emergency Management Program (CEMP) and Radiological Protection Plan for the Columbia Generating Station
   b. Facilitate the flow of information within and between levels of government
   c. Facilitate coordination among responding agencies

6. CEMS/NIMS should improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of CEMS/NIMS should reduce the incidence of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. CEMS/NIMS is designed to be flexible and adaptable to the varied disasters that occur in Yakima County and to the needs of emergency responders.

7. CEMS/NIMS incorporates the Incident Command System (ICS), the Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

C. Emergency Public Information

1. Yakima Valley Office of Emergency Management will utilize the following means to educate the public within Yakima County:

   a. Make available a brochure explaining the hazards associated with an incident at CGS and the protective actions for the public.

   b. Brochures will be on display at the Yakima Valley Office of Emergency Management and available for distribution to the public and at city halls in Grandview, Granger, Mabton, Sunnyside, Toppenish and Zillah.
c. Upon request, the Yakima Valley Office of Emergency Management will provide speakers to the public.

d. The supply of brochures will be obtained from the Washington State Department of Agriculture.

e. In the event of a release of radioactive material from CGS, the public will be notified by the media as to the location of emergency information within 24 hours of a release.

f. The OEM will reproduce the tri-fold agriculture leaflet entitled "Emergency Preparedness for Nuclear Facilities in Washington State".

g. OEM will provide radio and TV with information directing the public to locations for this information.

h. Supply of this brochure will be available at Traffic and Food Control Points. OEM will insure that a supply of these brochures will be available to the Yakima Sheriff's Office for distribution at the TCP and FCP locations.

D. Reasonable Assurance/Intent

1. Reasonable Assurance. FEMA defines reasonable assurance as a determination that state, local, tribal, and utility offsite plans and preparedness are adequate to protect public health and safety in the emergency planning areas of commercial nuclear power plants. FEMA shall take into consideration plans, procedures, personnel, training, facilities, equipment, drills, and exercises, which in its professional judgment are important to the effective implementation of protective measures offsite in the event or any incident at a commercial nuclear power plant.

2. Intent. Yakima County provides warning information and recommend protective actions for people; issues food advisory information to protect property; maintains the true perception of an uncontaminated food economy; and, issue s recovery and restoration information to residents during an incident resulting in a release of radioactive material to the atmosphere at CGS.

E. Limitations

Overarching Limitations
1. It is the policy of Yakima County government jurisdictions that no guarantee is implied by this plan of a perfect response system. As government assets and systems may be overwhelmed, jurisdictions can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at the time.

2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

3. The inability of departments/agencies, cities and towns to carry out their responsibilities as indicated in the Basic Plan due to lack of staff and funding may lower the “emergency declaration threshold.”

Specific to Plans

1. This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.

2. Responders will attempt to coordinate the plan and response according to standards.

3. Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.

4. There may be little to no warning during specific events to implement operational procedures.

5. The success or failure of emergency plans depends upon effective tactical execution.

6. Successful implementation of any plan depends on timely identification of capabilities and available resources at the time of the incident and a thorough information exchange between responding organizations.

7. Each agency and jurisdiction will respond within the limits of their training, capabilities and qualifications.
F. Participating Agency Responsibilities (Yakima County)

1. Yakima Valley Office of Emergency Management
   a. Alert Operational Area Emergency Operations Center staff and activate the center.
   b. Provide education for the public concerning the hazards and protective actions to enhance public protection.
   c. Facilitate the development of the county Radiological Protection Plan, conduct training for the Operational Area EOC staff, and ensure annual review and certification of the Plan. The annual updates shall also take into account changes identified by drills and exercises.

2. Yakima County Board of Commissioners
   a. Set policy and provide Direction and Control to operations.
   b. Conduct briefings for the electronic and print media.
   c. Approving authority for the geopolitical boundary of the Food Control Zone.
   d. Issue Proclamation of Emergency.

3. Public Information Officer
   a. Coordinate the timely exchange of public information releases regarding the Ingestion Emergency Planning Zone (IEPZ) with the state Public Information Officer (PIO) and local jurisdictions.
   b. Coordinate the timely exchange of public information releases regarding the emergency with the Chief Elected Official (CEO) or designed representative.
   c. Establish and coordinate news briefings between CEO and media.
   d. Supervise the "Public Concern" telephone service section which provides emergency information to the public. Coordinates with 2-1-1.
   e. Coordinate arrangements for dealing with rumors.
f. The PIO and Public Concern is located in Suite 110 of the Yakima County Courthouse.

4. **Mayors: Grandview, Granger, Mabton, Sunnyside, Toppenish, and Zillah**
   a. Activate the emergency coordination center (ECC) for the control and coordination of local resources.
   b. Coordinate the city’s emergency needs through the Operational Area EOC.
   c. Coordinate public information news releases through the Operational Area EOC’s Emergency Public Information Officer (EPIO).

5. **Yakima Public Safety Communications Center/SUNCOMM**
   a. Primary warning point for Yakima County area for the NAWAS system.
   b. Operational point for the EAS
   c. Operational point for 9-1-1

6. **Yakima Health District**
   a. Initiate ingestion exposure pathway protective measures (emergency health measures) for the public, as required (i.e., wash food, use canned food), based on recommendations of the Washington State Departments of Agriculture and Health.
   b. Assist the State in coordinating and implementing ingestion exposure protective action decisions for family milk products foodstuffs.

7. **Yakima County Department of Human Resources**
   a. Register volunteer workers.
   b. Maintain staffing levels in the Operational Area EOC.
8. **Yakima County Public Services**
   
a. Provide barrier materials.

b. Prepare Food Control Zone signs and erect along designated county roads.

9. **Yakima Sheriff’s Office**
   
a. Provide emergency classification notification to Yakima Valley Office of Emergency Management and emergency response organizations, through established nets.

b. Provide traffic control assistance when evacuation is through or into the county.

c. Provide security for the Operational Area EOC, when activated.

d. Establish and maintain Traffic Control Points (TCP), control egress of milk, milk products, and foodstuffs within the FCZ.

e. Assist the Washington State Department of Agriculture with Food Access Control Points.

f. Distribute the Tri-fold Agriculture Leaflet to the TCP and FCP as directed by the OEM and to other sites as determined by OEM.

10. **Yakima County Fire Protection District #5**

    Coordinate fire service requests through the Operational Area EOC.

11. **Amateur Radio Emergency Services**

    a. Provide radio operators to the Operational Area EOC.

    b. Provide operators and radio equipment to city coordination centers, as requested.

    c. Provide radio operators and drivers for the mobile Emergency Command Center.
12. **Yakima Valley Chapter of the American Red Cross**
   a. Provide Liaison Officer to the Operational Area EOC.
   b. Provide mass care facilities and operating personnel.
   c. Provide scheduled feeding and canteen services for emergency workers for a minimum of 72 hours.

13. **Washington State University (WSU) Extension Service**
   a. Provide information directly to food producers, e.g., commercial dairies and milk processing plants.
   b. Contribute to the identification of the geopolitical boundaries of the relocation area(s) and food control area(s), and the locations for FCPs.
   c. Verify locations of agriculture facilities within the Food Control Area
   d. Identify crops in Food Control Area subject to embargo

**G. Participating Agencies Responsibilities (Washington State)**

1. **Washington State Department of Health (WDOH)**
   Responsible for planning and providing technical assistance for protection from radiological materials.

2. **Washington State Department of Agriculture (WSDA)**
   Responsible for preventing adulterated food from coming into the food chain through oversight of commercial sales and movement of agricultural commodities.
   a. Provide representatives to operate FCPs at key transport intersections on the food control boundary with appropriate law enforcement.
   b. Target the specific crops and food products proven to be unacceptable for consumption, as the contamination profile is further defined through field samples and laboratory analysis.
c. Identify and monitor the activities of licensed commercial dairies, farms, processing plants, and wholesale distributors, within the ingestion pathway EPZ.

d. Notify the agricultural community of the state's PADs.

e. Coordinate with county agricultural agents who are charged with identifying family and hobby farms in the ingestion pathway to ensure appropriate protective actions are carried out.

f. Contribute to the identification of the geopolitical boundaries of the relocation area(s) and food control area(s), and the locations for FCPs.

g. Issue embargo orders as required, oversee testing of embargoed food, and monitor the proper disposition of adulterated food.

3. Washington State Emergency Operations Center

a. Coordinate the state’s response to a fixed nuclear hazardous materials incident affecting the State of Washington from the State’s EOC.

b. During the intermediate and late phases, State EOC facilitates the development of the state's PADs and coordinates the state's application of those decisions.

c. Facilitate the state's adoption of the affected counties' recommended geopolitical boundaries identifying the FCAs and the relocation area(s), including identification of the best locations for Access Control Points (ACPs) and Traffic Control Points (TCPs).

d. In coordination with Health, WSDA, Washington State Patrol (WSP), confirm the staffing and equipment requirements for carrying out traffic control, security, and food control measures, for the relocation area(s), and FCAs, if required.

e. Develop estimates of the probable duration and scope of the intermediate phase response, based upon the facility and FEMA. Share these estimates with the affected jurisdictions so all state and local jurisdictions can identify...
the staffing patterns necessary to accomplish shift changes, and resource requests requiring state or federal actions.

f. Coordinate the dissemination of public information with the ingestion pathway counties at regular intervals.

4. **Washington National Guard (WNG)**
   
a. Provide National Guard assistance, when approved.

b. Provide transportation support (ground and air), as requested.

c. Provide back-up mobile communications, as requested.

d. Provide field logistical support as required in the following areas, as required:

   (1) Mobile command posts.

   (2) Temporary shelter (lodging).

   (3) Mass feeding.

   (4) Logistical support.

   (5) Other resources, as required.

5. **Washington State Patrol (WSP)**
   
Assist each affected county and provide, upon request from either state or county officials, law enforcement functions, communications support and transportation assistance to other agencies when the WSP's law enforcement commitment is not jeopardized.

a. Conduct traffic control, assists local law enforcement efforts, and coordinate the transportation of samples.

b. Provide supplemental enforcement services at the ACPs and TCPs with available resources.

c. Coordinate the provision of additional state law enforcement resources to local law enforcement agencies when requested.
6. **Washington State Department of Transportation (WSDOT)**
   
a. Assist WSP, as requested, and coordinate with each affected county to perform traffic control and area access control.

b. Provide transportation support, upon the request of the State EOC, to affected county or other state agencies, on a noninterference basis with the Washington State Department of Transportation's (WSDOT) primary activities.

**H. Energy Northwest, Columbia Generating Station**

1. Develops and maintains emergency plans and procedures to provide for the safety of the public and onsite personnel.

2. Maintains MOUs with federal, state, and local response organizations.

3. Meets preparedness requirements of their site certification agreement.

4. Makes provisions for evacuation routes and transportation for onsite individuals to some suitable offsite location, including alternatives for inclement weather, high traffic density, and specific radiological conditions.

5. Assesses the nature and extent of the incident or emergency at the affected Energy Northwest facility and make appropriate emergency classifications and notifications of counties and states.

**IV. ADMINISTRATION AND LOGISTICS**

**A. Administration**

1. The insurance carrier of the facility will provide monetary relief to the county and its residents for funds expended as a result of an FNF emergency when actions taken are recommended by the facility and/or State to protect the health and safety of the population.

2. The chief elected officials are responsible for the initial costs incurred by the local response during the emergency. When proclaiming an emergency, the elected executives should assure that the disaster costs accountability procedures provide support for disaster claims at the termination of the disaster.
3. The Director of the Yakima Valley Office of Emergency Management has the overall authority and responsibility for radiological emergency response planning. This includes preparing and maintaining the Yakima County Radiological Protection Plan and procedures manuals; conducting public education regarding hazardous materials emergency response; and updating the Emergency Management Telephone Directory on a quarterly basis. The Director is also responsible for coordination of the plans with other response organizations.

4. The Director of the Yakima Valley Office of Emergency Management shall insure that the individual responsible for reviewing and updating the Yakima County Radiological Protection Plan receives adequate and appropriate training.

5. The Director of the Yakima Valley Office of Emergency Management shall insure that the individual responsible for reviewing and updating the Yakima County Radiological Protection Plan implements corrective actions based upon post-exercise evaluations.

B. Logistics

Local government is responsible for assuring that adequate logistical support (including facilities, equipment and supplies) are provided for departments, agencies and individuals involved in emergency operations.

V. TRAINING, DRILLS AND EXERCISES

A. Training

The Yakima Valley Office of Emergency Management conducts training for the emergency operations center staff of the County, City and volunteer organizations listed in Attachment 1.

Initial and annual re-training will be provided to personnel with emergency response responsibilities in Yakima County. New members of an EOC staff will be briefed by the Yakima Valley Office of Emergency Management upon assignment.

B. Drills

Drills and exercises will be supported by the State and Federal agencies to ensure an appropriately trained response force. Local governments will assure that training is accomplished to support its mission and responsibilities.
1. Communications drills will be conducted in conjunction with WA EMD to assure equipment is functional.

2. Communications between the nuclear facility, state and Operational Area Emergency Operations Center shall be tested annually.

3. Other drills may be conducted to evaluate the status of participating key personnel, various activities and functions.

C. Exercises

1. An exercise is an event that tests the integrated capability and a major portion of the basic elements existing within emergency preparedness plans and organizations. Exercises shall be conducted as set forth in NRC and FEMA rules and policy.

2. An exercise shall include mobilization and implementation of Yakima County personnel and resources adequate to verify the capability and response to a large radiological release requiring ingestion pathway protective actions beyond the 10 mile EPZ.

3. Yakima County will participate in an ingestion pathway exercise at least once every 8 years.

4. Yakima County shall establish means for evaluating observer and participant comments on areas needing improvement, including emergency plan procedural changes, and for assigning responsibility for implementing corrective actions. Each organization shall establish management control used to ensure that corrective actions are implemented. An exercise data base will be created to record comments.

VI. DIRECTION, CONTROL and FACILITIES

A. Direction

1. Direction and control of emergency management functions within the county rests with the chief elected officials. The duties of emergency management are delegated to the Yakima Valley Director of Emergency Management.

2. Local chief elected officials will coordinate the activities of their response forces with the Operational Area EOC. The requirements for outside support will be coordinated with the State EOC through the Yakima County Operational Area EOC.
3. After a proclamation of emergency, public owned and controlled materials and equipment may be used to support the emergency response forces; government employees become members of the emergency worker response force.

4. Resource requirements and problems beyond the capabilities of the county will be coordinated with the State EOC.

5. RCW 36.32 and 38.52—the chief elected officials may proclaim a state of emergency within their jurisdictions, when conditions warrant, take appropriate action to alleviate health and safety problems affecting the citizens of the county.

6. RCW 36.28.010—the Yakima Sheriff’s Office is responsible for maintaining public safety and keeping the peace.

7. RCW 38.52.010 and RCW 35.52.110—the county director of emergency management has the direct responsibility for organization, administration and operation of the Office of Emergency Management.

8. RCW 70.50.070—the Yakima Health Officer will enforce health rules, regulations, and ordinances and take such measures as deemed necessary to promote public health.


B. Control

1. Emergency Classification System

Energy Northwest/CGS shall determine the appropriate emergency classification and shall change classification levels up or down as the emergency progresses. An abnormal condition at a fixed nuclear facility that presents a potential radiological impact on public health and safety, would result in one of four classifications. In ascending order of intensity, they are:

a. **Notification of Unusual Event.** Unusual events are in process or have occurred that indicate a potential degradation in the level of plant safety or indicate a security threat to facility protection. No releases of radioactive material requiring offsite response or monitoring are expected, unless further degradation of safety systems occurs.
b. **Alert.** Events are in process or have occurred that involve an actual or potential substantial degradation in the level of plant safety or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of intentional malicious dedicated efforts of a hostile act. Releases are expected to be limited to small fractions of the Environmental Protection Agency protective action guide exposure levels.

c. **Site Area Emergency.** Events are in process or have occurred that involve actual or likely major failures in the plant functions needed for protecting the public or security events that result in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) prevents effective access to equipment needed for the protection of the public. Releases are not expected to exceed Environmental Protection Agency protective action guide exposure levels beyond the site boundary.

d. **General Emergency.** Events are in process or have occurred that involve actual or imminent substantial core degradation or melting, with potential for loss of containment integrity or security events that result in an actual loss of physical control of the facility. Releases can reasonably be expected to exceed Environmental Protection Agency protective action guide exposure levels offsite for more than the immediate site area.

2. The Yakima County Operational Area Emergency Operations Center will convene the Command and General Staff positions at the Alert Emergency Classification. An initial briefing and planning session will be conducted to consider the impact of an escalating emergency.

3. The Yakima County Operational Area Emergency Operations Center will be fully activated at the Site Area Emergency Classification.

4. The jurisdictions of Yakima County Unincorporated, Grandview, Granger, Mabton, Sunnyside, Toppenish and Zillah have the authority to take precautionary actions to limit the egress of food from a defined area until laboratory tests determine an area to be non-hazardous to the public or the food chain.

5. When a Food Control Zone, Food Access Control Points and/or Traffic Control Points are established, an Incident Command Post (ICP) will be established in the vicinity of a Food Access Control Point. The Yakima Sheriff Office’s Emergency Command Center will be utilized to provide communications between the Command Post and the Operational Area EOC.
C. Facilities

1. The Yakima County Operational Area Emergency Operations Center (OA EOC) is located in Suite 200 of the Yakima Valley Community Restitution Center, 2403 South 18th St., Union Gap, WA
   a. The Operational Area EOC has sufficient communications capabilities to provide direction, control and coordination of response forces; information to the media; and information and protective actions instructions to the public.
   b. Operational procedures and checklists will be adopted to assure that this facility is adequately staffed and equipped when necessary.

2. Local emergency coordination centers will be established in Grandview, Granger, Mabton, Sunnyside, Toppenish and Zillah. A suitable location will be selected with appropriate facilities and communications equipment.

3. The Operational Area 24-hour drop for the National Warning System (NAWAS) is the Yakima Public Safety Communications Center /SUNCOMM. Yakima Valley Office of Emergency Management is the alternate drop.

4. The Yakima Sheriff’s Office Dispatch is the 24-hour ACCESS location.

5. Media briefings will be conducted periodically at a suitable site to be determined by the OAEOC Coordinator.

Attachments:

1---CGS/CEMP Emergency Support Function Planning Responsibility Matrix
2---Classification Definitions and Purposes/Quick Reference Guide
3---Emergency Classification Levels and Agency Notification Grid
4---Emergency Notification Flow Chart
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Yakima County, Washington

CEMP
Special Subjects

Yakima County
Hazardous Materials
Emergency Response--Fixed
and Transportation
Revised July, 2007; September, 2010

Comprehensive Emergency
Management Program
2010
Yakima County
Hazardous Materials Plan--Fixed and Transportation

BASIC PLAN

I. GENERAL INFORMATION

A. Purpose

To provide guidance and coordination for responding to hazardous materials incidents.

B. Scope

1. This PLAN provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within Yakima County.

2. Planning for every hazardous material contingency is beyond the scope of this PLAN. This PLAN provides broad objectives for the greatest protection of life and health, the environment, and property.

II. POLICIES

The State Department of Ecology (DOE) has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the State of Washington as identified in the 1996 Northwest Contingency Plan.

Washington State Patrol is the designated incident command agency for all hazardous materials incidents on state and interstate highways, and in those jurisdictions where this role has not been assumed by a local agency.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Refer to the Yakima Valley Hazard Identification and Community Assessment.

B. Planning Assumptions

1. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

2. Fixed facilities (chemical plants, tank farms, laboratories, and industries operating
hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

3. Hazardous materials that are transported may be involved in railroad accidents, highway collisions or airline incidents.

4. Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released will present serious problems.

5. Emergency exemptions may be needed for disposal of contaminated material.

IV. CONCEPT OF OPERATIONS

A. Washington State Patrol is the designated incident command agency for all hazardous materials incidents on state and interstate highways, and in those jurisdictions where this role has not been assumed by a local agency. Local fire services may be the initial responding agency. Fire services plans and procedures will detail local operational concepts and responsibilities to the extent of the level of training and resources available.

B. Local emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of persons at risk, initial isolation of the area, and identification of involved materials. The Incident Commander will ensure that the appropriate government jurisdiction is notified.

C. Wherever possible, mutual aid agreements among local emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.

D. Each agency that has assumed Incident Commander responsibilities will ensure that there are trained responders, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.

E. State agencies will respond to hazardous materials incidents according to appropriate Federal and state laws, regulations, and agency plans.

F. Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if response is required under Federal laws, regulations, and plans.

V. RESPONSIBILITIES

A. Joint Primary Agencies

1. Washington State Department of Ecology
Coordinate activities according to the State DOE Central Programs Spill Prevention and Policy, and Spill Operations Sections.

2. Washington State Patrol

Serve as the incident command agency on all state and interstate highways, and in all jurisdictions where a local agency has not assumed that role.

3. Local Fire Services

Respond to hazardous materials spills and releases and perform initial identification and other activities based upon level of training and equipment.

4. Yakima Public Safety Communications Center

Provides a single point of contact for notification of hazardous materials incidents.

B. Support Agencies

1. Yakima County Departments

   a. Office of Emergency Management

   Coordinate and support field activities by activating the Yakima Valley Operational Area Emergency Operations Center (OAEOC) when indicated.

   b. Yakima County Sheriff’s Department

   Provide on-scene security to prevent further contamination in support of hazardous materials spills and releases occurring in unincorporated Yakima County.

   c. Yakima County Public Services

   Provide on-scene support to include barricade materials, signage, etc. in unincorporated Yakima County.

2. Yakima Valley Jurisdiction’s Public Works

   Provide on-scene support to include barricade materials, signage, etc. within their city/town.

3. Yakima Valley Jurisdiction’s Law Enforcement
Provide on-scene security and evacuation in support of hazardous materials spills and releases occurring within their city/town.

VI. REFERENCES

Yakima Valley Hazard Identification and Community Assessment, June 2009
Yakima County Comprehensive Emergency Management Program (CEMP), June 2010
Yakima Communications Center Policy and Procedure, Policy No. 730.0, August 4, 1999

VII. ACRONYMS, DEFINITIONS AND TERMS

Emergency Operations Centers

1. Operational Area EOC—Central coordination point for Valley-wide disaster support; located in Suite 110 of the County Courthouse.

2. Local ECCs—Coordination point for local government; Yakima Valley governments have established an ECC for local disaster coordination.
VIII. TABS

Tab 1 -- Fixed Nuclear Facilities

Tab 2 -- Emergency Planning and Community Right to Know Act

Tab 3 -- Radiological Monitoring
TAB 1

FIXED NUCLEAR FACILITY
(Columbia Generating Station)

I. PURPOSE

To provide guidance for responding to a fixed nuclear power plant accident which may affect Yakima County.

II. OPERATIONAL CONCEPTS

A. Yakima County is within the 50-mile planning zone as currently described by the Nuclear Regulatory Commission, and thus will be directly affected by a fixed nuclear facility accident/incident due to the location of the Columbia Generating Station plant in Benton County. However, past experience has shown there is a great deal of public concern if there is an incident anywhere in the world.

B. Yakima County has developed a separate emergency response plan in the event of an incident at the Columbia Generating Station. Department roles and responsibilities are defined in this document.

III. REFERENCES

Yakima Valley Hazard Identification and Community Assessment, June 2009

Yakima County Comprehensive Emergency Management Program (CEMP), June 2011

Yakima County Radiological Protection Plan for Columbia Generating Station (CGS), July, 2010.
I. PURPOSE

To provide guidance for hazardous materials incident notification and response, and off-site emergency planning and notification procedures as required by Title III of the Superfund Amendments and Re-Authorization Act of 1986 (SARA), currently known as the Emergency Planning and Community Right to Know Act (EPCRA).

II. OPERATIONAL CONCEPTS

A. General

1. For the purposes of this plan, a hazardous material is defined as "Any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property or the environment."

2. Local government has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by state or Federal law or regulation. The State Emergency Management Division provides a single point of contact through the 24-hour phone number 1-800-258-5990 for notification of these state agencies, and for requesting specific state assistance.

3. It is the policy of Yakima County that planning and training activities under the scope of this Plan and under the requirements of EPCRA will be in support of and coordinated with the activities of the Local Emergency Planning Committee (LEPC) in Yakima County.

4. The LEPC, as established by EPCRA, is the group which coordinates the community planning for hazardous materials and the Community Right-to-Know program established under the Act.

5. It is the policy of the LEPC to work in cooperation with jurisdictions within Yakima County upon request in complying with EPCRA. Any of these jurisdictions may be members of the Yakima County LEPC.
6. Community Right-To-Know information is filed for public availability in the Office of Emergency Management, Suite 100, County Courthouse, Yakima, WA. The OEM is the agency to receive and file written reports from facilities concerning releases covered under Section 304 of Title III of the Superfund Amendments and Re-Authorization Act of 1986.

7. This Plan outlines the general off-site emergency procedures as required by EPCRA for facilities in Yakima County. On-site emergency procedures are in individual facility plans.

8. Infectious and bio-hazardous waste items, such as discarded needles, human blood, blood products and medical wastes are to be treated as hazardous materials under the scope of this plan. The Yakima Health District may provide guidance for Incident Command agencies on the cleanup, handling, and disposal of such materials.

9. The identification and elimination of clandestine drug labs is primarily a law enforcement responsibility. Law enforcement agencies may utilize the specific expertise of other departments relevant to the hazardous materials aspects of drug labs. This includes, but is not limited to communications, decontamination, fire suppression, clean-up and disposal services. The Yakima County Sheriff's Office has been designated as the Incident Command Agency for drug lab operations in Yakima County under the provisions of RCW 70.136.

10. The Yakima Health District must be notified of all clandestine drug laboratory seizures. Response is made by YHD personnel after the property has been secured. Under RCW 64.44 and WAC 246-205, the YHD is mandated to perform certain actions after a clandestine drug laboratory seizure. Actions may include: investigation and assessment of the affected property to determine whether contamination has occurred; posting a warning notice on the premises; declaring the property unfit for use; requiring decontamination of the property in accordance with established standards; review of contaminated property cleanup reports to ensure verification that levels of hazardous chemicals are within applicable guidelines; and release of the property for re-occupancy.

B. Notification

1. The Yakima Public Safety Communications Center has incorporated incident reporting within the CAD system. The emergency notification procedures required by EPCRA have been incorporated into this system.

2. The Yakima Public Safety Communications Center provides a single point of contact for notification of hazardous materials incidents. Any local agency or Title III facility becoming aware of a hazardous materials incident should immediately notify
the 9-1-1 by telephone. The Center will attempt to get as much information about the incident as possible utilizing CAD reporting.

3. **It shall be the policy of the Yakima Communications Center to receive and process calls regarding hazardous materials.** Notifications include:

   a. The fire service in which incident occurred.

   b. Appropriate law enforcement, if necessary.

   c. Washington State Patrol.

   d. The Yakima Health District, if necessary.

   e. The Yakima Valley Office of Emergency Management, if necessary.

   f. The State Emergency Management Division duty officer.

   g. At the direction of the incident commander, the Department of Ecology and Environmental Protection Agency.

4. **It is the policy of Yakima County that on all hazardous materials incidents the local fire service and the State Emergency Management Division shall be notified.**

5. If a spill is from the fuel tank of a motor vehicle, the YHD or OEM need not be notified, unless the Incident Command Agency feels the expertise of services of one or more of these agencies is needed. If the spill is from another source, these departments need to be notified, and from the information gathered on the Incident Worksheet, each will make a decision as to whether or not to respond.

C. **Response**

1. Most Yakima County Jurisdictions have designated the Washington State Patrol as the Incident Command Agency.

3. An emergency coordination center, either the local or operational area, may be activated if requested by the Incident Command Agency or by a response agency to support on-scene operations. On-scene agencies should provide the appropriate ECC with situation reports (sitreps) on operations and needs.

4. The two primary strategies for public protection in the case of an event are, evacuation and shelter-in-place. A Public Protection Decision Tree and
Evacuation/In-Place Sheltering Procedures are located in the ECC Implementing Procedures document. The decision on what strategy to use is made by the on-scene Incident Command Agency with input from the local Emergency Coordination Center.

5. **It is the policy of Yakima County that employees who are not assigned to do tasks which would require them to come into direct contact or handle hazardous materials themselves, shall need only "First Responder Awareness Level" training in accordance with OSHA 1910.120.**

6. **It is the policy of Yakima County that if the specific job assignment requires an employee handle or come in direct contact with hazardous materials products themselves at an incident site, appropriate higher levels of training as required by OSHA 1910.120 shall apply.**

D. **On-scene Management**

1. The Incident Command Agency is responsible for assessing the situation and making determinations of appropriate actions. On-site management will follow NIMS.

2. **It is the policy of Yakima County that response to hazardous materials incidents in Yakima County shall follow the concept of an Incident Command System (ICS). Some improvisation may be necessary to accommodate special circumstances, and the structure of an ICS would depend on the scope of the incident. For the purposes of this plan, the Incident Commander is the on-scene manager responsible for ensuring each response agency on scene can carry out their responsibilities.**

III. **RESPONSIBILITIES**

A. **Yakima Valley Office of Emergency Management**

Coordinate the provision of additional resources at the request of local response agencies or an Incident Command Agency.

B. **Yakima County Sheriff's Office**

1. Provide traffic control, area security, communications support and evacuation in the unincorporated areas of the county.

2. Act as the Incident Command Agency under RCW 70.136 for activities related to illegal drug labs.
C. Yakima Health District
   2. Assist the Hazardous Materials Incident Commander with information on handling, cleanup and disposal techniques or contacts for cleanup and disposal contractors.
   3. May provide public notice for health problems related to hazardous materials spills.

D. Yakima County Codes Enforcement
   Assist in the enforcement of all county codes relating to the storage, use and handling of flammable, explosive, combustible, toxic, corrosive and other hazardous materials.

E. Yakima Valley Fire Services
   1. Provide initial efforts of response to and size-up of hazardous materials incidents, and contacting and coordinating proper outside authorities for assistance if necessary.
   2. May assume role of Incident Commander at hazardous material(s) incident(s).

F. Yakima Valley Law Enforcement Agencies
   Provide traffic control, area security, communications support and evacuation in their jurisdiction.

G. Yakima Valley Jurisdiction’s Public Works
   Provide on-scene support to include barricade materials, signage, etc. in their jurisdiction.

H. EHS Facilities - TITLE III
   1. Designate Facility Emergency Coordinators and notify the Yakima County LEPC of any changes.
   2. Provide initial and updated emergency contacts, hazard analyses, capability assessments, Tier II information, Material Safety Data Sheets (MSDS) or list of chemicals, and other required information (as required by the Act) to the LEPC, State Emergency Response Commission, and the local Fire Department.
3. Update Tier II forms annually to the LEPC, State Emergency Response Commission and the local fire department.

4. Provide Section 313 information (Form R) to the Environmental Protection Agency, if required.

5. Develop procedures for determining if there has been a release of chemicals in accordance with the Act and appropriate on-site response procedures for facility personnel.

6. Provide emergency notification and follow-up written notice of any release in accordance with the Act and this Plan

I. Other Departments (as appropriate)

Provide assistance upon the request from OEM in accordance with responsibilities and capabilities as outlined in other parts of this plan.
TAB 3  

RADIOLOGICAL MONITORING

I. PURPOSE

To provide guidance for the detection and measurement of radioactive fallout or contamination.

II. OPERATIONAL CONCEPTS

A. Radioactive fallout could be deposited in Yakima County from nuclear power plant accidents, military accidents, nuclear weapons tests, nuclear terrorism, the limited use of nuclear weapons overseas, or from hostile action against the United States. If Yakima County is in a position to do so, the fallout will be monitored and information relayed to the State Emergency Management Division.

B. The county will rely on the environmental health physicists from the State Health Department to provide the quantitative and qualitative data of such fallout measurement. This information may come through the Yakima Health District.

C. For localized radiological incidents the county may use trained radiological monitors to determine initial radiation exposure levels and advise the health physicists of such information.

D. National Security/Radiological Reports

1. The Federal government has developed procedures to report actions of the population and local government in response to national security situations or international hostilities. The OEM is responsible for collecting, documenting and transmitting these reports to the state.

2. These procedures are utilized for such incidents as accidents involving the transportation of military weapons, nuclear terrorism, serious international situations which end in diplomatic solutions, or accidental missile launches. In the worst case scenario of a nuclear attack, it would be unlikely that any form of Yakima County government would be in any position to gather data or to transmit it to the state.

III. RESPONSIBILITIES

Yakima County
Terrorism Incident Plan

OVERVIEW

In the wake of the 9-11 World Trade Center Bombing in New York and international events such as bombings in London, terrorism has become an increasing concern for emergency management, emergency responders, and the public at large.

Terrorism is the threat or use of force or violence against persons and property to achieve political/social ends and is usually associated with community disruption and/or multiple injuries or death.

This Plan augments the existing Yakima County Comprehensive Emergency Management Program (CEMP) and identified as a Special Subject.

The attached Terrorism Incident Plan is a framework for mitigation, preparedness, response and recovery activities. It details authorities, functions, and responsibilities to establish a mutually cooperative plan of action for response to a terrorist incident.

This Plan is utilized to enhance Yakima County emergency management capabilities, to coordinate emergency management activities in order to minimize the impacts of terrorist incidents, and to protect the people, property, economy, and the environment of the Yakima Valley.

Every effort has been made to assure the Plan’s compatibility with planning guidance provided by the Department of Homeland Security and the laws of the State of Washington pursuant to Chapter 38.52 RCW. It details participant functions and responsibilities as they relate to the technological hazard of terrorism. The intent is to supplement the CEMP with terrorism specific activities, standardize terrorism planning throughout the political jurisdictions.

County-wide response agencies and departments, offices and agencies within government should study the Plan, organize accordingly, and be prepared to discharge their emergency responsibilities.

The Yakima Valley Office of Emergency Management assumes the responsibilities for coordinating the organization and training of representatives of government, as well as volunteers from the private sector, to ensure that capabilities exist to operate under the Plan.
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Yakima County
Terrorism Incident Plan

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I. PURPOSE
To provide general guidance for the coordination of emergency operations and resources within the fourteen cities and towns and the unincorporated areas of Yakima County to minimize loss of life, protect property and restore order in the event of a terrorism event.

II. SCOPE
Consequence management addresses the consequences of terrorism, the effects upon people, their property, and their communities. It includes measures to protect health and safety, restore essential government services affected by the consequences of terrorism, and provide emergency relief to government, businesses, and individuals.

The State of Washington and the jurisdictions of Yakima County exercise pre-eminent authority to make decisions regarding the consequences of terrorism. This authority rests with the Incident Commander and local emergency operations centers. The federal government provides assistance as required. The Department of Homeland Security (DHS) coordinates federal agency consequence management support with the State of Washington.

III. SITUATION, ASSUMPTIONS AND LIMITATIONS
Yakima County’s response to a terrorist incident will be determined by the material involved (i.e., firearms, explosives, nuclear, biological or chemical) and by the authorities, plans and operations that are triggered.

A. Situation
1. A civil disturbance/terrorism emergency situation could occur at any time with a minimum of warning.
2. Law enforcement is responsible for preserving the peace and suppression of civil disturbances and terrorist events, including demonstrations and unlawful acts ranging from passive disobedience to mass insurrection.
3. In a terrorist incident, the area of operations is potentially a crime scene, a hazardous materials site and a disaster area—spanning the borders of several jurisdictions. In order to organize a complex on-scene operation, operational boundaries need to be defined with common terminology and procedures for officials responding to the crime scene, the hazardous materials incident, and the disaster area. Operational boundaries may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess...
potential impacts on the population and the environment. The physical location of these boundaries will depend on the type and quantity of hazardous materials involved.

(a) The **Crime Scene Boundary** defines the crime scene. Access to the crime scene may be restricted by federal, state and local law enforcement. Response activities within the crime scene may require special procedures in order to protect evidence collection.

(b) The **Hazardous Materials Boundary** defines the hazardous materials site, which may be referred in technical operation as the “hot” or “isolation” zones. Depending on the spread of contamination, the hazmat site may include some portion of the crime scene and the surrounding community. Access into this area may be restricted on the authority of state and local health officials.

(c) The **Disaster Boundary** identifies the community-at-risk which may need to take protective actions such as shelter-in-place, evacuation or quarantine. Access into this area may be restricted on the authority of state and local health officials; and elected officials of jurisdictions impacted.

**B. Assumptions**

1. Terrorist attacks are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.

2. Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident.

3. Terrorist attacks may require a vast response effort from all levels of government (federal, state and local).

4. Terrorist attacks may result in large numbers of casualties, including fatalities, physical injuries, and psychological trauma.

5. The attack may be at multiple locations.

6. The attack may be accompanied by fire, explosion, or other acts of sabotage.

7. There may be a booby trap device set off to attract emergency responders, then a second device may be set off for the purpose of injuring the emergency responders.

8. The presence of a chemical or biological agent may not be recognized until some time after casualties occur.

9. There may be a delay in identifying the chemical or biological agent present and in determining the appropriate protective measures.
10. The chemical or biological agent may quickly dissipate or may be long-acting and persistent.

11. Investigation for the cause of the event and those responsible for it are important law enforcement activities.

12. Resources for combating terrorist attacks exist in local, state and federal governments.

13. Recovery can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and psychological stress.

C. Limitations

It is the policy of Yakima Valley government jurisdictions that no guarantee is implied by this Plan of a perfect response system. As government assets and systems may be overwhelmed, jurisdictions can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at the time.

1. Law enforcement agencies have limited capability for responding to civil disturbances or terrorism events.

2. Fire services have limited capability to respond to chemical, biological or nuclear acts of terrorism.

3. Hospitals in Yakima County have limited civilian victim decontamination capability.

4. Yakima Valley Red Cross has local staffing capabilities to manage no more than 300 shelterees.

IV. POLICY

A. Law enforcement will exercise broad lawful authority, within existing capabilities, to protect life and property threatened by civil disturbance or terrorism incidents, to include evacuations, curfews and other necessary actions to contain or control the incident.

B. Law enforcement agencies will normally retain the role of lead agency and the incident commander until the threat to public safety is abated.

C. Direction, Control and Coordination will maintained through the activation of Emergency Operation/Coordination Centers to support the response to a civil disturbance or terrorist incident.

D. Incident Command System will be the organizational basis for response to a civil disturbance or terrorist incident.

E. Appropriate state and federal agencies will be notified.
V. CONCEPT OF OPERATIONS

Emergency response organizations and Yakima County political subdivisions assign terrorist incident response responsibilities based upon existing capabilities or mutual aid agreements as provided in the Yakima County CEMP.

All such plans should be consistent with this Special Subject, the CEMP, and RCW 38.52.070.

A. Emergency response organizations or agencies will be the first on-scene during a terrorist incident and the last to leave. Federal support for crisis and consequence management may not arrive for 6 to 10 hours after the incident occurs, depending on the proximity of support and rapid decision making at all levels. Once the FBI arrives on-scene, two separate response functions and command posts will exist: the local Unified ICS functioning out of the Incident Command Post and federal response headquartered in the FBI Joint Operations Center (JOC).

B. Central to the success of the terrorist incident response is the integration of local, state and federal operations. Liaisons should be exchanged and direct coordination between the local Incident Commander and FBI On-Scene Commander should occur on a frequent and regular basis.

C. The on-scene response will use the Incident Command System (ICS), also called National Incident Management System. Each organization and jurisdiction should establish protocols for designating an incident commander and terrorist incident response utilizing ICS.

1. ICS can be used in any size or type of terrorist incident to control response personnel, facilities, and equipment. ICS principles include use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designated facilities, and comprehensive resource management. The organization and/or jurisdiction’s ICS would be similar to that depicted in Figure 1, Incident Command System Organizational Structure, but would not necessarily duplicate it because of the unique nature of each terrorist incident and each jurisdiction’s response capability.

2. Terrorism challenges the ICS due to its catastrophic nature and the multitude of local, state, and federal agencies involved in incident response. In addition to the terrorist incident itself, ICS must deal with the challenges of operating in a unified command structure and integrating concurrent local, state, and federal response operations.

3. Unified Command will be essential to the efficient and effective use of multiple agency resources responding to the terrorist incident. The central concept of Unity of Command is that each person within a responding organization reports to only one person. Unified Command allows all agencies with responsibility for terrorist incident response, whether geographically or functionally aligned, to manage an incident by establishing a common set of objectives and strategies.
4. Responding organizations maintain their agency authority, responsibility, and accountability under Unified Command. However, under Unified Command responding agencies, contribute to the command process by determining the overall objectives, planning and conducting joint-integrated operations, and maximizing the utilization of assigned resources.

5. Unified Command is critical to terrorist incident response because it is the only mechanism that provides a single, coordinated Incident Action Plan (IAP) for incident functions, a single focal point (Operations Section Chief) responsible for implementing the IAP, and a single Incident Command Post (ICP) or facility.

D. Activation of Emergency Operations/Coordination Centers

When the initial call is received the scope of the incident may not be known; initial information that is received, processed and acted on by a call-taker will be critical. If appropriate, the activation of the Emergency Operation/Coordination Center(s) will allow information to be collected, processed and disseminated in an orderly manner. Structure of the Emergency Operations Centers follow Figure 2, Yakima County Emergency Operations Centers Organization.

1. The Yakima Valley Office of Emergency Management will activate the Operational Area Emergency Operations Center (OA EOC) and establish contact with the local jurisdiction’s ECC. The OA EOC will assist affected jurisdictions by collecting initial information about the incident and working with other officials to determine the hazard that is being faced and the best method with which to proceed.

2. The affected jurisdiction will manage its response to the incident through the activation of their Emergency Coordination Center. Communications should be established with the OA EOC as soon as possible.

VI. RESPONSIBILITIES

A. Yakima County Board of Commissioners

Establish policy and pass emergency ordinances as required to suppress civil disturbance or disorder affecting the county jurisdiction.

B. Yakima County City and Town Councils

Establish policy and pass emergency ordinances as required to suppress civil disturbance or disorder affecting the jurisdiction.

C. Mayors and County Commissioners

1. Control of jurisdiction’s emergency response forces and resources in support of field operations through activation of the CEMP.
2. Conduct liaison and coordination with state, local, and private organizations through the activation of the Emergency Coordination Center.


5. Request state assistance.

D. Yakima Valley Office of Emergency Management
   1. Establish the Disaster Boundary.
   2. Insure that the Operational Area EOC is operational.
   3. Coordinates resource requests with the Washington State Emergency Management Division.

E. Yakima Sheriff’s Office and/or Local Police Departments
   1. Establish Crime Scene Boundary.
   2. Collect and disseminate information and intelligence.
   3. Control access to damaged or evacuated areas.
   4. Establish incident command or unified command structure.
   5. Direct and control law enforcement forces deployed to the incident site.
   6. Secure critical facilities as the situation warrants.
   7. Provide security and protection for personnel and equipment supporting the operation.
   8. Provide security at Red Cross shelters and/or feeding sites.

F. Yakima County Public Services and/or Local Public Works
   1. Provide traffic control barricades, as necessary.
   2. Provide debris clearance.
   3. Advise on traffic control matters.
   4. Advise on road and/or street closures.
   5. Determine detour routes.

G. Yakima County Fire Protection Districts and/or Local Fire Departments
   2. Establish on-site liaison at the law enforcement command post.
   3. Coordinate fire service response to hazmat incident within local capability.
   4. Coordinate fire suppression strategy with incident commander.
   5. Provide emergency medical services as permitted by safety and security precautions.
H. **Yakima Health District**
   1. Monitor and investigate public health threats.
   2. Initiate public health alerts and emergencies.
   3. Coordinate delivery of vaccines, antidotes, etc.
   4. Coordinate with state and federal public health agencies on the establishment of decontamination procedures to include screening areas, decontamination sites and reception centers.
   5. Coordinate mass fatality protocol with coroner.
   6. Advise Incident Commander when the impacted area is safe and secure for the delivery of Red Cross services.

I. **Yakima County Emergency Medical Services**
   1. Coordinate emergency medical services at the scene.
   2. Coordinate protocol changes with EMS providers and hospitals.

J. **Yakima Valley Chapter of the American Red Cross**
   Conduct the following activities within *Disaster Services Connection #98* guidelines for a WMD event.
   1. Mass Care—Sheltering
   2. Mass Care—Feeding
   3. Disaster Welfare Inquiry (DWI)
   4. Disaster Health Services
   5. Disaster Mental Health Services
   6. Government Liaison
   7. Family Service
   8. Public Affairs
Figure 1—Incident Command System Organizational Structure

Emergency Coordination Center (ECC) See: Figure 2

Incident Command (CP)

Information Officer
Safety Officer
Liaison Officer

Coordination----

Planning Section

Operations Section

Logistics Section

Administrative / Finance Section

Situation

Documentation

Staging Area

Law Enforcement

Traffic Control

Perimeter Control

Bomb Disposal

Search and Rescue

Investigation

Fire Suppression

Tactics

Emergency Medical Services

Treatment

Triage

Transportation

Service

Communication

Support

Facilities

Feeding

Public Works

Barricades

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Figure 2—Yakima Valley Emergency Operations Center Organizational Structure

- Executive Group
- ECC Director (Management) coordination
- ECC Coordinator/Supervisor coordination
- OA EOC
- Liaison Officer
- Safety Officer
- Special District Representatives
- Security Officer
- Volunteer & Private Agency Rep

Operations Coordinator
- Firefighting (HazMat) (Light Rescue)
- Law enforcement (Security) (Evacuation)
- Public Protection (Food & Water) (Mass Care) (Animal Protection)
- Public Works & Engineering (Debris Management) (Damage Assessment)

Planning/Intelligence Coordinator
- Situation Assessment
- Documentation
- Advanced Planning

Logistics Coordinator
- Communications & Information Systems
- Transportation Services
- Personnel
- Supply/Procurement
- Facilities

Finance/Administration Coordinator
- Purchasing
- Compensation & Claims
- Accounting & Record-Keeping

Command Post
- Fire
- Law
- PW

Incident
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Appendix 1
Protecting Emergency Workers

DEFINITION OF WEAPONS OF MASS DESTRUCTION. The standard definitions of weapons of mass destruction used throughout the federal government is—

“Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; any weapon that is designed to release radiation or radioactivity at a level dangerous to human life; or any destructive device as defined in Title 18, United States Code, Section 921.”

I. EMERGENCY RESPONSE PERSONNEL
A. Hazards

Emergency personnel first responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce.

1. Mechanical Hazard. Any type of mechanical harm causing trauma (includes gunshot wounds, bomb fragments or shrapnel).
2. Etiological Hazard. Disease causing material including—bacteria (e.g., anthrax); rickettsias (e.g., Q fever; viruses (e.g., hemorrhagic fever); and, toxins (e.g., ricin or botulisms).
3. Thermal Hazard. From both extreme heat and cold (e.g., burning liquids or metals like magnesium; cryogenic materials such as liquid oxygen).
4. Chemical Hazard. Toxic or corrosive substances (e.g., acids such as sulfuric or hydrochloric; caustics such as ammonium hydroxide; toxic substances such as nerve agents, pesticides, or other chemical agents).
5. Radiological Hazard. Alpha, beta, and gamma radiation from nuclear material.
6. Asphyxiation Hazard. Lack of oxygen in the atmosphere due to displacement by heavier than-air vapors or depletion by a chemical reaction such as burning.

B. Principles of Protection

Though the type of protection required varies from hazard to hazard, there are three basic principles of protection that apply to all hazards—time, distance, and shielding.
1. **Time.** Spend the shortest amount of time possible in the hazard area or exposed to the threat. Use techniques such as rapid entries to execute reconnaissance or rescue. Rotate personnel in the hazard area. The less time spent in the affected area, the less likely you would be injured. Minimizing time spent in the affected area will also reduce the chance of contaminating the crime scene.

2. **Distance.** Maximize the distance from the hazard area or the projected hazard area. For chemical hazards, recommended distances are included in the 2004 Emergency Response Guidebook (2004 ERG).

3. **Shielding.** Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, chemical protective clothing, and personal protective equipment.

**NOTE:** Detailed information on protection from specific terrorist incidents and hazards is contained in Appendix 3.

II. **SCENE CONTROL**

A. **Initial Considerations**

Approaching a criminal event that has been created by an act of terrorism presents unique challenges to the responder. To effectively implement scene control and ensure public safety, emergency responders must quickly and accurately evaluate the incident area and determine the severity of danger. Once the magnitude of the incident is realized, attempts to isolate the danger can begin. Establishing control zones early will enhance public protection efforts.

1. Initially, when response resources are limited, isolating the hazard area and controlling a mass exodus of panicked and contaminated people will likely overwhelm the best efforts of the first arriving responders.

2. Terrorists may still be lurking nearby waiting for responders to arrive, or could be among the injured. If this is suspected, initial scene control will likely be delayed and dictated by law enforcement activities.

3. Anticipate the potential for multiple hazard locations. Responders may have to define outer and inner operational perimeters. There may exist several hazards within the outer perimeter that must be isolated, especially when victims are scattered throughout the boundaries of the incident, or multiple targets contain dangers.

4. Controlling the scene, isolating hazards and attempting to conduct controlled evacuations will be resource intensive, inordinate security may be needed for the event, so responders should request additional assistance early.
5. After a bombing, access to the scene may be limited due to rubble or debris. Law enforcement activity may make it difficult to establish access and exit avenues for operations.

B. **Perimeter Control**

1. Recognizing and evaluating dangers is critical to implementing perimeter control. Adequately evaluating potential harm will guide decisions and considerations for “stand off” distances, or establishing “work zones”.
   a. Take time to perform an adequate size-up.
   b. Better to overestimate the perimeter than underestimate; it is easier to reduce the perimeter instead of increasing it after operations are set up.

2. Depending on the size and complexity of the situation, the boundaries may need to be divided or identified as having “outer” and “inner” perimeters.
   a. The outer perimeter is the most distant control point or boundary of the incident. It is used to restrict all public access to the incident.
   b. The inner perimeter isolates known hazards within the outer perimeter.
      It is used to control the movement of responders.
   c. Types of terrorist incidents that may require outer or inner perimeter control include:
      (1) improvised explosive devices;
      (2) chemical or biological dispersion devices; and,
      (3) radioactive contamination.

3. Perimeter control may be influenced by the following components:
   a. amount and type of resources on-hand;
   b. capability of available resources (training level);
   c. ability of the resources to provide self-protection (personal protective equipment);
   d. size and configuration of the incident; and,
   e. stability of the incident.

4. Establish the standard “control zones” within the outer perimeter. These zones include the:
   a. hot (exclusion) zone--exceptional access;
   b. warm zone--contamination reduction corridor; and,
5. Because of the potential for secondary and tertiary events, the perimeter and control zones should be mapped. Therefore, if the incidents escalate, boundaries can be expanded using established reference points that are familiar to on-scene responders. Mapping components should include:
   a. topography;
   b. structures/landmarks;
   c. access and egress points; and,
   d. perimeter boundaries.

6. Using detection and monitoring equipment to identify perimeter and work zone boundaries has limitations:
   a. responders must attempt to identify “clean” areas as well as hazardous areas; this is usually accomplished by using detection and monitoring equipment; however, equipment designed to detect hazardous materials may not be immediately available to first responders;
   b. unlike chemical and/or biological detectors, radiological detection equipment and trained operators are available from the WA State Emergency Management Division.

7. Isolation/Standoff Distance Considerations
   a. First, identify the problem from initial incident information (dispatcher reports) and outward warning signs and detection clues.
   b. Determine isolation area based upon these factors:
      (1) potential of harm to life, critical systems, and property;
      (2) topography;
      (3) meteorological factors; and,
      (4) resources available to implement tactical operations.
   c. Access reference materials such as the 2004 Emergency Response Guide book (ERG2004) to determine initial isolation and protection distances.
   d. When limited information is available pertaining to the agent, Guide 111 in the 2004ERG recommends minimal isolation for at least 100 meters (330 ft) in all directions.
   e. If responders suspect radioactive materials, use appropriate detection equipment with trained operators in determining isolation distances. Monitoring for radioactive materials at any bombing event should be done routinely. Monitoring is the only way to detect the presence of radiation at the scene. Guides 161 - 166 in
the 2004ERG recommend isolation for at least 25 to 50 meters (80 to 160 feet) in all directions.
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Appendix 2
Public Protection

Public safety will largely depend on the ability of responders to effectively conduct a hazard and risk analysis of the affected population. The same basic strategies used by responders to protect the public during a hazardous materials incident can be applied to a terrorist event. First arriving responders may be required to make rapid decisions that apply to implementing public protection measures because of escalating dangers. This being the case, those responders will need to base decisions on information gathered during the primary SIZE-UP. This can be a challenging task at any significant incident when so many demands are placed upon first arriving units. Remember, SIZE-UP is a continuous process of gathering and using information to make the best decision at a particular point in time.

For a major terrorist incident, the following options should be considered in defining the approach to protecting the public:

1. Evacuation;
2. Sheltering-in-Place; and,
3. A combination of evacuation and shelter-in-place

I. EVACUATION
A. Evacuating the public from a hazard is a decision based upon information that indicates the public is at greater risk by remaining in or near the hazard area. The types of information that should be considered in the decision to evacuate should include the following:

1. The degree or severity of public dangers or threats as a result of the hazard.
2. The number of individuals or population area affected by the hazard.
3. Availability of the resources needed to evacuate the affected population including:
   a. additional fire/EMS/law enforcement personnel; and,
   b. transportation vehicles including school buses, privately-owned vehicles or public mass transit.
4. Means available to notify the public and provide emergency instructions before and during the evacuation, including:
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a. Emergency Alert System;
b. NOAA Weather Radio;
c. route alerting via mobile address systems;
d. sirens; and,
e. door-to-door alerting.

5. Safe passage for the evacuees, including:
a. adequate time and opportunity to conduct the evacuation;
b. evacuation route monitoring;
c. ability to reroute traffic due to congestion; and,
d. availability of shelters.

6. Special needs of the evacuees:
a. the need to assist special facilities (e.g., hospitals, nursing homes, jails) in evacuating; and,
b. the need to alert and warn the hearing impaired and provide evacuation assistance to the mobility challenged.

7. The ability to provide shelter and sustenance to evacuees including:
a. adequately staffed shelters with feeding and lavatory facilities; and,
b. the provision of medical care to evacuees in need.

II. SHELTER-IN-PLACE

Sheltering-in-place is the advising of the affected populations to remain indoors and seek protection within the structure that they occupy or in a nearby structure. The decision to shelter-in-place is based upon the analysis of the hazard. If the danger to the public is determined to be less by shelter-in-place, rather than by evacuating, then shelter-in-place should be carried out. With certain hazards (i.e., short term airborne chemical or radiation hazards or line-of-sight exposure to explosives) the best decision may be to shelter-in-place. Distinct advantages of shelter-in-place over evacuation are the relative short time and ease of implementation. Remember, as long as there remains a danger, hazards and risks must be continuously evaluated. When considering shelter in-place, include the following:

1. the risks of shelter-in-place vs. evacuation;
2. the availability of resources;
3. the time available to take protective action; and,
4. the level of public understanding of the shelter-in-place concept.
For example, shelter-in-place can be enhanced by seeking the most protective refuge in the structure. For chemical, radiation, and some biological hazards, shelter-in-place may be enhanced by reducing the indoor-outdoor air exchange rate.

III. COMBINATION OF BOTH PROTECTIVE ACTIONS

There may be circumstances when using both evacuation and shelter-in-place would be appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard, and at the greatest danger, could be instructed to evacuate, while people not in the immediate area would be advised to shelter-in-place.

IV. SUPPORTING PUBLIC PROTECTION MEASURES

A. Public Protection Decision Tree
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Appendix 3

Specific Terrorism Hazards and
Personnel Protective Measures

I. FIREARMS

A. Overview
Armed attack incidents can include many different scenarios and types of weapons. Harm occurs from physical trauma inflicted from the weapon(s). Terrorists generally utilize weapons that can kill the largest number of persons in the shortest amount of time.

B. Types of Harm
1. Primary: Mechanical
   Historically, the weapons of choice have been 9 mm semi-automatic pistols, 9 mm machine guns and AK-47 assault rifles.

2. Secondary: Etiological (disease causing)
   Etiological harm may come from contact with blood and other bodily fluids.

C. Implementing Personnel Protective Measures
1. Time
   Until the scene has been secured by law enforcement officials any time spent in the area should be kept to an extreme minimum. Time spent in the unsecured area should only be done by trained responders executing clear tactical objectives.

2. Distance
   Until the scene has been secured by law enforcement official, responders should keep an approximate distance of 1/2 to 1 mile from the shooter’s location. Determining the exact distance will be based on topography and the individual situation.

   The point is to utilize distance as much as possible. Be aware that projectiles from high-powered rifles can travel distances greater
Shielding

Implementing shielding from an armed attack can be accomplished by utilizing physical objects such as buildings and response vehicles. In some high risk areas and situations, departments have issued protective vests and helmets. Shielding at an armed attack needs to include both horizontal shielding and vertical cover.

Projectiles falling from above, as well as shots fired from elevated structures can bypass horizontal shielding. Responders should utilize comprehensive shielding as projectiles can ricochet from any direction.

II. EXPLOSION

A. Overview

1. Size and Target

Bombing incidents can involve multiple devices from small pipe bombs to large vehicle bombs. The incident may involve an attack against a fixed target or a group of people such as emergency responders. The incident may be an isolated event or may involve secondary devices, booby traps or suicide bombers.

2. Materials Used

Materials involved will always include some form of explosives. However, the detonation may be designed to disperse biological, chemical or radiological materials. The type of bomb involved may be an improvised explosive device or a commercially manufactured explosive.

3. Detonation Methods

The bomb may be activated by a timing device or equipped with various switches that can be activated by light, heat, pressure, movement or radio transmission.

4. Special Considerations

Currently, bombs are the weapons most frequently used by terrorists. It is important to note that one of the bomb victims may be the bomber. For this reason, victims may be searched for weapons prior to transport.
B. Types of Harm

1. Thermal
   This would apply to individuals exposed to the heat generated by the detonation. It is usually not an ongoing risk unless there are unexploded materials present.

2. Radiological
   If the device was designed for the purpose of dispersing radiological contamination or detonated in an area containing radiological materials, this will present a continuing hazard.

3. Chemical
   Chemical hazards can come from products created as a result of the explosive reaction, from chemicals already present at the detonation site, or which have been included in the device for the purpose of being dispersed. All of these potential hazards must be addressed by responders.

4. Etiological
   This will be a primary risk if the device is used as a dispersion mechanism. Otherwise, it is always a secondary risk due to mechanical trauma.

5. Mechanical
   Mechanical harm can result from blast over pressure, shockwaves and fragmentation.

C. Implementing Protective Measures

1. Time
   a. Pre-blast
      Attempting to use time as a protective measure in a pre-blast situation is a gamble. Once detonation starts, harm will occur almost instantaneously.

   b. Post-blast
      Minimizing exposure time in the affected area will assist in keeping exposure to hazards as low as possible. Work time in the affected area should be kept at a minimum until the area has been evaluated by specialized teams.
These teams will search the area for mechanical hazards, unexploded material, radiological hazards, chemical hazards, biological hazards, secondary devices and booby traps.

2. Distance
   a. Pre-blast
      Determining the appropriate distance from a suspected explosive device is difficult. Responders must consider the size and estimated power of the device, topography of the scene and estimation of harm in the event of detonation.

      Guide 112 of the 2004 ERG (which provides guidance for Class A and B explosives) states “May explode and throw fragments 1600 meters (1 mile) or more if fire reaches cargo”. For public safety, isolate for least 500 meters (1/3 mile) in all directions. Do not operate radio transmitters within 100 meters (330 feet) of electric detonators.

   b. Post-blast
      These incidents may involve a large area. Maintaining a proper distance from the affected area until it has been evaluated by specialized teams is important.

3. Shielding
   a. Pre-blast
      Implementing shielding at the scene of a bombing incident can be accomplished by utilizing physical objects such as buildings and response vehicles.

      If practical, keep out of the line of sight of the scene and stay away from windows.

   b. Post-blast
      May require the use of respiratory protection and protective clothing.

III. BIOLOGICAL AGENTS
    A. Overview
       Biological incidents will present themselves as either a focused emergency response or a public health emergency. Materials include bacteria, rickettsia, viruses or toxins. These materials are inhaled or ingested into the body to cause harm.
B. Types of Harm
1. Primary: Etiological
   These materials are classified as Class 6 Hazardous Materials by the US Department of Transportation.

2. Secondary: Chemical
   Possible secondary hazard (e.g., at the scene of a clandestine laboratory).

3. Secondary: Mechanical
   Possible secondary hazard where explosives have been used to disperse the agent.

C. Implementing Self-Protective Measures
1. Time
   Keep exposure time and product contact to a minimum.

2. Distance
   Keep an appropriate distance from the actual biological material. Stay upwind, uphill and away from contaminated areas and casualties if you don’t have the appropriate protection.

3. Shielding
   Implementing appropriate shielding in the form of respiratory protection and protective clothing.

IV. CHEMICAL AGENTS
A. Overview
   Chemical incidents can include many hazardous materials classes. Materials can be inhaled, ingested, or injected. Materials can include industrial, chemical, or warfare type of agents.

B. Types of Harm
1. Primary: Chemical
   Chemical hazards include a wide variety of effects including corrosive, reactivity, and a variety of systemic effects which may attack the central nervous system, cardiovascular system, respiratory system and other bodily functions.
2. Secondary: Thermal
   Many chemical reactions create heat. Also, the chemicals involved may be flammable.

3. Secondary: Asphyxiation
   Some chemical reactions may deplete oxygen or create gases that Displace oxygen.

4. Secondary: Mechanical
   Corrosive chemicals like strong acids can weaken structural elements.

C. Implementing Protective Measures
   1. Time
      Keep exposure time and product contact time to a minimum.

   2. Distance
      Keep an appropriate distance from the actual chemical. Stay upwind, uphill and away from contaminated areas and casualties if one doesn’t have the appropriate protection.

   3. Shielding
      Implement appropriate shielding in the form of respiratory protection and protective clothing.

V. INCENDIARY DEVICES
   A. Overview
      Incendiary incidents involve flammable devices that are either stationary or hand thrown.

      Incendiary devices are used in approximately 20 - 25% of all bombing incidents in the United States and can include many different chemicals and flammable or explosive devices.

   B. Types of Harm
      1. Primary: Thermal
      2. Secondary: Asphyxiation
Asphyxiation is always a possibility due to the fact that burning depletes oxygen.

3. Secondary: Chemical
   The incendiary material may release a chemical hazard or other fuels present may generate chemical hazards.

4. Secondary: Mechanical
   Secondary from structural damage, thrown devices or secondary events or explosions.

C. Implementing Self-Protective Measures
   1. Time
      Keep exposure time in the affected area and product contact time to a minimum.

   2. Distance
      Keep an appropriate distance from any chemicals. Stay upwind, uphill and away from contaminated areas and casualties if one doesn’t have the appropriate protection.

   3. Shielding
      Implementing appropriate shielding in the form of respiratory protection and protective clothing.

VI. NUCLEAR DEVICES
   A. Overview
      Terrorist nuclear incidents are most likely going to involve the use of an explosive dispersion device or any other means to spread nuclear materials. Intelligence sources report that the use of a nuclear fission device to cause a nuclear detonation is highly unlikely if not nearly impossible. Identifying a nuclear incident may be difficult due to the fact that radiation cannot be detected by the senses and that symptoms of radiological exposure are generally delayed for hours or days.

   B. Types of Harm
      1. Primary: Radiological
         Due to the nature of radiological materials, this will present an ongoing hazard, the scope of which will only be determined when
the amount and identity of the substance involved is ascertained.

2. Secondary: Chemical

Many radiological substances are also chemical hazards. This is an area that may be overlooked by responders concentrating on radiation effects.

C. Implementing Protective Measures

1. Time

Spend the shortest amount of time in the suspected contaminated area.

2. Distance

Keep an appropriate distance from the suspected contaminated area. Guides 161 - 166 of the 2004ERG recommends a minimum isolation of 25 meters (75 feet) in all directions.

3. Shielding

Implementing shielding at the scene of a radioactive incident can be accomplished by utilizing physical objects such as buildings and response vehicles. The penetration effects of radiation are dependent upon the type of material and the nature of the radiation emitted. As a rule of thumb, keep as much mass between the responder(s) and suspected radiological materials as possible.

4. Avoiding Internal Contamination

Do not eat or drink in any area with a suspected or confirmed radiological hazard.
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Appendix 4
Decontamination of Casualties

I. OVERVIEW

A. Quick decontamination of victims is the goal of first responders. The most effective decontamination time is within 1 to 2 minutes after exposure. The simple removal of the victim’s clothing (including any undergarments) can effectively remove as much as 80% of the contaminants.

B. At a minimum, immediate gross decontamination will be performed on all patients expected or known to be at risk for direct or secondary contamination. All decontamination actions conducted by first responders will be carried out using the appropriate personal protection equipment (PPE) as determined by the senior HazMat officer on-scene or by the appropriate standard operating procedures (SOPs). Decontamination will be performed in three stages:

1. Gross decontamination involves the safe removal of the victim from the contaminated environment, complete removal of the victim’s clothes and a complete head to toe rinse with the appropriate solution (usually plain water or a combination of water and .5% household bleach).

2. Secondary decontamination involves a more thorough washing of the victim in a head to toe fashion using a decontamination solution which is then followed by a complete rinsing.

3. Definitive decontamination is carried out by a series of washes and rinses until such time that it is certain that all contaminants have been removed from the victim (definitive decontamination will usually take place at a medical facility).

C. First responding units arriving at a suspected terrorist attack will position their apparatus and equipment in an up-wind position and prepare to set up a drench decontamination corridor using on board appliances and water supply. If and when possible first in engine or aerial companies should connect to an appropriate hydrant and conduct a forward lay to thereby provide a supply line so as to guarantee an uninterrupted water supply to adequately perform gross decontamination operation and anticipate the
initial elements of a decontamination corridor. In the absence of a hydrant then a secondary source of water must be located, drafting operations should be considered and the appropriate tanker apparatus should be deployed.

II. STANDARD OPERATING GUIDELINES: VICTIM RAPID GROSS DECONTAMINATION

A. A review of casualty producing hazardous materials incidents and mass casualty incidents involving agents used as weapons establishes that casualties who are able to quickly leave the affected area. Many of these casualties then self-refer to a medical facility while still contaminated with the toxic agent. The result can be a chain of cross contamination extending from the incident to the hospital. In addition, the medical facility and health care providers can then become casualties.

B. Incidents involving the need to rapidly decontaminate large numbers of persons are problematic for other reasons as well. Strategies using flushing of contaminated persons with water streams from firefighting apparatus have limitations. Environmental factors such as cold weather may make this method impractical. Arguably, this sort of flushing prior to disrobing may also carry the agent through to the skin and many may be reluctant to disrobe publicly, a necessary follow up action following the dowsing.

C. Victim Rapid Gross Decontamination addresses these issues by providing the most rapidly deployable, waterless decontamination scheme for walking wounded that also makes an attempt to provide some minimal privacy.

1. This plan is primarily intended for incidents involving toxins purposely used as weapons against civilian populations. It exists in addition to other SOGs and MMST planning and operational documents.

2. In the event of a known dispatch to a weapons of mass destruction (WMD) event involving mass casualties or upon identification of such events from a first response company, the following specific actions will occur:
   a. A perimeter will be established by first response personnel in full PPE.
   b. The Operational Area EOC will be notified by Fire Dispatch of the need for buses to be diverted to the incident staging area.
c. Two garment changing corridors will be set up using extended ladders and salvage covers or rapidly deployable screens from the GDU.

d. Walking wounded will be directed through the corridors where they will be directed to:
   (1) wipe exposed skin areas with Rapid Skin Decontamination Lotion or other specific solvent and disposable towels;
   (2) disrobe to undergarments;
   (3) bag clothing in biohazard bags;
   (4) wipe exposed skin areas an additional time;
   (5) re-robe in disposable garments and booties, and
   (6) exit the corridor and board a bus.
In cold weather, casualties will be provided with disposable blanket.

e. Buses will be moved from the staging area driven by Fire personnel in Level B or C PPE, as directed.

f. Buses will be directed by the Incident Transportation Officer to a destination facility. Buses will be staffed by, at a minimum, two BLS attendants capable of administering nerve agent antidote.

g. Casualties will receive a thorough decontamination at the destination facility.
Blank Intentionally
Yakima County  
Terrorism Incident Plan  

Appendix 5  
RESPONDER TASK CHECKLISTS  

FIRST RESPONDER TASK CHECKLIST  

A WMD materials incident is also any incident that involves the presence of WMD materials as defined above. A WMD materials incident shall include but not be limited to terrorist acts or any criminal investigation that indicates the presences or threat of WMD. A WMD materials incident shall also include the discovery of WMD materials in connection with clandestine labs and incidents of a non-criminal nature, where the presence of WMD material is suspected and/or detected.

<table>
<thead>
<tr>
<th>TASK</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first unit on the scene who suspects that a possible WMD incident has occurred will broadcast the findings and warn additional responding units of any gas, odor, color of vapor, fluids or any other indication of WMD material.</td>
<td></td>
</tr>
<tr>
<td>The first responder shall advise of the wind conditions, the flow of the product and if possible, the &quot;Hot Zone&quot; to be avoided.</td>
<td></td>
</tr>
<tr>
<td>Secure and protect the crime scene by establishing a perimeter. The rule for perimeter distance in WMD incidents is variable due to the nature of the WMD material and subject to terrain and weather (wind) conditions. In situations involving a structure, the immediate exits and surrounding area should be evacuated immediately and the structure secured to prevent cross contamination by exiting persons. Consideration of the &quot;Hot Zone&quot; distance will depend upon size and type of WMD material and weather conditions. The &quot;Hot Zone&quot; will be the area of known contaminant and persons observed exhibiting signs and symptoms of exposure. Personnel in or who entered the &quot;Hot Zone&quot; shall be considered contaminated.</td>
<td></td>
</tr>
<tr>
<td>RESPONDING PERSONNEL SHALL STOP AND DON PERSONAL PROTECTIVE EQUIPMENT BEFORE ARRIVING</td>
<td></td>
</tr>
<tr>
<td>The officers on scene shall make every effort to avoid cross contamination from persons attempting to vacate the premises. However, every effort shall be made to contain suspected victims within the contaminated area.</td>
<td></td>
</tr>
<tr>
<td>The first responding supervisor on the scene should organize this type of crowd control.</td>
<td></td>
</tr>
<tr>
<td>If a Command Post has not been established by the Fire Department, the first arriving Command Officer shall establish a Command Post at a location suitable to the incident. However, the CP shall not be co-located with the Staging area.</td>
<td></td>
</tr>
<tr>
<td>The next arriving Supervisor shall establish a staging area in a safe area up wind and up hill of the incident and direct all supporting police personnel to report to that location for further deployment.</td>
<td></td>
</tr>
<tr>
<td>The initial investigation of a complaint of a suspected WMD Incident is a police responsibility. In the event that the Fire Department has preceded the Police Department to the incident, the Police Department commanding officer will respond to Fire Command Post.</td>
<td></td>
</tr>
<tr>
<td>All additional responding units will report to the Staging Area as established by the Fire Department.</td>
<td></td>
</tr>
<tr>
<td>If there is evidence of or the possibility of WMD material, police officers will</td>
<td></td>
</tr>
</tbody>
</table>

Revised August, 2007
prevent unauthorized persons from entering or exiting the area.

Small Structure: When the building or area to believe to be contaminated is small, police personnel may be sufficient to secure the area and prevent cross contamination by preventing persons from leaving the area.

Large structure or area: The Fire Department will establish decontamination and triage stations. The police will then be assigned to perimeter and traffic duties, and the Bomb Squad will conduct the search.

Vehicles: Due to the extreme dangers encountered with WMD in vehicles, a vehicle suspected to contain WMD materials can only be searched by a qualified technician with special protective gear and equipment. When a vehicle is suspected of containing WMD materials, it will be immediately secured. The WMD Specialist and the Bomb Squad will be called to the scene for an evaluation to complete the search. Searches will only be done by qualified technicians.

Exposure to substance(s): Emphasis should be made on avoiding contact with any suspected hazardous materials. If any personnel are contaminated they should move away from the contaminated area as quickly as possible, isolate themselves from other personnel and immediately warn others of their exposure, initiate gross decontamination (the removal of all clothing and flushing of the body with copious amounts of water and notify the fire Department if necessary.

Secondary Devices: Awareness to secondary devices and their "anti-personnel" nature targeting first responders is essential. Awareness of the potential presence of this type of device is essential for maintaining the safety of personnel. First responders must overcome the urge to "rush" into the scene of a WMD incident. Avoid exposure to any smoke or liquid even if not suspected dangerous (monitor wind direction and liquid flow).

NO ONE shall enter the Red Zone unless under the direct supervision of the Fire Department HAZMAT Commander.

All personnel within the yellow zone shall be In full protective ear at ALL times.

All personnel assigned to post outside of the yellow zone may remove the top portion of the PPE and mask, but it must be worn in a manner that allows for immediate donning.

Complete the general report by obtaining all pertinent information. Prior to leaving the scene, the officer making the original field report shall contact the Incident Commander and the WMD Specialist for final instructions.

<table>
<thead>
<tr>
<th>SERGEANTS AND FIELD DUTY CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TASK</strong></td>
</tr>
<tr>
<td>All Commanders will coordinate the completion of unfulfilled tasks in the First Responder Checklist.</td>
</tr>
<tr>
<td>The first arriving Sergeant shall assume command of police activities on the scene until the arrival of the Fire Department and the WMD Specialist.</td>
</tr>
<tr>
<td>Evaluate each situation and determine if additional assistance is needed.</td>
</tr>
<tr>
<td>Notify the Fire Dispatch Center if the Fire Department is needed and advise whether UGFD is needed for HAZMAT/WMD Response.</td>
</tr>
<tr>
<td>Establish a Command Post a safe distance from the scene, in an area with easy access to telephones and act as liaison between police, fire, and other agencies that are involved.</td>
</tr>
</tbody>
</table>

Revised August, 2007
Activate the Incident Command System or if activated by the Fire Department, report to the Incident Commander.

Assume the Law Enforcement Branch duties.

The first Supervisor shall direct all police activities at the scene outside of the "Hot Zone", e.g., officer safety, cross contamination, crime scene preservation and perimeters, locating witnesses, and crowd control.

The second Sergeant shall respond to the Fire Department Staging Area or establish one at a location that is easily accessible by emergency equipment and large enough to receive responding units, ready them for deployment as needed by the on-scene supervisor or Incident Commander.

The second Sergeant shall also act as the Safety Officer and ensure that responding personnel have donned their personal protective equipment.

After the arrival of the WMD Specialist, the Sergeant shall command all police activities outside the "Warm Zone" that has been established.

### ON SCENE OPERATIONS TASK CHECKLIST

<table>
<thead>
<tr>
<th>TASK</th>
<th>COMPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to a suspected WMD incident conducted in full Personal Protective Equipment (PPE).</td>
<td></td>
</tr>
<tr>
<td>Personnel deployed to suspect WMD incidents paired in two person teams.</td>
<td></td>
</tr>
<tr>
<td>Personnel deployed to an incident wearing PPE's rotated out of the scene at 30-minute intervals to prevent dehydration and overheating.</td>
<td></td>
</tr>
<tr>
<td>The area around the device or actual detonation site contaminated by WMD materials. Set as an exclusion zone and only rescue personnel allowed to enter this zone and only while wearing the appropriate personal protective equipment. All vehicles and equipment used in a hot zone are considered contaminated and must not exit the hot zone until the incident is terminated.</td>
<td></td>
</tr>
<tr>
<td>Contaminated vehicles isolated and removed from service for DECON.</td>
<td></td>
</tr>
<tr>
<td>The Fire/HAZMAT Commander is the only person to make modifications to the perimeter.</td>
<td></td>
</tr>
<tr>
<td>An initial perimeter is established in the “Cold Zone”. The Fire/HAZMAT Commander in conjunction with the Police Incident Commander determine the location of the Warm Zone, Decontamination Corridor and Victim Triage Area.</td>
<td></td>
</tr>
<tr>
<td>All personnel outside of the warm zone have their PPE immediately available in case of wind shift or improper decontamination.</td>
<td></td>
</tr>
<tr>
<td>Police Personnel are posted using the following guidelines:</td>
<td></td>
</tr>
<tr>
<td>• Quickly map out the evacuation corridor giving consideration to all intersecting traffic throughout the corridor (the use of a current area map is desirable).</td>
<td></td>
</tr>
<tr>
<td>• Personnel assigned to traffic posts shall be wearing the appropriate PPE.</td>
<td></td>
</tr>
<tr>
<td>• Personnel directing traffic shall use clear visual and verbal directional signals.</td>
<td></td>
</tr>
<tr>
<td>• Contingencies: If necessary convert bi-directional streets to one-way traffic.</td>
<td></td>
</tr>
<tr>
<td>• Ensure that traffic from main and intersecting streets flows in the same direction.</td>
<td></td>
</tr>
<tr>
<td>• Exits of affected State Roads, etc.</td>
<td></td>
</tr>
<tr>
<td>• Known traffic congestion points.</td>
<td></td>
</tr>
<tr>
<td>• Establish assembly point(s) for re-grouping evacuees</td>
<td></td>
</tr>
<tr>
<td>If a formal &quot;Incident Command” rehabilitation sector is established and staffed with paramedics, officers shall are sent to undergo medical monitoring.</td>
<td></td>
</tr>
</tbody>
</table>

Revised August, 2007
The first responding agency to a Terrorist/WMD Incident will activate the Incident Command System. A staging area has been established and all responding personnel are responding to STAGING Manager.

- A staging area should be located in the Cold Zone *(if substance is unknown maintain a minimum of 3000' feet from actual scene)*.
- Upwind, upstream from the Hot Zone.
- Large open space with direct route into scene.
- Well lit.
- Access to phone lines.
- Shelter from weather

<table>
<thead>
<tr>
<th>Gross DECON procedures for contaminated personnel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Immediately move to clean air.</td>
</tr>
<tr>
<td>• Isolate contaminated personnel from other responders.</td>
</tr>
<tr>
<td>• Remove all contaminated clothing.</td>
</tr>
<tr>
<td>• Hose down with copious amounts of water.</td>
</tr>
<tr>
<td>• Notify appropriate DECON Specialist.</td>
</tr>
<tr>
<td>• Remove the majority of the contaminant from the surface of the skin of the body as quickly as possible.</td>
</tr>
</tbody>
</table>

Fire Rescue or HAZMAT will provide medicines and counter agents to first responders as needed.

Time permitting; the determination to evacuate should be coordinated with the appropriate personnel. (WMD Specialist, Bomb Squad, HAZMAT, Medical Personnel, Fire Incident Commander.

The evacuation corridor is separate from ingress/egress path of personnel or the victim triage corridor.

Initial corridor of ingress/egress has been established and maintained by police. Ingress/egress is defined as the safest entrance and exit through the perimeter zones and will be used by rescue personnel only. This corridor has been placed upwind from the Hot Zone (the wind from your back). Traffic flow is bidirectional (two-way). A route for retreat was contemplated.

Contamination corridor is isolated from other support areas. This corridor is for use as an ingress/egress path for contaminated persons, and security/rescue personnel wearing PERSONAL PROTECTIVE EQUIPMENT only.

Casualty collection points /triage area set up located upwind from the Hot Zone and isolated from rescue areas and non-contaminated persons.

Process of identifying and documenting victims and witnesses begun as soon as practical.

Section Chiefs are responsible for maintaining documentation on OT, regular time and mileage for vehicles assigned to the incident/response and submitted to the Incident Commander for the After Action Report.

Finance/Admin Section is responsible for collecting and compiling all data and reports resulting from the incident. Data should include salaries, overtime, damage to equipment, purchases and any expenses incurred due to the incident.
## GLOSSARY

### - A -

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absorption</td>
<td>The process of an agent being taken in by a surface (clothing, fabrics, wood, etc.) much like a sponge and water.</td>
</tr>
<tr>
<td>Acetylcholine</td>
<td>A chemical compound formed from an acid and an alcohol which causes muscles to contract (neurotransmitter). It is found in various organs and tissues of the body. It is rapidly broken down by the enzyme cholinesterase (acetylcholinesterase).</td>
</tr>
<tr>
<td>Acetylcholinesterase</td>
<td>An enzyme (a protein produced in the cells) which stops (inactivates) the action of acetylcholine by separating the acetylcholine into its components of acetic and choline. This occurs as soon as acetylcholine has produced a muscle contraction. Nerve agents combine with acetylcholinesterase to prevent it from performing its inactivation of acetylcholine.</td>
</tr>
<tr>
<td>Acute Effect</td>
<td>A pathologic process caused by a single substantial exposure.</td>
</tr>
<tr>
<td>Acute Exposure</td>
<td>A single encounter to toxic concentrations of a hazardous material or multiple encounters over a short period of time (usually 24 hours).</td>
</tr>
<tr>
<td>Adsorption</td>
<td>The process of an agent sticking to or becoming chemically attached to a surface.</td>
</tr>
<tr>
<td>Aerosol</td>
<td>Fine liquid or solid particles suspended in air; for example, fog or smoke.</td>
</tr>
<tr>
<td>Agent Dosage</td>
<td>The concentration of a toxic vapor in the air multiplied by the time that the concentration is present.</td>
</tr>
<tr>
<td>Air Purifying Respirators (APRs)</td>
<td>Respirators or filtration devices that remove particulate matter, gas, or vapors from the atmosphere. These devices range from full-face piece, dual-cartridge respirators with eye protection to half-mask, face piece-mounted cartridges with no eye protection.</td>
</tr>
<tr>
<td>Air-Supplied Respirators</td>
<td>A device that provides the user with compressed air for breathing.</td>
</tr>
<tr>
<td>Alpha Particle</td>
<td>A positively charged particle of matter consisting of two protons and two neutrons (such as a helium–4 nucleus). The alpha particle has a marginal ability to penetrate other materials but a strong ability to ionize materials.</td>
</tr>
</tbody>
</table>

Revised August, 2007
Alpha particles are not an eternal radiation hazard but alpha-emitting nuclides inside the body as a result of inhalation or ingestion are a considerable internal radiation hazard.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Radiation</td>
<td>The least penetrating type of nuclear radiation; not considered dangerous unless alpha-contaminated or source emitter particles enter the body.</td>
</tr>
<tr>
<td>Ammonia Nitrate</td>
<td>A blasting agent. Fuel Oil (ANFO)</td>
</tr>
<tr>
<td>AMS</td>
<td>Aerial Measuring System.</td>
</tr>
<tr>
<td>Anthrax</td>
<td>A disease of animals. The main source of human infection are cattle and sheep. The organism that causes anthrax is Bacillus anthracis.</td>
</tr>
<tr>
<td>Antibiotic</td>
<td>A substance that inhibits the growth of or kills microorganisms.</td>
</tr>
<tr>
<td>Anticholinergic</td>
<td>An agent or chemical that blocks or impedes the action of acetylcholine, such as the (also cholinolytic) antidote atropine.</td>
</tr>
<tr>
<td>Anticholinesterase</td>
<td>A substance which blocks the action of cholinesterase (acetylcholinesterase), such as nerve agents.</td>
</tr>
<tr>
<td>Antidote</td>
<td>A substance which neutralizes toxic agents or their effects.</td>
</tr>
<tr>
<td>Antisera</td>
<td>The liquid part of blood containing antibodies.</td>
</tr>
<tr>
<td>Apnea</td>
<td>Cessation of breathing.</td>
</tr>
<tr>
<td>Arsenical</td>
<td>Pertaining to or containing arsenic; a reference to the vesicant Lewisite.</td>
</tr>
<tr>
<td>Arsine</td>
<td>A colorless, flammable, extremely poisonous gas with an odor like garlic. On of the blood agents.</td>
</tr>
<tr>
<td>Asphyxia</td>
<td>A condition in which the exchange of oxygen and carbon dioxide in the lungs is absent or impaired.</td>
</tr>
<tr>
<td>Asphyxiants</td>
<td>Substances that interfere with oxygen flow during normal breathing. There are two types of asphyxiants: simple and systemic.</td>
</tr>
<tr>
<td>Atropine</td>
<td>An anticholinergic used as an antidote for nerve agents to counteract excessive amounts of acetylcholine. It also has other medical uses.</td>
</tr>
<tr>
<td>ATF</td>
<td>Bureau of Alcohol, Tobacco, and Firearms.</td>
</tr>
</tbody>
</table>

**- B -**

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacteria</td>
<td>Single-celled organisms that multiply by cell division and that can cause disease in humans, plants or animals.</td>
</tr>
<tr>
<td>BDO</td>
<td>Battle Dress Overgarment; multi-piece suit used by the military for protection against chemical warfare agents (also known as MOPP).</td>
</tr>
</tbody>
</table>
Beta Particles
High energy electrons emitted from the nucleus of an atom during radioactive decay. They normally can be stopped by the skin or a very thin sheet of metal.

Beta Radiation
A type of nuclear radiation that is more penetrating than alpha radiation, and can damage skin tissue and harm internal organs.

B-NICE
Pertaining to biological, nuclear, incendiary, chemical, or explosives.

Binary Device
A chemical device divided into two sections, each containing precursor chemicals that combine and react to release a chemical agent.

Biochemical
The chemicals that make up or are produced by living things.

Bio-hazard
A biological agent or condition that constitutes a hazard to humans or the environment.

Biological Agents
Pathogens (bacteria, viruses, or fungi) and toxins that have the potential to be exploited for warfare or terrorism.

Biological Warfare
The use, for military or terrorist purposes, of biological agents to cause death or incapacitation in humans, animals, or plants.

Biological Warfare
Living organisms or the materials derived from them that agents cause disease in or harm humans, animals, or plants, or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Biological Warfare
The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

Bioregulators
Biochemical that regulate bodily functions. Bioregulators that are produced by the body are termed “endogenous.” Some of these same bioregulators can be chemically synthesized.

Blister Agent
A chemical warfare agent which produces local irritation and damage to the skin (vesicant) and mucous membranes, pain and injury to the eyes, reddening and blistering of the skin, and when inhaled, damage to the respiratory tract.

Blood Agent
A chemical warfare agent which is inhaled and absorbed into the blood. The blood (cyanogen) carries the agent to all body tissues where it interferes with the tissue oxygenation process.

Botulism
A highly toxic form of food poisoning. If untreated, the whole body becomes paralyzed, which leads to death by suffocation within a few days.
CAM  Chemical Agent Meter/Monitor.

Causative Agent  The organism or toxin that is responsible for causing a specific disease or harmful effect.

CBIRF  Chemical/Biological Incident Response Force.

CCFD  Central City Fire Department.

CDBCOM  Chemical and Biological Defense Command.

CDC  Centers for Disease Control and Prevention.

Ceiling Exposure  The maximum airborne concentration of a biological or chemical agent to which a worker may be exposed at any time without protective equipment.

Chemical Agent  A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, and smoke and flame materials. The agent may appear as a vapor, aerosol, or liquid; it can either be a casualty/toxic agent or an incapacitating agent.

Chemical Agent Symbol  A code usually consisting of two letters that are used as a designation to identify chemical agents, e.g., GB for the chemical agent Sarin.

Chemical Asphyxiant  Referred to as blood poisons, these are compounds that interrupt the flow of oxygen in the blood or the tissue in three ways: (1) They react more readily than oxygen with the blood. Carbon monoxide is the best-known example. (2) They liberate the hemoglobin from red blood cells, resulting in a lack of transport for oxygen. Hydrazine is one such asphyxiant. (3) They cause a malfunction in the oxygen-carrying capability of the red blood cells. Benzene and toluene are two of these.

Chemical Contamination  The presence of a chemical agent on a person, object, or area.

Chemical Explosion  A chemical explosion is caused by the extremely rapid conversion of a solid or liquid explosive compound into gases having a much greater volume that the substances from which they are generated. The entire process takes only a fraction of a second, produces extremely high temperatures (several thousand degrees) and is accompanied by shock and loud noise. Which the single exception of nuclear explosives, all manufactured explosives are chemical explosions.

Chemical-Protective Survival Clothing  Clothing specifically designed to protect the skin and eyes from direct chemical contact. Descriptions of chemical-protective apparel include non-encapsulating and encapsulating (referred to as liquid-splash protective clothing and vapor - protective clothing, respectively).

Chemical Warfare  The military use of chemical agents to kill, injure, or incapacitate humans or to cause adverse effects on materials.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Warfare Agent</td>
<td>A chemical substance which, because of its physiological, psychological, or pharmacological effects, is intended for use in military operations to kill, seriously injure, or incapacitate humans (or animals) through its toxicological effects. Excluded are riot control agents, chemical herbicides, and smoke and flame agents.</td>
</tr>
<tr>
<td>Chlorine</td>
<td>A choking agent that is typically a nonpersistent, heavy, greenish-yellow gas.</td>
</tr>
<tr>
<td>Choking Agents</td>
<td>These agents exert their effects solely on the lungs and result in the irritation of the alveoli of the lungs. Agents cause the alveoli to constantly secrete watery fluid into the air sacs, which is called pulmonary edema. When a lethal amount of a choking agent is received, the air sacs become so flooded that the air cannot enter and the victim dies of anoxia (oxygen deficiency); also known as dry land drowning.</td>
</tr>
<tr>
<td>Chronic Effect</td>
<td>A pathologic process caused by repeated exposures over a period of long duration.</td>
</tr>
<tr>
<td>Chronic Exposure</td>
<td>Repeated encounters with a hazardous substance over a period of long duration.</td>
</tr>
<tr>
<td>CIA</td>
<td>Central Intelligence Agency.</td>
</tr>
<tr>
<td>CIRG</td>
<td>Critical Incident Response Group.</td>
</tr>
<tr>
<td>CISD</td>
<td>Critical Incident Stress Debriefing.</td>
</tr>
<tr>
<td>Classification of Chemical Agents</td>
<td>Chemical agents are classified according to their physical state, use and physical action.</td>
</tr>
<tr>
<td>CNS</td>
<td>Pertaining to the central nervous system.</td>
</tr>
<tr>
<td>COG</td>
<td>Continuity of Government.</td>
</tr>
<tr>
<td>Cold (support) Zone</td>
<td>Clean area outside the inner perimeter where command and support functions take place. Special protective clothing is not required in this area.</td>
</tr>
<tr>
<td>Concentration</td>
<td>The amount of a chemical agent present in a unit volume of air or water; usually expressed in milligrams per cubic meter (mg/m³).</td>
</tr>
<tr>
<td>Concentration Time</td>
<td>The amount of a chemical agent present in a unit volume of air multiplied by the time an individual is exposed to that concentration.</td>
</tr>
<tr>
<td>Contact Dermatitis (allergic)</td>
<td>A delayed-onset skin reaction caused by skin contact with a chemical to which the individual has been previously sensitized.</td>
</tr>
<tr>
<td>Contact Dermatitis (irritant)</td>
<td>Inflammatory skin reaction caused by a skin irritant.</td>
</tr>
</tbody>
</table>
### Special Subject to the Yakima County Comprehensive Emergency Management Program

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contagious</strong></td>
<td>Capable of being transmitted from one person to another.</td>
</tr>
<tr>
<td><strong>Control Zones</strong></td>
<td>Areas at a hazardous materials incident whose boundaries are based on safety and the degree of hazard; generally includes the Hot Zone, Decontamination Zone, and Support Zone.</td>
</tr>
<tr>
<td>** Conjunctivitis**</td>
<td>Redness in the eye.</td>
</tr>
<tr>
<td><strong>Consequence Management</strong></td>
<td>Measures to alleviate the damage, loss, hardship, or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses, and individuals. This role is assigned to FEMA in the FRP.</td>
</tr>
<tr>
<td><strong>Contagious</strong></td>
<td>Capable of being transmitted from one person to another.</td>
</tr>
<tr>
<td><strong>Containment</strong></td>
<td>The attempt to prevent or limit the spread of contamination by holding it in, enclosing, encapsulating, or by controlling it.</td>
</tr>
<tr>
<td><strong>Contamination</strong></td>
<td>The condition resulting from the deposit of radioactive material, biological agents, or chemical agents in or upon structures, areas, bodies of water, personnel and objects or from failure of normal sanitary safeguards. This includes food, water, and medical supplies.</td>
</tr>
<tr>
<td><strong>Corrosive Materials</strong></td>
<td>A type of chemical, found in liquid or solid form, which causes visible destruction or irreversible alterations in human tissue at the site of contact.</td>
</tr>
<tr>
<td><strong>Crisis Management</strong></td>
<td>Measures to resolve the hostile situation, investigate, and prepare a criminal case for prosecution under Federal law. This role is assigned to the FBI in the FRP.</td>
</tr>
<tr>
<td><strong>Cross Contamination</strong></td>
<td>Secondary contamination caused when a person or object is contaminated by coming into contact with another person or object which has not been properly or fully decontaminated. Elements of contamination can be nuclear, biological or chemical.</td>
</tr>
<tr>
<td><strong>Cryogenics</strong></td>
<td>Materials which exist at extremely low temperatures, such as nitrogen.</td>
</tr>
<tr>
<td><strong>Culture</strong></td>
<td>A population of microorganisms grown in a medium.</td>
</tr>
<tr>
<td><strong>Cumulative</strong></td>
<td>Additional exposure rather than repeated exposure. For example, a one-hour exposure of HD followed within a few hours by another exposure of one hour, had the same effect as a single exposure lasting for two hours.</td>
</tr>
<tr>
<td><strong>Cutaneous</strong></td>
<td>Pertaining to the skin.</td>
</tr>
<tr>
<td><strong>Cyanide</strong></td>
<td>A very poisonous compound that contains a nitrogen and a carbon atom and affects that ability of tissues to use oxygen.</td>
</tr>
</tbody>
</table>

Revised August, 2007
Cyanogen Bromide  A colorless or white crystalline, volatile solid with a penetrating odor. 
One of the blood agents.

Cyanogen Chloride  A colorless gas or liquid with a pungent odor. One of the blood agents, 
its effects are similar to those of hydrogen cyanide.

Cyanogen Iodide  A colorless or white needle like solid material with a very pungent odor 
and acrid taste. One of the blood agents.

CWA  Chemical Warfare Agents.

-Deco-

Decay  The process by which an unstable element is changed to another isotope 
or another element by the spontaneous emission of radiation from its 
nucleus.

Decontamination  The process of making any person, object, or area safe by absorbing, 
destroying, neutralizing, making harmless, or removing the hazardous 
material.

Decontamination Zone  The area surrounding a chemical hazard incident (between the Hot Zone 
and the Support Zone) in which contaminants are removed from exposed 
victims.

Defensive Staging  Provides for all personnel to remain on the assigned apparatus, ready to 
respond or move at a moment’s notice. It means stopping short of 
intersections, always having two means of egress from the staging area, 
having multiple staging areas, and generally being prepared for the 
unexpected.

Deflagration  A rapid burning process.

Delivery Method  The manner in which an explosive or incendiary device was transported 
or positioned at the site of an explosives incident.

Desorption  The reverse process of absorption. The agent will be “removed” from the 
surface (out gassing).

Detonation  An instantaneous chemical reaction.

Dilution Factor  Dilution of contaminated air with uncontaminated air in a general area, 
room, or building for the purpose of health hazard or nuisance control, 
and/or for heating and cooling.

Diphosgene  A choking agent that is a colorless liquid with an odor of newly mown 


Distance  One of the three components of the time, distance, and shielding (TDS)
response; it refers to the recommendation that one should maintain distance from a hazard if at all possible. Refer to the North American Emergency Response Guidebook (NAERG) as an appropriate resource.

**Distilled Mustard**
One of the blister agents that in its normal state is a colorless or amber colored oily liquid with the faint smell of garlic.

**DOD**
Department of Defense.

**DOE**
Department of Energy.

**Dosage**
The concentration of a chemical agent in the atmosphere (C) multiplied by the time (t) the concentration remains, expressed as mgmin/m. The dosage (Ct) received by a person depends upon how long he is exposed to the concentration. That is, the respiratory dosage in mg-min/m is equal to the time in minutes an individual is unmasked in an agent cloud multiplied by the concentration of the cloud.

**DOT**
Department of Transportation.

**Downwind Distance**
The distance a toxic agent vapor cloud will travel from its point of origin, with the wind.

**Dusty Agent**
A solid chemical agent that can be disseminated as an aerosol. CS (tear gas) is one example of a dusty agent.

---

**ECC**
Emergency Coordination Center

**EOC**
Emergency Operations Center.

**EOD**
Explosive Ordnance Disposal.

**EMS**
Emergency Medical Services.

**Environmental Hazard**
A condition capable of posing an unreasonable risk to air, water, or soil quality, or plant or animal life.

**Emergency Support Functions**
The Federal Response Plan (FRP) details 12 ESFs to coordinate operations during Federal involvement in an (ESF) incident: transportation, communications, public works and engineering, firefighting, information and planning, mass care, resource support, health and medical services, urban search and rescue, hazardous materials, food, and energy.

**Etiological Harm**
Involves exposure to a living microorganism, or its toxins, which causes, or may cause, human disease. Biological agents are the most obvious
examples of etiological agents.

**Evaporation Rate**
The rate at which a liquid changes to vapor at normal room temperature.

**Explosive**
As defined by the US Department of Transportation, “a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion.”

- **F** -

**FBI**
Federal Bureau of Investigation.

**Federal Response Plan (FRP)**
Developed to help expedite Federal support to disasters. Generally, the FRP is activated when the State’s resources are not sufficient to cope with a disaster, and the governor has requested Federal assistance.

**FEMA**
Federal Emergency Management Agency.

**First Responder**
Personnel, such as firefighters, police officers and EMS teams, who have responsibility to initially respond to emergencies. They will be the first on the scene of an incident and will be responsible for the size-up and determining if additional resources are needed.

**Fungi**
Any group of plants mainly characterized by the absence of chlorophyll, the green colored compound found in other plants. Fungi range from microscopic single-celled plants (such as mold and mildews) to large plants (such as mushrooms).

- **G** -

**GA**
See Tabun.

**GB**
See Sarin.

**GD**
See Soman.

**Gamma Radiation**
A high-energy, ionizing radiation that travels at the speed of light and has great penetrating power. Gamma rays can cause skin burns, severely injure internal organs, and have long-term, physiological effects.

**GEDAPER**
An acronym used to describe an incident analysis process developed by Dave Lesak. The steps include (1) Gathering information, (2) Estimating course and harm, (3) Determining strategic goals, (4) Assessing tactical options and resources, (5) Planning and implementing action, (6) Evaluating, and (7) Reviewing.

**G-series Nerve Agents**
Chemical agents of moderate to high toxicity that were developed in the
1930s. Examples are Tabun (GA), Sarin (GB), and Soman (GD).

- **H** -

**HazMat**  
Hazardous Materials.

**HD**  
See distilled mustard.

**Herbicide**  
A chemical compound used to damage or kill plants including defoliants, desiccants, plant growth regulators, and soil sterilants.

**High Explosive**  
Those materials which detonate at velocities above 3300 feet per second.

**Hoax Device**  
An inactive or dummy device designed and intended to appear as a bomb or explosive material.

**Host**  
An animal or plant that harbors or nourishes another organism.

**Hot (exclusion) Zone**  
Area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from B-NICE agents to personnel outside the zone. Entry into the hot zone requires appropriately trained personnel use of proper personal protective equipment.

**HN**  
See nitrogen mustard.

**HVAC**  
Heating, Ventilation, and Air Conditioning.

**Hydration**  
The combining of a substance with water.

**Hydrogen Cyanide**  
A poisonous blood agent that is usually a gaseous compound and has a taste associated with bitter almonds.

**Hydrolysis**  
The reaction of any chemical substance with water, moisture, or vapor by which decomposition of the substance occurs and one or more new substances are produced.

- **I** -

**Incident Commander (IC)**  
The person responsible for establishing and managing the overall operational plan at a hazardous material incident. The incident commander is responsible for developing an effective organizational structure, allocating resources, making appropriate assignments, managing information, and continually attempting to mitigate the incident.

**ICP**  
Incident Command Post.

**ICS**  
Incident Command System

Revised August, 2007
Immediately Dangerous to Life and Health (IDLH) That atmospheric concentration of a chemical that poses an immediate danger to the life or health of a person who is exposed but from which that person could escape without any escape-impairing symptoms or irreversible health effects. A companion measurement to the permissible exposure limit (PEL), IDLH concentrations represent levels at which respiratory protection is required. IDLH is expressed in parts per million (PPM) or mg/m³.

IED Improvised explosive device. A homemade device consisting of an explosive/incendiary and firing components necessary to initiate the device.

Incapacitating Agents Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days, but victims usually do not require medical treatment. However, such treatment speeds recovery.

Incendiary Device Any mechanical, electrical or chemical device used intentionally to initiate combustion and start a fire.

Incident Command System (ICS) The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Industrial Agents Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not primarily manufactured for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chloropicrin and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

Infectious Agents Biological agents capable of reproducing in an infected host.

Infectivity (1) The ability of an organism to spread. (2) The number of organisms required to cause an infection to secondary hosts. (3) The capability of an organism to spread out from the site of infection and cause disease in the host organism.

Initial Downwind Vapor Hazard Area Areas initially established to evacuate all unprotected personnel and to prevent other unprotected personnel from entering and thus encountering agent vapors or any other type of contamination.

- J - K - L -

Revised August, 2007
Latent Period  Specifically, in the case of mustard, the period between exposure and onset of signs and symptoms; otherwise, an incubation period.

LD50  Lethal Dose 50. The amount of exposure required to cause death in 50% of the population.

LD90  Lethal Dose 90. The amount of exposure required to cause death in 90% of the population.

Lethal Chemical Agent  An agent that may be used effectively in a field concentration to produce death.

Level “A” Protection  The level of protective equipment required in situations where the material is considered acutely vapor toxic to the skin and hazards are unknown. Full encapsulation, air tight chemical suit with SCBA or SABA.

Level “B” Protection  The level of protective equipment required in situations where the environment is not considered acutely vapor toxic to skin but may cause respiratory effects. Chemical splash suit or full coverage non-airtight chemical suit with SCBA or SABA.

Level “C” Protection  The level of protective equipment required to prevent respiratory exposure but not to exclude possible skin contact. Chemical splash suit with air purifying respirator (cartridge respirator).

Level “D” Protection  The level of protective equipment required when the atmosphere contains no known hazard, when splashes, immersions, inhalation, or contact with hazardous levels of any chemical is precluded. Work uniform such as coveralls, boots, leather gloves, and hard hat.

Lewisite  A blister agent that is an aliphatic arsenic compound. The pure form is colorless to brown or violet liquid with a fruity or geranium like odor.

Liquid Agent  A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

Low Explosives  Those materials that detonate at velocities below 3299 feet per second.

- M -

Material Safety Data Sheet (MSDS)  Documents prepared by the chemical industry to transmit information about the physical properties and health effects of chemicals, and about emergency response plans.

Mechanical Explosion  A mechanical explosion may be illustrated by the gradual buildup of pressure in a steam boiler or pressure cooker. As heat is applied to the water inside the boiler, steam is generated. If the boiler is not equipped
with some type of safety valve, the mounting pressure will eventually reach a point at which it will overcome the structural resistance of its container and an explosion will occur. Such a mechanical explosion will be accompanied by high temperatures, a rapid escape of gases or steam and a loud noise. Another example of mechanical explosion is that of a dust explosion in a grain elevator.

**Median Incapacitating Dosage (ICT50)**
The volume of a chemical agent vapor or aerosol inhaled that is sufficient to disable 50% of exposed, unprotected people (expressed as mg-min/m3).

**Median Lethal Dosage (LCT50)**
The amount of liquid chemical agent expected to kill 50 percent of a group of exposed, unprotected individuals.

**Methods of Dissemination**
The way a chemical agent or compound is released into the atmosphere.

**Microorganism**
Any organism, such as bacteria, viruses, and some fungi, that can be seen only with a microscope.

**Miosis**
A condition where the pupil of the eye becomes contracted (pinpointed). This condition impairs night-vision. It is a possible indicator of a nerve agent.

**Mitigation**
Actions taken to prevent or reduce the severity of harm.

**M8 Chemical Agent Type Detector Paper**
A paper used to detect and identify liquid V- and G- nerve agents and H-type blister agents.

**M256 Kit**
A kit that detects and identifies vapor concentrations of nerve, blister, and blood agents.

**Mustard Agent**
A clear yellow or amber colored oily liquid with a smell similar to garlic and usually is classified as a blistering or vesicant chemical agent. Some examples include sulfur mustard and nitrogen mustard.

**Mycotoxin**
A toxin produced by fungi.

**MAC**
Multi-Agency Coordination (Committee, Group and Command are used in various jurisdictions).

**Multi-Agency Coordination System (MACS)**
The combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations. (FIRESCOPE)

**MATTS**
Mobile Air Transportable Telecommunications System.

**MERS**
Mobile Emergency Response System.
Special Subject to the Yakima County Comprehensive Emergency Management Program

Mustard (vesicants) Agent

See Blister agent.

- N -

NAERG

NBC
Nuclear, Biological and Chemical.

Nerve Agents
Substances that interfere with the central nervous system. Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpoint pupils, an extreme headache, and severe tightness in the chest.

NEST
Nuclear Emergency Search Team.

Nitrogen Mustard
A blister agent that is colorless or amber colored oily liquid and has a faint geranium smell.

NFA
National Fire Academy.

NFPA

NMRI
Naval Medical Research Institute.

Nonpersistent Agent
An agent that upon release loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small, unventilated areas, the agent will be more persistent.

Nuclear Explosion
A nuclear explosion may be induced either by fusion (the splitting of the nuclei of atoms) or by fission (the joining together under great force of the nuclei of atoms). When fission or fusion occurs, a tremendous release of energy, heat, gas and shock waves take place.

- O -

Organism
Any individual living thing, whether animal or plant.

Organophosphate
A compound with a specific phosphate group which inhibits acetylcholinesterase. Used in chemical warfare and as an insecticide.

Organophosphorus Compound
A compound, containing the elements phosphorus and carbon, whose physiological effects include inhibition of acetylcholinesterase. Man-made pesticides (Malathion and parathion) and virtually all nerve agents are Organophosphorus compounds.

OSHA
Occupational Safety, and Health Administration.

Revised August, 2007
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over Packing</td>
<td>The placement of the agent or its container within another container.</td>
</tr>
<tr>
<td>Parasite</td>
<td>Any organism that lives in or on another organism without providing benefit in return.</td>
</tr>
<tr>
<td>Pathogen</td>
<td>Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.</td>
</tr>
<tr>
<td>Pathogenic Agent</td>
<td>Biological agents capable of causing serious diseases.</td>
</tr>
<tr>
<td>PEL</td>
<td>Permissible exposure limit. An occupational health term used to describe exposure limits for employees. Usually described in time weighted averages (TWA). Established by OSHA.</td>
</tr>
<tr>
<td>Per Cutaneous Agent</td>
<td>Able to be absorbed through the body.</td>
</tr>
<tr>
<td>Permeation</td>
<td>The process by which a chemical moves through protective clothing.</td>
</tr>
<tr>
<td>Permeation Rate</td>
<td>The rate at which a chemical permeates a solid, such as fabric.</td>
</tr>
<tr>
<td>Persistence</td>
<td>A measure of the duration for which a chemical agent is effective. The property is relative and varies by agent, method of dissemination, and environmental conditions, such as weather and terrain</td>
</tr>
<tr>
<td>Persistent Agent</td>
<td>An agent that upon release retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.</td>
</tr>
<tr>
<td>Phosgene</td>
<td>A colorless gas that is a severe respiratory irritant. It smells like new mown hay and imparts a metallic taste similar to tobacco smoke.</td>
</tr>
<tr>
<td>Physiological Action</td>
<td>Most toxic chemical agents are used for their toxic effects that is to produce a harmful physiological reaction when applied to the human body externally, or when breathed, or taken internally. This reaction of chemical agents, within the body or on the body, is the physiological action.</td>
</tr>
<tr>
<td>PID</td>
<td>Photo Ionization Detectors.</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer.</td>
</tr>
<tr>
<td>Plan of Action</td>
<td>A written document that consolidates all of the operational actions to be taken by various personnel in order to stabilize an incident.</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal protective equipment.</td>
</tr>
</tbody>
</table>

Revised August, 2007
Precursor
A chemical substance required for the manufacture of chemical agent.

Presidential Decision Directive 39 (PDD-39)
Issued in June 1995, PDD-39, United States Policy on Counter terrorism, directed a number of measures to reduce the nation’s vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of nuclear, biological and chemical weapons.

Protection
In the context of chemical, biological, nuclear or radiological exposure, protective measures may include masks, self contained breathing apparatus, clothing, buildings and so forth.

PSA
Public Safety Announcements.

Psycho Chemical
An agent, such as LSD, that incapacitates by distorting the perceptions and cognitive processes of he victim.

- Q - R -

Radiation
This course is concerned with nuclear, not heat, radiation. There are three types of nuclear radiation: (1) alpha, (2) beta, and (3) gamma.

Radiological Dispersal Devices (RDD)
A conventional explosive device incorporating radioactive material(s); sometimes referred to as a “dirty” bomb.

Rally Point
A predetermined location to which all persons evacuate in an emergency. In industry, facilities are evacuated and a rally point is usually predetermined. It is this rally point that resources can regroup and a revised plan can be established.

RAP
Radiological Assistance Program.

Rate of Action
The rate at which the body reacts to or is affected by a chemical substance or material.

Rate of Detoxification
The rate at which the body can counteract the effects of a poisonous chemical substance.

Rate of Hydrolysis
The rate at which the various chemical agents or compounds are decomposed by water.

Reconnaissance Respiratory Dosage (RECON)
A primary survey used to gather information. This is equal to the time in minutes an individual is unmasked in an agent cloud multiplied by the concentration of the cloud.

Respiratory Depression
Slowing or cessation of breathing due to suppression of the function of
the respiratory center in the brain.

**Ricin**
A plant toxin derived from the coat of the castor bean. Ricin poisoning occurs through blockages of the body’s synthesis of proteins.

**Rickettsia**
Any of a family (Rickettsiaceae) of pleomorphic rod-shaped nonfilterable microorganisms that cause various diseases (such as typhus).

**Rhinorrhea**
A runny nose.

**Route of Exposure**
The path by which an agent or micro-organism enters the body (breathing, digestion, skin contact).

-S-

**SABA**
Supplied air breathing apparatus.

**Safe Refuge Area (SRA)**
An area within the contamination reduction zone for the assemblage of individuals who are witnesses to the incident. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.

**SAC**
Special Agent in Charge.

**SARA**

**Self-Contained Breathing Apparatus (SCBA)**
Protective equipment consisting of an enclosed face-piece and an independent, individual supply (tank) of air used for breathing in atmospheres containing toxic substances or underwater.

**Sarin**
One of the G series nerve agents. It is composed of methylphosphoryldifluoride (DF) plus isopropanol.

**Secondary (Cross) Contamination**
Transfer of a harmful substance from one body (primary body) to another (secondary body), thus potentially permitting adverse effects to the secondary body.

**Secondary Device**
A device placed by perpetrators at the scene of an incident, specifically designed to harm responders.

**SEE Principle**
The idea of establishing strategies based on the principle that actions required will be Safe, Effective, and Efficient.

**Sensitize**
To become highly responsive or easily receptive to the effects of toxic chemical agents after the initial exposure.

**Shielding**
On of the three components of TDS; it refers to maintaining significant
physical barriers between the responders and the hazard. Examples include vehicles, buildings, walls and PPE.

**Short Term Exposure Limit (STEL)**
A 15-minute time-weighted average exposure which should not be exceeded at any time during a work day even if the 8-hour time-weighted average (TWA) is within the threshold limit value (TLV). Exposures at the STEL should not be repeated more than four times a day and there should be at least 60 minutes between successive exposures at the STEL.

**Simple Asphyxiant**
Generally, an inert gas that displaces the oxygen necessary for breathing or dilutes the oxygen concentration below the level that is useful to the human body.

**Site Safety Plan (SSP)**
An Emergency Response Plan describing the general safety procedures to be followed at an incident involving hazardous materials.

**Size-up**
The rapid evaluation of the factors that influence an incident. Size-up is the first step in determining a course of action.

**Skin Dosage**
This is equal to the time of exposure in minutes of an individual’s unprotected skin multiplied by the concentration of the agent cloud.

**SLUD Syndrome**
Acronym for salivation, lacrimation, urination, defecation. These symptoms are often present in a person exposed to organophosphate, such as nerve agents.

**SLUDGE Syndrome**
Acronym for salivation, lacrimation, urination, defecation, gastric distress, and emesis.

**SLUDGE M**
Acronym for salivation, lacrimation, urination, defecation, gastric distress, emesis and miosis.

**SOGs**
Standard Operating Guidelines.

**Solubility**
The ability of a material to dissolve in water or another liquid.

**Solvent**
A material which is capable of dissolving another chemical.

**Soman**
A G series nerve agent composed of methylphosphonylfluoride (DF) plus pinacolyl alcohol.

**Source Strength**
The weight of a chemical agent that is at the chemical accident/incident site and may be released into the environment.

**Specific Gravity**
The weight of a liquid compared to the weight of an equal volume of water.

**Spore**
A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a “resting phase.”
State EOP

The State EOP is the framework within which local EOPs are created and through which the Federal government becomes involved. The States play three roles: (1) they assist local jurisdictions whose capabilities are overwhelmed by an emergency, (2) they themselves respond first to certain emergencies, and (3) they work with the Federal government when Federal assistance is necessary.

Sulfur Mustard

See blister agent or distilled mustard.

- T -

Tabun

A G series nerve agent.

Tear Agents

Produce irritating or disabling effects such as a large flow of tears and intense eye pain and irritation of the skin that rapidly disappear within minutes after exposure.

Terrorism

A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment, to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives (US Department of Justice). An act to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives

Terrorism Incident Annex

The annex to the FRP that describes the Federal concept of operations to implement PDD-39 when necessary to respond to terrorist incidents within the US.

Terrorist Incident

A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (FBI definition).

Time

One of the three components of TDS; it refers to the amount of time a responder should be exposed to an incident. It is recommended that one should spend the shortest amount of time possible in the hazard area.

Time, Distance and Shielding (TDS)

Three types of protective measures commonly associated with hazardous materials training.

TIMPS

Terrorist Incident Management Plan Study.

Time-Weighted Average (TWA)

The average concentration for a normal 8-hour workday and a 40-hour workweek, to which nearly all workers may be repeatedly exposed without adverse effect.

Toxic

Nonliving poisons that are the products of animals, vegetables, or microorganisms. These poison can kill or incapacitate when they are inhaled,
swallowed, or injected into humans or animals. Snake venom is an example of a toxin.

**Toxicity**

A measure of the harmful effect produced by a given amount of toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**Toxins**

Toxic substances of natural origin produced by an animal, plant or microbe. They differ from chemical substances in that they are not man-made. Toxins include botulism, ricin, and mycotoxins.

**TRACEM**

The acronym used to identify the six types of harm one may encounter at a terrorist incident: Thermal, Radioactive, Asphyxiation, Chemical, Etiological and Mechanical.

**Triage Sorting**

A technique of establishing rescue, decontamination, treatment and transportation priorities in any event where the number of casualties overwhelms the resources of the emergency response organizations.

- **U** -

**Ultra-Violent Acts**

Those acts designed to intentionally inflict harm on numerous persons and may not be intended to coerce.

**Unified Command**

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Upwind**

In or toward the direction from which the wind blows. To be upwind of an item, the wind would be blowing from your position to the item.

**Urticant**

A chemical agent that produces irritation at the point of contact, resembling a stinging sensation, such as a bee sting. For example, the initial physiological effects of phosgene oxime (CX) upon contact with a person’s skin.

**Urticaria**

A skin condition characterized by intensely itching, red, raised patches.

**USAMRIC**

US Army Medical Research Institute of Chemical Defense.

**USAMRIID**

US Army Medical Research Institute of Infectious Diseases.

**USAR/US&R**

Urban search and rescue. A team specifically trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements which include command, search, rescue, medical and technical.
**V-series Nerve Agents**

Chemical agents that are extremely toxic developed in the 1950s. They are generally persistent.

**Vaccine**

A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

**Vapor**

A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground; if lighter than air, the cloud will rise and disperse more quickly.

**Vapor agent**

A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground; if lighter than air, the cloud will rise and disperse more quickly.

**Vapor Density**

A comparison of any gas or vapor to the weight of an equal amount of air. Vapor density < 1 means the substance is lighter than air; vapor density > 1 means the substance is heavier than air.

**VEE**

Venezuelan Equine Encephalitis.

**Vesicant Agent**

An agent that acts on the eyes and lungs and blisters the skin.

**Vesicles**

Blisters on the skin.

**Virus**

An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 200 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell.

**Viscosity**

The degree to which a fluid resists flow.

**Volatility**

With chemical agents, it refers to their ability to change from a liquid state into a gaseous state (the ability of a material to evaporate).

**Vomiting Agents**

Substances that produce nausea and vomiting effects, and can also cause coughing, sneezing, pain in the nose and throat, nasal discharge, and tears.

**VX**

A persistent V series nerve agent with a consistency likened to a nonvolatile oil. Also known as O-ethyl S-2 diisopropylaminoethyl methylphosphonothiolate.

---

**Warm Zone**

A buffer area between the hot and cold zones. Personnel in this area are removed from immediate threat, but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial decontamination activities occur. This zone requires the use of proper personal protective equipment once
contaminated people or equipment enter the zone.

Weapon of Mass Destruction (WMD)

(1) Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, or mine or device similar to the above. (2) Poison gas. (3) Any weapon involving a disease organism. (4) Any weapon that is designed to release radiation at a level dangerous to human life.

Wheal

An acute swelling of the skin. This condition is common to a bee sting.
Blank Intentionally
Yakima County
Comprehensive Emergency Management Program

Special Subjects

U.S. Bureau of Reclamation Dams
(Bumping Lake, Clear Creek, French Canyon and Tieton Dams)

Emergency Classifications and Actions

Alert Actions--Alert is the least serious of the response levels. Initiation of an Alert means that something is happening at one of the facilities outside of normal operations; however, it does not present an immediate hazard to the structure or to the population downstream.

Actions:
1. Bureau of Reclamation notifies YSO.
2. YSO notifies OEM
3. OEM: Monitors the situation; Notify appropriate county departments of the situation; Maintain standby status until close out

Response Level I Actions--Indications are that something out of the ordinary is happening that has the potential to progress into a significant or threatening event if it continues or intensifies.

Actions:
1. Bureau of Reclamation notifies YSO.
2. YSO notifies OEM
3. OEM: Notify local jurisdictions within the county of the emergency situation; Maintain standby status until close out; or, Escalate to a more severe notification.

Response Level II Actions—There is a potentially threatening event that is rapidly developing, and involved organizations need to be prepared to take actions to protect life and property should the emergency situation escalates.

Actions:
1. Bureau of Reclamation notifies YSO.
2. YSO notifies OEM
3. OEM: Notify local jurisdictions within the county of the emergency situation; Activate OAEOC.

Response Level III Actions--Dam failure appears imminent or is in progress and involved organizations must take immediate action to protect life and property because dam failure and subsequent life-threatening releases are imminent.

Actions:
1. Bureau of Reclamation notifies YSO.
2. YSO notifies OEM
3. OEM: Notify local jurisdictions within the county of the emergency situation; Activate OAEOC.
Termination of Emergency Actions--The threatening condition is managed or controlled at the dam site, and actions specified by response levels are no longer required.

Actions:
1. Bureau of Reclamation notifies YSO.
2. YSO notifies OEM
3. OEM: Notify local jurisdictions within the county of the termination; Implement damage assessment procedures.

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Overview

The Washington State Department of Agriculture (WSDA), in cooperation with the U.S. Department of Agriculture (USDA), has developed infrastructure and plans to address outbreaks of a Foreign Animal Disease (FAD) or Emerging Disease Incident (EDI) in Washington State. A large-scale FAD/EDI outbreak has the potential to quickly overwhelm local, county, and state agency resources.

The State Animal Response Plan (SARP) Emergency Support Function 11 (ESF), as part of the Washington State Comprehensive Emergency Management Plan (CEMP), provides guidelines for the rapid response to events affecting the health, safety, and welfare of animals and human beings in the state of Washington.

The Revised Code Washington, (RCW) 38.52 mandates the use of the Incident Command System (ICS) in all multi-agency (federal, state, and local) or multi-jurisdictional incidents and emergencies in the State of Washington. WSDA, in participation with local and federal agencies, will use the ICS system for an FAD event.

This Washington State Foreign Animal Disease Management Plan is being developed by state, industry, and federal agencies to carry out planning, preparation, monitoring, surveillance, response, and recovery to highly infectious FADs, such as Foot and Mouth Disease (FMD), Classical Swine Fever (CSF), and other diseases as declared by the State Veterinarian.

To accomplish the Foreign Animal Disease Emergency Management Plan in Washington State, WSDA will:

1. Maintain its active outreach program to increase public and producer awareness of the diseases.
2. Continue active surveillance to identify foreign animal diseases or potential emerging disease incidents.
3. Dispatch a Foreign Animal Disease Diagnostician (FADD) to respond within four hours from the initial request for an investigation of livestock suspected of infection with an FAD or a potential EDI.
4. Diagnostic samples will be sent, as per FAD protocol to:

- The Biosafety Level 3 (BSL3) National Animal Health Laboratory Network (NAHLN) laboratory at the Washington Animal Disease Diagnostic Laboratory (WADDL) in Pullman, Washington;
- The Foreign Animal Disease Diagnostic Laboratory (FADDL) in Plum Island, New York;
- The National Veterinary Services Laboratory (NVSL) in Ames, Iowa.
- The NAHLN laboratory at WADDL will be used to maintain diagnostic surge capacity during response and recovery.

5. The State Veterinarian and the USDA Area Veterinarian in Charge (AVIC) will make decisions to quarantine animal movement based on investigations and laboratory results.

6. When a suspect diagnosis of an FAD is made, the initial response team will be activated following ICS protocols. The team will initiate the procedures to contain and eradicate the disease. To prevent damaging repercussions to the livestock industry, the media will be notified by a designated Public Information officer once the USDA officially confirms the presence of a foreign animal disease in the state and after WSDA and USDA have consulted on a consistent statement.

7. WSDA personnel will work in conjunction with USDA, other states, veterinary response teams, and Canada in an all-out effort to contain and eradicate the disease. All principles of biosecurity will be used to contain infection to premises where it is already present and to prevent the spread to other sites. All responders should be aware that an outbreak may be a criminal act of agroterrorism and protocols will be followed to preserve evidence and chain of custody. The safety of human life must take the highest priority.

UPDATE PROCEDURES
WSDA will review these documents at regular intervals to maintain the effectiveness of the planning and relationships. WSDA will ensure that the FMD/EDI response document is readily available to local, State, Federal, and Tribal partners, and other stakeholders. All interested and responsible parties identified in the document are encouraged to review and recommend improvements or updates. Recommendations and suggestions can be sent to XXXX@agr.wa.gov.

This document will be updated by the FAD Planning Workgroup of the WSDA-Animal Services Division. Members of the workgroup are assigned by the State Veterinarian. The Workgroup will identify relevant changes in local, state, or federal documents.
including NIMS, USDA and APHIS directives that might impact policy or procedure as well as incorporate input from partners and stakeholders. Revision of the document is based on changes in policy or procedure and recommendations from partners and stakeholders. The revised document will be published after review and comments from partners and stakeholders.
CHAPTER ONE: STATUTORY AUTHORITY AND ACTIONS

Surveillance

Statutory authority for animal health surveillance is provided to WSDA in RCW 16.36. RCW 16.36.010 entrusts the Director of Agriculture to “supervise the prevention of the spread and the suppression of infectious, contagious, communicable and dangerous diseases affecting animals within, transit through, and imported into the state.”

RCW 43.23.070, the Powers and Duties of the State Veterinarian, provides that:

The state veterinarian shall exercise all the powers and perform all duties prescribed by law relating to diseases among animals and the quarantine and destruction of diseased animals.

The state veterinarian shall enforce and supervise the administration of all laws relating to meat inspection, the prevention, detection, control and eradication of diseases of animals, and all other matters relative to the diseases of livestock and their effect upon the public health.

Within this general authority is the ability to conduct testing and diagnostic procedures, limit animal movement, and control and eradicate foreign and emerging diseases.

Regulatory Actions

Suppression and prevention of the spread of infectious, contagious, communicable, and dangerous diseases affecting animals within, transit through, and imported into the state of Washington shall be in accordance with RCW 16.36.010, Animal Health Quarantine – Hold Order.

If a quarantine zone is required, WSDA will do so by Emergency Rule in accordance with RCW 34.05 and under the authority given in RCW 16.36.040.

Non-animal origin food products may be embargoed to control the transmission of highly infectious agents of animal diseases on non-traditional products.

Authority exists to restrict or control the movement of people from infected premises under the jurisdiction of the Washington State Department of Health via the following statutes:

- WAC 246-100-040 Procedures for isolation or quarantine
- WAC 246-100-045 Conditions and principles for isolation or quarantine
- WAC 246-100-050 Isolation or quarantine premises
**Appraisal and Indemnification**

The destruction of animals may be ordered to prevent the spread of a foreign animal disease or emerging disease incident. All efforts will be made to achieve the maximum indemnification for a producer’s loss. Under RCW 16.36.096, WSDA may pay an indemnity in an amount not to exceed 75 percent of the appraised or salvage value of the animal ordered slaughtered or destroyed. In the event of an Emergency Proclamation Order by the Governor, additional funds for indemnifications and appraisals may be available through federal assistance.

Payment of an indemnity does not apply to an animal that:

- Belongs to the federal government or any of its agencies;
- Belongs to the state of Washington or any of its agencies;
- Belongs to any municipal corporation; or
- Has been brought into this state in violation of chapter 16.36 RCW or rules adopted under that chapter.

**Foreign Animal Disease Committee**

The WSDA Foreign Animal Disease Committee will develop and implement plans to control and/or eradicate foreign animal diseases. These diseases include Foot and Mouth Disease, Classical Swine Fever, and any other animal disease with high mortality, high morbidity, posing a threat to human health, or has the potential for severe economic impact to the state’s agriculture.

The State Veterinarian appoints the committee members. The committee will include:

- Washington State Department of Agriculture officials;
- Laboratory representatives;
- Industry representatives;
- USDA-APHIS-VS officials (ex-officio members);
  - Veterinary Services (VS) representatives (ex-officio members);
  - The Area Veterinary in Charge (ex-officio member); and
Response Levels

The USDA/APHIS establishes emergency response alert levels to predict/determine the type of response necessary. Level III designates incidents of less risk, to Level I, designating an event of national significance. The levels are also used within WSDA and externally to communicate the resource requirements for an event or priority.

Response Level Three (III)

Investigative information indicates the observed condition is most likely an endemic disease or a previously diagnosed endemic disease is in an adjacent area. Laboratory diagnostic information is used to verify the condition is not a foreign animal disease. Sufficient resources (Federal, State, or local personnel) are available in the State to staff the evaluation or initial response. (An example of a Level III response would be Screwworm detection in an imported pet dog.)

Response Level Two (II)

Investigative information confirms the observed condition is possibly a foreign animal disease, but it cannot be distinguished from an endemic disease or condition; or, local and state resources are initially sufficient to evaluate and staff the response; or, the foreign animal disease may be less contagious, confined to a small area or a specific subset of the industry. Federal resource requests may be imminent. (Contagious equine metritis would be an example of a disease requiring a Level 2 response.)

Response Level One (I)

Investigative information indicates the observed condition is a foreign animal disease of national significance. The primary decision group, which will include the State Veterinarian, the Foreign Animal Disease Diagnostician, and the USDA Area Veterinarian in Charge, will be immediately activated. (HPAI or FMD are diseases requiring a Level 1 response).

Actions

Response Level III – Suspicion of a Foreign Animal Disease or Emerging Disease Incident
Industry and regulatory agencies must assume FADs are potentially present anywhere at all times and design the response plans accordingly. When suspicious symptoms are observed in livestock, owners and veterinarians are required to support the diagnostic surveillance program by timely notification of state and/or federal animal health authorities.

**Action taken by WSDA Initial Decision Group (State Veterinarian and FADD, Others Added as Needed)**

- The State Veterinarian will ensure that a Foreign Animal Disease Diagnostician will respond. The FADD will:
  - Travel to the site of the suspected FAD/EDI;
  - Evaluate the situation;
  - Collect and submit appropriate samples for testing; and
  - Report observations to the State Veterinarian.

When there is sufficient reason to suspect an FAD/EDI, WSDA will issue a Hold Order to restrict animal movement until preliminary laboratory test results are received.

**Alert Level 2 – Presumptive Positive Diagnosis of a Foreign Animal Disease or Emerging Disease Incident**

The discovery and reporting of an FAD/EDI anywhere in the state is likely to pose a threat to the entire industry. This calls for an assessment and rating of the risk to the industry and the implementation of a more stringent response.

When a presumptive diagnosis of the suspected disease is made at a local laboratory (the initial diagnosis of an FAD at any local laboratory will be presumptive until confirmed at NVSL or FADDL. WSDA will issue a Hold Order to restrict movement of incoming and outgoing susceptible species. A Hold Order may be subsequently replaced with a Quarantine Order. In addition, strict biosecurity protocols will be enforced on all vehicle traffic. The investigating FADD and State Veterinarian will determine if there is a need for the FADD to remain at the location while testing is conducted. Strict biosecurity measures and chain of custody protocols will be followed while transporting samples to laboratories.
Action of the Laboratory Making a Presumptive Positive Diagnosis of a Foreign Animal Disease

Samples of a suspected FAD will receive top priority.

1. The laboratory will report test results to the State Veterinarian’s office and the sample submitter.

2. The State Veterinarian’s office will notify the Director of WSDA and USDA, APHIS, VS, and others as appropriate.

Notification to the State Veterinarian’s office will include:

1. Completion of the FAD Reporting Form;

2. Faxing or e-mailing the FAD Reporting Form to the State Veterinarian’s office; and

3. Verbally reporting the results to the responsible person in the State Veterinarian’s office.

The Emergency Operations Center will have the ability and authority to contact a responsible agriculture representative at all times. If you are unable to contact either WSDA or USDA, contact the Emergency Operations Center.

<table>
<thead>
<tr>
<th>State Contact</th>
<th>Phone Number/Notes</th>
<th>FAX Number</th>
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</thead>
<tbody>
<tr>
<td>Emergency Operations Center</td>
<td>Staffed 24 hours per day, 7 days a week</td>
<td></td>
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<tr>
<td></td>
<td>1-800-258-5990</td>
<td></td>
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<tr>
<td>Washington State Department of Agriculture</td>
<td>State Veterinarian’s Office</td>
<td>360-902-2087</td>
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<td>360-902-1881</td>
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<td>360-902-1835</td>
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<tr>
<td>USDA APHIS Veterinary Services</td>
<td>Federal Veterinarian 360-753-9430</td>
<td>360-753-9585</td>
</tr>
</tbody>
</table>
Action of the State Veterinarian After an FAD Presumptive Positive Diagnosis Is Made

1. Contact federal and state officials.

2. Contact the owner or company involved.

3. Activate the WSDA Initial Decision Group, including WSDA Public Information Officer.

4. Authorize the onsite incident commander (FADD) to issue Hold Orders or quarantines and begin control activities.

5. Confirm the safe arrival of samples at NVSL in Ames, Iowa or FADDL in Plum Island, New York.

Action of the Farm or Commercial Operation After an FAD Presumptive Positive Diagnosis Is Made on Their Premises

1. Follow all instructions from the State Veterinarian’s office.

2. Implement and maintain strict biosecurity protocols per State Veterinarian instructions and guidelines.

Action of the WSDA Foreign Animal Disease Decision Groups

Per the WSDA Comprehensive Emergency Management Plan of ESF-11, Tab A

Initial Decision Group

Upon notification by the State Veterinarian of a suspected Animal Health Event (AHE), the WSDA Director will activate the Initial Decision Group (IDG). The IDG’s mission is to establish the response to the AHE and to activate the Primary and Secondary Decision Groups as necessary. The IDG consists of the following representatives or designated representatives:

1. WSDA Director or Deputy Director
2. State Veterinarian- Assistant Director for Animal Services
3. General Counsel-Office of the Attorney General

Primary Decision Group

Upon notification by the State Veterinarian of a confirmed Animal Health Event, the WSDA Director will activate the Primary Decision Group (PDG). The PDG’s mission is
to determine response strategy to the Animal Health Event and to activate elements of the Secondary Decision Group as required. The PDG consists of the following representatives or designated representatives:

1. Director, WSDA
2. State Veterinarian
3. Secretary, DOH
4. The Adjutant General – Military Department
5. Director, WADDL.
6. USDA-AVIC
7. WSDA – Public Information Officer
8. WSDA – Assistant Director Food Safety and Consumer Services
9. WSDA – Assistant Director Administrative Services
10. Industry representative(s), dependant on animal species involved may be invited to participate in the PDG.

Secondary Decision Group

The WSDA Director, on the advice of the State Veterinarian, may activate through the State EOC any portion of the Secondary Decision Group (SDG), which consists of the following representatives or designated representatives:

1. Director, Washington State Department of Ecology
2. Director, WDFW.
3. Secretary, Washington State DSHS.
4. Director, Washington State Military Department
5. Chief, Washington State Patrol (WSP)
6. Secretary, Washington State DOT
7. On-Scene Coordinator, US EPA
8. Affected Local Jurisdiction Emergency Director(s)
9. Affected Local Jurisdiction Public Health Districts
10. Director, Washington State Conservation Commission

The PDG and possibly some or all of the members of the SDG will make the determination as to:

1. Procedures necessary to isolate the affected area.
2. Whether WSDA should request activation of the State EOC and which additional ESFs of the Washington State Comprehensive Emergency Management Plan (CEMP) are needed to support operations.
3. When to request activation of USDA resources.
4. The procedures necessary to combat the outbreak.
5. Procedures and equipment necessary to protect the safety of workers on scene.
Alert/Response Level One – Confirmed Diagnosis of a Foreign Animal Disease within the State of Washington

The FAD response plan will be implemented in the event of an FAD outbreak in the state. The success of the plan will depend on the reaction time when an FAD is first suspected, readiness of personnel, inventory information for establishing quarantines, and an understanding of the dynamic of the affected industry.

When a positive diagnosis of an FAD is confirmed at the NVSL or FADDL, the FAD Primary Decision Group will initiate the implementation of the Washington Comprehensive Emergency Management Plan and the Emergency Support Function 11.

WSDA will issue a Quarantine Order for infected premises (IP) and a quarantine zone with animal movement restrictions will be created around the infected area. If a new IP is identified within an established quarantine zone, NVSL or FADDL confirmation of positive testing is not required. Subsequent cases in the control zones may be confirmed at the NALN Laboratory at WADDL.

An Alert Level One may also be implemented in the case of certain confirmed FADs in adjoining states.

Quarantine and Movement Control for Highly Contagious FAD Outbreaks

Quarantine of infected animals, contaminated premises, and fomites are critical activities to stop the spread of a highly contagious FAD agent.

Movement control of susceptible animals and animal products within, into, and out of a Control Area is accomplished by risk assessments, surveillance requirements, biosecurity procedures, and permit.

Movement controls in the form of a permit system allow non-infected premises to make necessary movements to maintain, as much as possible, continuity of business.

A Federal quarantine may be issued when requested by the State Veterinarian, or as directed by the U.S. Secretary of Agriculture. USDA response and remedial actions may involve interstate commerce (declaration of emergency), intrastate commerce (declaration of extraordinary emergency), international trade, and international movement across the borders with Canada and Mexico.

Quarantines

Premises and zones shall be quarantined when there is a confirmed diagnosis of an FAD.
Designations for Premises

Infected Premises (IP)  Premises where presumptive positive case or confirmed positive case exists based on laboratory results, compatible clinical signs, case definition, and international standards.

Contact Premises (CP)  Premises with susceptible animals that have been exposed directly or indirectly to animals, contaminated animal products, fomites, or people from an IP.

Suspect Premises (SP)  Premises with susceptible animals under investigation for a report of compatible clinical signs for the FAD agent.

At-Risk Premises (ARP)  Premises that have susceptible animals but none of those susceptible animals have clinical signs compatible with the FAD. Premises objectively demonstrate that they are not Infected Premises, Contact Premises, or Suspect Premises.

Monitored Premises (MP)  Premises that objectively demonstrate they are not Infected Premises, Contact Premises, Suspect Premises, or At-Risk Premises.

Vaccinated Premises (VP)  Premises where emergency vaccination has been performed. This is a secondary premises designation.

Free Premises (FP)  Premises outside of the Control Area and are not Infected, Contact, Suspect, At-Risk, or Monitored Premises.

Infected Premises

Initial premises are considered infected when a foreign animal disease has been isolated and identified by the National Veterinary Services Laboratory or the Foreign Animal Disease Diagnostic Laboratory. The index case must be confirmed by NVSL. Subsequent infected premises may be diagnosed and confirmed at the NALN Laboratory at WADDL.

Contact Premises

Premises are considered contact premises when they are adjacent or exposed to infected premises. Premises are also designated as contact when investigators trace the following into or out of the property:

- Animals;
- People;
- Products, equipment, or material.
Restricted Premises

Restricted premises are those premises for the period of time in which surveillance and monitoring continue:

- Infected premises that have been depopulated, cleaned, and disinfected; and/or
- Contact premises, if there are no clinical signs or mortality indicative of infection, at least 30 days (or as established by the State Veterinarian) after shipments to or from an infected premises have stopped.

Zones

Foreign animal disease zones shall be established around the area of known infection.

Designation of Zones

- Infected Zone (IZ) Zone immediately surrounding the Infected Premises
- Buffer Zone (BZ) Zone immediately surrounding the Infected Zone
- Control Area (CA) Consists of an Infected Zone and a Buffer Zone
- Surveillance Zone (SZ) Zone established within and along the border of the Free Area, separating the remainder of the Free Area from the Control Area
- Free Area (FA) Includes a Surveillance Zone, but extends beyond the Surveillance Zone
- Containment Vaccination Zone (CVZ) Emergency Vaccination Zone within the Control Area
- Protection Vaccination Zone (PVZ) Emergency Vaccination Zone outside the Control Area

The geographical areas of the above zones will be determined based on the FAD involved.

Consequences to consider when establishing the geographical areas of zones:

- The consequences of not containing the disease agent to a particular jurisdictional or geographic area.
- The consequences of movement restrictions (or implementation of a permit process) on a large geographical or jurisdictional area.
The Control Area

- The Control Area (CA) consists of an Infected Zone and a Buffer Zone.
- The CA is a quarantine zone for Infected, Suspect, and Contact Premises, and a movement control zone for At-Risk Premises and Monitored Premises.
- The size of the CA depends upon the FAD agent and circumstances of the outbreak.
- The CA radius may be as small as 6.2 miles (10 km).
- The CA (Infected and Buffer Zones) may be much larger, such as a jurisdictional unit, geographic area, or region.
- The size of the CA is scalable to the risk posed by the disease agent and the circumstances of the outbreak.

Infected Zone

- The Infected Zone (IZ) immediately surrounds the Infected Premises.
- The IZ is a quarantine zone for Infected, Suspect, and Contact Premises, and a movement control zone for At-Risk Premises and Monitored Premises.
- The IZ will initially encompass the perimeter of all presumptive or confirmed positive premises and include as many of the Contact Premises or contiguous premises as required epidemiologically or logistically.
- The IZ radius may be as small as 1.86 miles (3 km) radius beyond the perimeters of the presumptive or confirmed Infected Premises.

- The size of the IZ and CA depends upon the FAD agent and circumstances of the outbreak.

- The IZ may initially be as large as a county, township, district, regional area, State, Tribal Nation, or other jurisdictional level.

- The boundaries of the IZ can be modified or redefined as needed by the circumstances of the outbreak.

- Susceptible animals outside an IZ should not move into or through an IZ.

- Exceptions include susceptible animals going to slaughter where the best option is movement by permit to a slaughter facility inside the IZ. Other susceptible animal conveyances should be rerouted around the IZ and CA.

**Infected Zone**

**Buffer Zone**

- The Buffer Zone (BZ) immediately surrounds the IZ. The BZ and IZ together constitute the CA.

- The BZ is a quarantine zone for Contact Premises and a movement control zone for At-Risk and Monitored Premises.

- The BZ is a scalable area that will at least match the width of the IZ, but can be much larger than the IZ.

- The BZ radius may be as small as 4.3 miles (7 km) beyond the perimeters of the presumptive or confirmed Infected Premises.

- The size of the BZ and CA depends upon the FAD agent and circumstances of the outbreak.
- The BZ may initially be as large as a county, township, district, regional area, State, Tribal Nation, or other jurisdictional level.

- The boundaries of the BZ can be modified or redefined as needed by the circumstances of the outbreak.

- Any Contact or Suspect Premises located outside an IZ should be surrounded by a BZ.

- Susceptible animals outside a BZ should not move into or through a BZ.

- Exceptions may include susceptible animals going to slaughter when the only option is movement by permit to a slaughter facility inside the BZ. Other susceptible animal conveyances should be rerouted around the BZ and CA.

*Buffer Zone*
Surveillance Zone

- The Surveillance Zone (SZ) should be established within and along the border of the Free Area (FA), separating the remainder of the FA from the BZ of the CA.

- Surveillance in the SZ will focus on premises determined to be at the highest risk of infection. The minimum width of the SZ should be 6.2 miles (10 km). The maximum size of the SZ may be much greater.
Free Area

- The FA includes an SZ but extends beyond it (see Figure 3-6). The FA may also include Protection Vaccination Zone (PVZ).
- The FA is an area in which the absence of the disease under consideration has been demonstrated by meeting requirements for “surveillance to demonstrate freedom from disease/infection” as specified in Chapter 1.4 of the OIE Terrestrial Animal Health Code 2009.
- Within an FA and at its borders, appropriate official veterinary control is applied for animals and animal products, as well as for their transportation.

Containment Vaccination Zone

- The Containment Vaccination Zone (CVZ) is an emergency vaccination zone within the CA, and may include the IZ and/or the BZ.
- CVZ is a secondary zone designation. Quarantine and movement control requirements, surveillance requirements, and biosecurity procedures for the CA (IZ and BZ) apply to the CVZ.
- Animals receiving emergency vaccination within the CVZ will be subject to identification, vaccinated animal traceability, and differentiating infected from vaccinated individuals (DIVA) testing.
- Depending upon the circumstances of the outbreak, the emergency vaccination strategy within the CVZ will be one of the following:
  - Suppressive vaccination strategy: modified stamping-out—vaccinate to slaughter strategy
- Protective vaccination strategy: modified stamping-out—vaccinate to live strategy
- Protective vaccination strategy: vaccinate to live policy without stamping-out policy.

**Examples of Containment Vaccination Zones**

- **Emergency Vaccination in Infected Zone**
- **Emergency Vaccination in Buffer Zone**

- **Emergency Vaccination in Control Area**
- **Emergency Vaccination Partial BZ and IZ**

**Protection Vaccination Zone**

- The PVZ is an emergency vaccination zone in the FA.
- PVZ will be subject to movement control requirements, surveillance requirements, and biosecurity procedures. The PVZ will be surrounded by an SZ.
○ Animals receiving emergency vaccination within the PVZ will be subject to identification, vaccinated animal traceability, and DIVA testing.

○ The PVZ is consistent with the (OIE) Terrestrial Animal Health Code 2009 definition for a Protection Zone. A Protection Zone is defined by the OIE as “a zone established to protect the health status of animals in a free country or free zone, from those in a country or zone of a different animal health status, using measures based on the epidemiology of the disease under consideration to prevent spread of the causative pathogenic agent into a free country or free zone. These measures may include, but are not limited to, vaccination, movement control, and an intensified degree of surveillance.”

○ Depending upon the circumstances of the outbreak, the emergency vaccination strategy within the PVZ will be one of the following:
  - Protective vaccination strategy: vaccinate to live without stamping-out policy
  - Protective vaccination strategy: modified stamping-out—vaccinate to live strategy
  - Suppressive vaccination strategy: modified stamping-out—vaccinate to slaughter strategy.

*Protection Vaccination Zone*

**PREMISES**

In general, any animal disease outbreak involves six types of premises: 1) Infected Premises (IP); 2) Contact Premises (CP); 3) Suspect Premises (SP); 4) At-Risk Premises (ARP); 5) Monitored Premises (MP); and 6) Free Premises (FP). If emergency vaccination is used, there will be a seventh type, Vaccinated Premises (VP).
**Infected Premises**

- IP are those on which an FAD agent is presumptive or confirmed positive based on laboratory results, compatible clinical signs, case definitions, and international standards.

- All presumed and confirmed positive premises are classified as IPs. In addition, all other premises that meet the current case definition are classified as IPs.

**Contact Premises**

- A CP is one with susceptible animals that have been exposed directly or indirectly to animals, contaminated animal products, fomites, people, or aerosol from an IP. The specific transmission characteristics of the FAD agent should be considered when assigning the CP designation.

- Contiguous premises in close proximity to an IP may also be classified as CP.

- If a CP is identified outside the CA, it must be surrounded by a BZ until the disposition of the CP is determined.

- A CP will be subject to quarantine and movement controls, surveillance requirements, and strict biosecurity procedures. Other disease control measures may include depopulation and disposal of susceptible animals.

- If the susceptible animals on a CP are not depopulated, they will be placed under surveillance for at least two maximum incubation periods.
  
  - A maximum incubation period is defined as the longest period which elapses between the introduction of the pathogen into a susceptible animal and the occurrence of the first clinical signs (or other epidemiological evidence) compatible with the FAD agent.
  
  - Surveillance of CPs will consist of a minimum of three inspections of susceptible animals per maximum incubation period for the disease under investigation.
Following epidemiological investigation, surveillance requirements, and biosecurity requirements, a CP can be designated as an At-Risk or Monitored Premises if in a CA, or as an FP if in an FA (if in an FA, the BZ will be removed).

Contact Premises
**Suspect Premises**

- SP can be located within any zone or FA
- SP are those with susceptible animals that are under investigation with clinical signs (or other epidemiological evidence) compatible with the FAD agent.
- An SP will be subject to quarantine and movement controls, surveillance requirements, and strict biosecurity procedures. Premises are under surveillance for at least two maximum incubation periods.
  - Surveillance will consist of a minimum of three inspections of animals per incubation period for the disease under investigation.
  - Following complete epidemiological investigation, surveillance requirements, and biosecurity requirements, an SP can be designated as an At-Risk or Monitored Premises if in a CA, or as an FP if in the FA.

**At-Risk Premises**

- ARP are located in the CA (IZ or BZ) and have susceptible animals that do not have clinical signs (or other epidemiological evidence) compatible with the FAD agent.
- ARP must objectively demonstrate that they are not Infected, Contact, or Suspect Premises.
- ARPs are subject to movement control requirements, surveillance requirements, and biosecurity procedures established for the CA (IZ or BZ).
- Movement control of susceptible animal species or animal products from ARPs is limited to other premises within the CA (IZ or BZ), and is accomplished by risk assessments, surveillance requirements, biosecurity procedures, and permit.
o ARP that seeks to move susceptible animals or animal products out of the CA will need to be classified as MP.

At-Risk Premises

Monitored Premises

o MP are located in the CA (IZ or BZ) and have susceptible animals that do not have clinical signs (or other epidemiological evidence) compatible with the FAD agent.

o MP must objectively demonstrate that they are not Infected, Contact, Suspect, or At-Risk Premises.

o MP are subject to epidemiological investigation, risk assessments, surveillance requirements, and biosecurity procedures.

o MP can apply for permits to move susceptible animals and animal products out of the CA (IZ and BZ).

o For movement of susceptible animals and animal products out of the CA to an FA, the permit process must take into consideration any OIE international standards or conditions for such movement. In addition, commodity-specific proactive risk assessments, continuity of business plans, movement and marketability plans, and compartmentalization plans will also be considered.
**Monitored Premises**

**Vaccinated Premises**

- VP are a secondary designation. The primary designation will be IP, CP, SP, ARP, MP if located in the CA, or FP if located in the FA.

- A VP may be located in the CVZ within the CA (IZ and BZ) or in the PVZ within the FA.

- Vaccinated Premises will be subject to the risk assessments, surveillance requirements, and biosecurity procedures established for the primary premises designation or primary zone designation.

- Animals receiving emergency vaccination on the VP will be subject to vaccinated animal identification, vaccinated animal traceability, and DIVA testing.

- For movement of emergency vaccinated animals out of the CVZ or PVZ to an FA, the permit process must take into consideration any OIE international standards or conditions for such movement.
Free Premises

- FP are those outside the CA.
- FP can be located within a SZ or elsewhere in the FA.

All Zones and Premises
SUMMARY: PERMITS TO MOVE WITHIN A CONTROL AREA

- ARP in the CA (IZ or BZ) that are not Infected, Contact, or Suspect Premises are eligible to move susceptible animals or animal products within a CA (IZ or BZ).

- Movement control of susceptible animal species or animal products from ARPs is limited to other premises within the CA (IZ or BZ) and is accomplished by risk assessments, surveillance requirements, biosecurity procedures, and permit.

- ARP that seek to move susceptible animals or animal products out of the CA need to become MP.

- Non-susceptible species on an IP, CP, or SP are subject to movement control and may seek to move within the CA (IZ or BZ) by permit.

- Susceptible animals outside a BZ should not move into or through a CA.
  - Exceptions include susceptible animals going to slaughter when the only option is movement by permit to a slaughter facility inside the CA. Other susceptible animal conveyances should be rerouted around the CA.
  - FP (premises not located in the CA) that seek to move susceptible animals into the CA may do so only by permit.
SUMMARY: PERMITS TO MOVE OUT OF A CONTROLLED AREA

- MP can apply for permits to move susceptible animals and animal products out of the CA (IZ and BZ).
- MP are located in the CA (IZ or BZ) and have susceptible animals that do not have clinical signs (or other epidemiological evidence) compatible with the FAD agent.
- MP must objectively demonstrate that they are not Infected, Contact, Suspect, or At-Risk Premises.
- MP are subject to epidemiological investigation, risk assessments, surveillance requirements, and biosecurity procedures.
- For movement of susceptible animals and animal products out of the CA to an FA, the permit process must take into consideration national standards and any OIE international standards or conditions for such movement. In addition, commodity-specific proactive risk assessments, continuity of business plans, movement and marketability plans, and compartmentalization plans will also be considered.

Embargo Actions

Embargo actions may be put in place when food products need to be restricted within a quarantine zone.

Quarantine Order Releases

After cleaning and disinfecting the last infected premises, repopulation of farms may begin once three incubation periods of the associated disease pathogen have passed or as established by the State Veterinarian. Quarantine Orders will be removed.

Surveillance and Monitoring

WSDA will begin surveillance and monitoring of the affected premises, the Control Area, the original surveillance zone, and the general area for a period of five months or as established by the State Veterinarian.

Surveillance and monitoring will consist of an FADD investigation of any reported suspicious signs in animals.
CHAPTER TWO – COMMUNICATION

Washington State Actions

WSDA Director’s Press Release

The WSDA Director will issue a press release when there is a presumptive positive diagnosis of an FAD in the United States in a state other than Washington.

WSDA Director’s Alert of Emergency Border Restrictions

The WSDA Director will issue an alert of emergency border restrictions when there is a confirmed diagnosis of an FAD in the livestock industry in another state or country. This will require the restriction of movement of livestock, animal transport vehicles, and products as appropriate for the particular disease.

Governor’s Proclamation of an Animal Disease Emergency Within the State or a Border State

The Governor will issue a proclamation when there is a confirmed outbreak of an FAD within the state that initiates full involvement of the State Emergency Management Division (EMD) and the support of all other state agencies needed to fulfill the FAD Emergency Management Plan.

In the event that WSDA initiates an emergency disease response, USDA, APHIS, and Veterinary Services in Washington State will provide the Incident Commander with all available personnel and equipment resources. Depending on availability at the time of the request, this may include:

- Veterinarians
- Animal health technicians
- Clerical personnel
- Vehicles
- Animal handling equipment
- Cleaning and disinfecting equipment

**Communication Actions**

**Joint Information Center**

A Joint Information Center will be established to:

- Coordinate with Unified Command.
- Provide communication directives to other state, local, and federal counterparts.
- Coordinate public announcements, including agency press releases, alerts, and governor’s proclamations.

**Stakeholder Meeting**

After official notification of an FAD, WSDA will hold a stakeholder meeting to disseminate disease information and biosecurity protocols. The meeting may be held in a live venue or via technology resources such as Webinar or conference call. Suggested audiences include:

- Livestock owners
- Emergency response teams (industry, state, and federal)
- Other state and federal agencies
- Universities
- Private veterinarians
- Feed and pet stores
- Other interested stakeholders

**Public Awareness and Education**

Preparedness: The WSDA will conduct a foreign animal disease public awareness campaign at fairs, exhibitions, and meetings to distribute disease information and biosecurity protocols. Educational and instructional materials should be in English and
Spanish, and WSDA should promote the use of state and federal Web sites for additional information and guidance.

Response Goals: Highlight the importance of sound biosecurity practices and steps that producers and other owners can take to protect against infection.

WSDA will coordinate with federal, state, and local agencies, tribal entities, WSU and WSU-Extension to ensure a consistent message regarding animal health, public health and food safety.

Assure consumers that WSDA is working on the animal health issues in collaboration with state and federal partners.

Regularly test communication networks and systems and have messages mapped for the specific diseases before an incident or outbreak.

Internal communication should aim at ensuring that informed and timely decisions are made. Establish point of contact lists for key personnel.

Assign a Public Information Officer (PIO) to support the incident command structure. The PIO represents and advises the Incident Command on all public information matters relating to management of the incident.

External communications during an outbreak of a foreign animal disease should be designed to ensure that the public and media are kept fully informed with accurate and timely information. Develop messages that calm anxiety, instill confidence, and ensure compliance with emergency directives.

Information, checked for accuracy by members of the Incident Command staff, will be disseminated by PIOS working through a Joint Information Center.

A good working relationship with the press will be cultivated to provide timely, accurate information to the public. By gaining the public’s trust, the need for emergency procedures that may temporarily irritate the public can be better tolerated. In addition, effective communication can help to restore consumer confidence in the safety of animal products. Information may be mailed to owners of susceptible animals. Current information will be posted to the WSDA website.
CHAPTER THREE – BIOSECURITY

All principles of biosecurity are followed to prevent the introduction of an FAD to a premises or to contain infection to sites where it is already present. All personnel will adhere to standards of biosecurity.

A biosecurity officer responsible for overseeing biosecurity operations will be assigned in the operations section of the incident command structure. This will include providing just-in-time training for all personnel who have not received prior biosecurity training.

The biosecurity officer must ensure that all biosecurity personnel are familiar with direct, indirect, and arthropod-borne mechanisms of pathogen transmission. Pathogen transmission occurs:

- Directly, via animal contact with infected animals or products including:
  - Blood;
  - Secretions, such as milk and saliva;
  - Excretions, such as manure and urine;
  - Epidermal outgrowths, such as horns, hooves, and wool;
  - Respiratory Aerosols; and
  - Via arthropod vectors, (such as ticks and flies), serving either as mechanical carriers or as a part of the life cycle of the pathogen.

- Indirectly, via animal contact with contaminated but not infected or susceptible feed, water, fomites, and people or animals on the premises and surrounding areas.

A Biosecurity Plan

A good biosecurity plan is essential for the eradication and control of disease during a highly contagious disease incident. Biosecurity measures are aimed at:

- Keeping disease agents out of livestock populations in which the pathogens do not already exist; and
• Preventing the spread of disease agents already present in livestock populations to other uninfected susceptible or non-susceptible groups within or outside the population. Llamas that commingle with a flock of sheep may be an example of a non-susceptible group within a population.

A basic biosecurity plan includes:

• Implementing cleaning and disinfecting (C&D) procedures to reduce or eliminate pathogens and pathogen transmission.

• Controlling the movement of people, animals, vehicles, and equipment.

• Keeping accurate records on animals, including animal identification, vaccination, health records, pedigree, and production.

• Isolating newly purchased or returning animals for a suitable period of time before introducing or reintroducing them into a herd or flock.

• Protecting animals from wildlife. Rodents and other forms of vermin, insects, and other wildlife can spread disease agents.

General Biosecurity Considerations

An outbreak of a highly contagious foreign animal disease can have a serious impact on the agriculture industry. Personnel in contact with animal enterprises should routinely implement strict biosecurity measures to prevent or slow the spread of the disease.

Common Sources of Biosecurity Risk

WSDA personnel should identify areas of biosecurity risk in order to prevent the introduction of pathogens onto premises. Common areas of concern include:

• **People, animals, vehicles, and equipment.** Strict biosecurity measures for people, animals, vehicles, and equipment must be observed at all times. Measures might include, locking unguarded entrances, and patrolling and repairing boundary fences.

• **Contaminated feed and water.** Feed should be purchased only from suppliers with a quality assurance program in place for the safe manufacturing, storage, and delivery of their products. Special care should be taken to prevent feed and water from coming into contact with animal waste or other potentially contaminated animal products.
• **Contact with other animals.** Exposure to pathogens can occur at livestock shows, in hospital pens, at livestock markets, wildlife contact, and during the introduction or reintroduction of animals into a herd. Owners should isolate new animals, as well as any animals that may have traveled off the premises, before introducing or reintroducing them into the herd.

**Mitigating Biosecurity Risk**

Biosecurity risks can be mitigated with appropriate actions that include:

• Quarantine and isolation of animals being introduced into a herd or flock.

• Instituting appropriate hygienic precautions for people having contact with animals, animal products, and animal secretions and excretions.

• Accurate record keeping regarding animal history.

• Accounting for the history of potentially contaminated equipment, animal transport vehicles, and other vehicles that could infect the premises.

• Cleaning and disinfecting premises, vehicles, equipment, and materials.

• Cleaning and disinfecting or disposing of contaminated materials.

• Designating feed equipment to be used only for handling feed.

• Inspecting susceptible livestock regularly for signs of disease.

• Making an effort to avoid moving animals.

• Log in all visitors and require them to sign in and sign out.

• Ensuring that visitors follow biosecurity procedures.

• Minimizing visitor contact with susceptible animals.

• Ensuring that if travel between premises is necessary, each site is treated as a separate biosecure area and implement C&D procedures for personal hygiene, clothing, footwear, vehicles, and equipment.
Housed Animals

Under most circumstances, housed susceptible animals are at reduced disease risk and should remain housed if possible. Housed animals should not be mingled with animals of unknown disease status. Additionally, animals should not be moved into barns or other facilities that have housed infected or potentially infected animals unless these buildings have first been thoroughly cleaned and disinfected.

Animals Penned Outside

If susceptible animals are penned outside at all times, or if they must be turned out from a housed environment, reduce the risk of pathogen transmission by:

- Keeping groups of animals separated by a distance sufficient to prevent pathogen transmission (e.g., at least one empty field away from other animals).
- Preventing close or direct contact between groups of animals.
- Consulting with neighbors about the use of boundary or adjoining fields as barriers.
- Checking that all fences are secure.
- Keeping animals off of pastures that have been grazed by infected or potentially infected animals.

WSDA Biosecurity Policies in the Event of an FAD Outbreak

See Appendix 3 – Biosecurity.

Protocols for Disinfection

See Appendix 3 – Biosecurity.
CHAPTER FOUR – DEPOPULATION

Appraisal

RCW 16.36.096

Destruction of animals — Payment of indemnity.

In ordering the slaughter or destruction of any animal, the director may pay an indemnity in an amount not to exceed seventy-five percent of the appraised or salvage value of the animal ordered slaughtered or destroyed. The actual indemnity amount shall be established by the director by rule. Payment of indemnity does not apply to an animal: (1) Belonging to the federal government or any of its agencies, this state or any of its agencies, or any municipal corporation; or (2) that has been brought into this state in violation of this chapter or rules adopted under this chapter.

Information on procedures to implement appraisal activities is contained in the Appendices.

- Appendix 4 – Depopulation: Instructions for completing the appraisal and the indemnity claim form.
- Appendix 3 – Biosecurity: Biosecurity Procedures during Emergency Disease Incidents.

Euthanasia

Euthanasia is practiced during a major disease outbreak to help prevent or mitigate the spread of the disease through the elimination of infected or contact animals. Qualified personnel must be used to perform euthanasia in the quickest, safest, and most humane way possible.

If the presence of an FAD is identified in the United States, WSDA will respond in a coordinated, mutually supported manner with local and federal government agencies. The severity of the outbreak will determine response levels. These levels include:

- **Local/limited response.** This level of response is managed by local, state, federal, and industry officials, with response coordination provided primarily at
the state and regional levels and with national-level consultation and consequence management.

- **Regional response.** A regional response is managed by local, state, federal, and industry officials, with national-level crisis management, response coordination, consultation, and consequence management.

- **National response.** This level of response requires the combined efforts of local, state, industry, and federal officials, as well as non-agricultural personnel from government (e.g., FEMA) and the private sector in national-level crisis management, response coordination, consultation, and consequence management.

Regardless of the response level, government officials and the agricultural community must be prepared to work closely to deal with an animal health emergency.

**The Euthanasia Team**

The work of the euthanasia team on infected or contact premises is essential to the containment and control of a disease outbreak. The team consists of individuals who are skilled and experienced in humane euthanasia procedures, and who will work with veterinary specialists and animal care inspectors to ensure that animals are euthanized humanely.

Before any euthanasia work is initiated, team members should be briefed fully about the nature of the disease with which they are dealing and reminded of the hazards associated with the euthanasia methods to be used. The team manager will brief the owner, the owner’s family, and premises employees on euthanasia-related hazards.

Specific safety precautions and hygiene requirements should be explained before the euthanasia team enters the premises. The team should be supplied with all necessary personal protective and safety equipment.

**Euthanasia Team Safety**

The safety of the euthanasia team may be affected by several factors, including:

- The size and body weight of the animals to be euthanized.

- The temperament of the species being euthanized. The team will be able to implement euthanasia measures more safely, quickly, and humanely if they understand the animals’ temperament and are experienced in handling the species.
- The animals’ familiarity with humans. Special care and precautions should be taken if the animals are unaccustomed to being handled by humans.

- Animals generally regarded as dangerous (e.g., bison, bulls, sows with litters, large boars, tusks boars, and all of the cervid species).

- Methods and equipment available for animal restraint. Restraining methods and equipment used must be sufficient to ensure the safety of team members.

In a major disease outbreak, large numbers of animals will be producing and transmitting pathogens to other animals. Thus, the more quickly large-scale euthanasia activities can be completed, the more quickly pathogen transmission can be brought under control.

The stated goal of depopulation is to depopulate infected premises within 24 hours after the confirmation of positive status. Contacts may be ordered destroyed and may be put on a less stringent schedule. Human safety is of primary concern.

### Humane Considerations


Euthanasia should be performed or closely supervised by a veterinarian, and each animal should be checked at the conclusion of the procedure to ensure that the procedure was successful.

### Public Considerations

A major disease outbreak and response in this country can be expected to attract considerable media attention and interest, especially in the early stages of the incident. It is important that animal emergency response personnel work to gain the support of the public.

The media may be helpful in raising public awareness of the necessity of the euthanasia activities for disease eradication and the humaneness of the procedures being used. Media may also document the presence of animal care experts and representatives of animal welfare subject matter experts invited to observe the euthanasia activities, thereby reassuring the public that the most humane methods are being used.

### Minimizing Personnel Stress

Although animal euthanasia is commonly a necessary step in disease eradication, extinguishing animal life is a difficult and often stressful process. The euthanasia team should assess the experience and skills of personnel and ensure that each individual has
the information and skills needed to implement euthanasia activities quickly, humanely, and effectively.

Ideally, only experienced personnel will be involved with euthanasia activities. However, even experienced personnel can find these procedures stressful. The team manager should observe personnel for signs of undue stress and be prepared to suggest a break, a shift of duties, talk with a counselor, or other appropriate action. At the very least, team members should be encouraged to take frequent breaks, have regular meals, and get adequate sleep.

Some individuals will have continued difficulty with the stress of working in on a euthanasia team. These team members should be shifted to less-stressful roles in the disease eradication effort. Critical incident stress debriefing should be offered for all personnel involved with mass euthanasia activities.

**Minimizing Owner Stress**

It is recommended that the owner and the owner’s family not be present on the premises while euthanasia activities are taking place, especially if the family includes young children and/or if family members have emotional bonds with the animals concerned. As a matter of human compassion and consideration, the owner and family should be given a complete explanation of what to expect. If the owner and family choose to stay on the premises while euthanasia activities are implemented, they may experience considerable stress. Community mental health facilities and religious institutions may be helpful in providing educational, counseling, and referral services.

The euthanasia team leader should meet with the owner prior to the initiation of euthanasia activities to:

- Identify safety considerations, including the need to confine domestic pets and uninfected animals away from the site.

- Explain the euthanasia method chosen and why it was selected.

- Suggest that the owner and family leave the premises while euthanasia activities are proceeding.

**Selecting a Method of Euthanasia**

The method selected for euthanasia must be appropriate to the species involved. To ensure selection of the optimal and most humane euthanasia method for a given species, veterinarians with species-specific expertise and experience should be consulted during the planning process. Personnel responsible for directing euthanasia operations should have a working knowledge of the methods selected.
Another important element of humane euthanasia concerns the expertise of the individuals performing the procedure. *The role of proper personnel training in minimizing animal pain and stress during euthanasia cannot be overemphasized.* Personnel who are assigned euthanasia duties must have appropriate training and experience with the animal species to be euthanized, and with the euthanasia method to be used.

**General Considerations**

A number of issues must be considered when selecting the method of euthanasia. These include:

- Size and species of the animals;
- The environment where the animal is maintained (e.g., pasture, feedlot, dairy barn);
- The need for specialized equipment (e.g., firearms, gas chamber, chemicals);
- Public acceptance of the euthanasia method;
- Risk of spreading the disease agent;
- Hazard to the environment;
- Degree of animal restraint required; and
- Laboratory Sample contamination as a result of the euthanasia.

**Personnel Considerations**

Personnel-related considerations in the selection of a euthanasia method include:

- The availability of sufficient personnel to implement a given method.
- Training, experience, and skill of available personnel.
- Attitude of personnel – each individual must make it a personal responsibility to ensure that every animal handled and killed is treated in the most humane manner possible.
- Personnel safety during the implementation of euthanasia.
Method Selection

For each euthanasia situation, criteria for selecting the optimal method should include:

- The extent to which the method induces loss of consciousness and death in the animal quickly and with minimal pain, distress, anxiety, or apprehension.
- The method’s availability, reliability, and irreversibility.
- The training, experience, and skill of available personnel.
- Personnel safety in implementing the method.
- The method’s compatibility with the situation’s requirements and purpose. For example, captive bolt can be used when animals can be adequately restrained and gunshot when they cannot be restrained.
- The emotional effect of the method on personnel, owners, and observers.
- The number, location, size, weight, and species of the animals to be euthanized.
- Availability of facilities.
- The compatibility of the method with subsequent examination, evaluation, and testing of animal tissue.

Physical methods are an appropriate and often preferred method of mass euthanasia. Personnel using such methods should be skilled in the physical technique or experienced in the use of the equipment. Extreme care should be exercised in performing procedures to prevent harm to the operator or others in the immediate area.

Animal Handling and Restraint

Proper animal handling and restraint are vital to the success of the euthanasia operation. In all cases, the animals should be handled as calmly, quietly, and gently as possible.

- Proper handling is important in minimizing animal pain and distress.
- Proper handling ensures the safety of euthanasia crews and protects other people and animals in the area.
- Some methods of euthanasia require that animals be physically restrained. Ensure that an adequate number of personnel are available before moving the animal
from its housing.

- Animals that cannot be handled safely should be euthanized in their customary housing. The carcass should then be removed immediately so rigor mortis does not impede handling.

**Public Protection**

Euthanasia should be performed in such a way and in such a location as to ensure public safety and to protect the public from viewing euthanasia activities.

**Site Selection**

Consider the following criteria when selecting a euthanasia site:

- **Protection of bystanders and uninfected animals.** If feasible, animals to be euthanized should be moved away from bystanders and neighbors, from the view of the public, and from uninfected animals and wildlife. Pets and other animals not designated for euthanasia should be confined well away from the euthanasia site. Live animals infected with a highly contagious disease should not be transported past premises with susceptible species.

- **Avoidance of the risk of harm to property from the euthanasia method.** If gunshot is used, for example, the euthanasia site should be located in such a way as to protect premises buildings and other livestock from stray or ricocheting bullets.

- **Availability of facilities and equipment, including methods of animal restraint.** Consider the animal’s species, breed, degree of domestication, temperament, behavioral characteristics, size, weight, and degree of excitement as well as the presence of disease or pain when determining the methods of restraint.

**Sequence of Euthanasia Activities**

In general, animals should be euthanized in the following order:

- Animals with the greatest propensity to shed the disease agent (e.g., infected swine are reported to produce 100 to 1000 times greater concentration of FMD virus in aerosols than do cattle).

- Animals showing clinical signs of disease.
- Animals that have had contact with diseased animals.
- Animals susceptible to the disease of concern.
- Animals euthanized for humane reasons.

Information on procedures to implement depopulation activities is contained in the appendices.

- **Appendix 4 – Depopulation: Protocol for Euthanasia on Commercial Premises**
- **Appendix 4 – Depopulation: Protocol for Euthanasia on Backyard Premises.**
- **Appendix 4 – Depopulation: Equipment for Personal Safety and Biosecurity.**
CHAPTER FIVE – DISPOSAL

Disposal methods should effectively stop the spread of the disease while having a minimal practical impact on the environment. Prior planning at the local, state, and national levels to identify suitable options for various sites and species must be done to attain an effective disposal plan.

Carcasses and materials contaminated with the BSE agent and other transmissible spongiform encephalopathy (TSE) agents should be disposed of using an alkaline hydrolysis tissue digester, or if that is not an option, incineration over 1000°F.

Disposal Considerations

- Disease control
- Local concerns and regulations
- Worker health and safety
- Biosecurity
- Disinfection
- Environmental concerns
  - Department of Ecology
  - Local health departments
- Cost
- Availability of equipment for moving carcasses

Approved Disposal Methods

Burial

In most situations, the most expeditious method of disposal on infected or presumptive positive premises is burial at a single on-premises site. Compared to other disposal
methods, burial is simpler, more expedient, more economical, and less likely to cause adverse environmental effects. Onsite burial also minimizes biosecurity concerns involved in moving contaminated carcasses, animal products, and other materials off the infected or presumptive positive premises.


- Small groups of animals might be buried on-site.

- Selection of the site must meet all state and local requirements.

- Workers and animal owners participating in burial operations must observe appropriate biosecurity requirements and use individual protection precautions that are consistent with L & I requirements for the handling of infectious materials.

- Equipment must be available to prepare the site and move carcasses and other material.

- Necessary disinfectant supplies and materials must be available. All personnel and equipment must be disinfected before leaving the site.

- Site management includes security during the burial process and inspection of the site for potential problems such as gas production, seepage, and changes in soil surface that may need correction.

**Burial Equipment**

An excavator is typically used to dig and/or fill burial pits. This type of machine is able to:

- Construct a long, deep, straight-sided pit;

- Store topsoil separately from subsoil;

- Fill a pit with carcasses and other materials;

- Close the pit without disturbing the contents; and

- Cause comparatively minor site disturbance.

Loaders, bulldozers, and backhoes also may be used, although they cause greater damage to the site.
**Burial Pits**

The dimensions of a burial pit depend on site characteristics, such as soil conditions and available area, the equipment and method of excavation, and the size and amount of carcasses and other material slated for disposal. The pit should have vertical sides and should be as deep as is feasible considering the nature of the soil, the water-table level, and the capabilities of the equipment.

The pit should be as wide as possible, but not so wide that it is difficult to evenly distribute the carcasses in the pit. The length of the pit will depend on the size and amount of the carcasses and other material. Depending on soil conditions and water-table level, burial pits that are 7 ft wide and 9 ft deep are usually acceptable.

If equipment and soil conditions permit, it might be desirable to dig deeper and wider pits. Local authorities must be consulted about the minimum permissible distance between the seasonal high water table and the bottom of the burial pit. After the pit is filled, it should be covered with 6 feet of soil, starting at ground level.

**Disposal in Sanitary Landfills**

Animals and manure may be disposed of in a Subtitle D compliant landfill utilizing procedures and lists contained in Appendix 5. The infectious nature of the disposed animal byproducts and carcasses requires disposal in a controlled environment. Subtitle D compliant landfills have been specifically designed for the disposal of infectious materials and are regulated and monitored to minimize health and environmental effects.

Off-site landfill disposal will occur at Subtitle D compliant landfills only, unless specific approval is obtained from the local health district and the Drinking Water Division of Washington State Department of Health has been consulted.

Animal carcasses and byproducts will be transported in leak-proof containers and are subject to biosecurity procedures.

Subtitle D compliant landfill sites will be maintained as part of the WSDA’s response plan. Disposal response personnel will contact landfill sites to determine if there is available space for dead animals and associated products.

**Composting**

The composting of diseased animal carcasses is a suitable method of disposal if an appropriate site and the proper supplies are available. Composting it is a complex process that requires good management to be successful.
In emergency disposal, a composting operation for large numbers of livestock carcasses should be as “low-tech” as possible. The purpose of the operation is the safe disposal of carcasses, not the production of compost. Windrows should be designed to provide proper porosity and moderately excess carbon over a long period of time with absolute minimum maintenance. The use of wood chips, sawdust, and biosolids can provide the conditions needed. The compost pile will not be uniform and as a result, there will be areas within the carcass that will undergo putrefaction. However, the by-products of this decay will be composted when they come in contact with the excess carbon available in other parts of the compost pile.

Considerations for composting are:

**Carbon** – Use high carbon content materials such as sawdust, chopped wheat straw, or corn stover as the carbon source. Hardwood sawdust is preferable because it decomposes more rapidly, making the carbon more available. The services of a competent consultant should be obtained to formulate the recipe for the compost. If a specialist is not consulted, plan on at least six cubic yards per 1000 pounds of carcass.

**Carbon/Nitrogen Ratio** – The carbon/nitrogen (C/N) ratio is the ratio of the weight of organic carbon to the total nitrogen in an organic material. A C/N ratio of 30 provides the most ideal conditions for rapid composting and heating within the compost pile. As the C/N ratio increases, the temperature lowers and the composting time increases.

While composting will take place over a wide range of C/N ratios, a ratio below 20 will result in excess nitrogen and odor escaping. Ammonia emission is evidence of too little carbon in the compost mix. Ammonia production is unavoidable in the carcasses as they undergo putrefaction, so the maintenance of the cover material as a bio-filter is of the utmost importance.

**Bulking Agent** – The bulking agent serves as the base that holds the carcass and the carbon source up off the ground so air can circulate and provide oxygen. It serves as a sponge so that any excess liquids are absorbed and retained within the compost pile. And it serves as a cover to partially retain odors and to prevent birds, rodents, and other scavengers from having access to the carcasses.

The bulking agent is vitally important because after a compost windrow is formed, porosity and aeration become the critical factors for preventing excessive odor. The bulking agent is not composted to any great extent, but serves to give the compost pile the necessary porosity to ensure the availability of oxygen for decomposition.

The most readily available bulking agent is 1 to 2-inch wood chips. Plans should specify using about six cubic yards of bulking agent per 1000 pounds of carcass.

**Bio-solids** – Bio-solids recovered from a sewage treatment facility can be used to jumpstart the composting process. Biosolids that are in the process of active composting and which have completed the first heating cycle are the most desirable for composting.
animal mortalities. Plan to use a minimum of one cubic yard of bio-solids per carcass. If more bio-solids are readily available, double or triple the amount.

Prior to use in the compost pile, the bio-solids must have reached a temperature of 120°F to ensure adequate bacterial activation.

**Moisture** – Water is absolutely necessary to the composting process. A compost pile for animal mortalities should have moisture content between 40 and 50 percent. The carcasses of large animals have much higher moisture content, and that moisture will become available for the composting process as the carcass decomposes. A water truck equipped with a pump and a fog nozzle should be available to add moisture to the compost windrows. Under no circumstances should moisture begin to pool under the pile and run out onto the ground.

**Laboratory Testing** – Until the compost windrows have been established and reduced to material for daily use, it is vital that a competent laboratory be used to determine the moisture content, carbon content, nitrogen content, and pH of the compost materials.

**Maintenance of Compost Windrows** – The compost windrows must be maintained to prevent scavenger access and to promote decomposition of the carcasses. Wood chips should be added to the top and sides to keep the piles uniform. If there are no odor or moisture problems requiring immediate intervention, the windrows should be turned after nine months to a year.

**Pathogen Control**

A site used for composting animal mortality from an FAD outbreak must be considered uniformly contaminated from the time the first carcass arrives until laboratory testing has confirmed that there is no virus present.

When composting is used, the muscle mass of the carcass will undergo rigor mortis and the resultant lactic acidosis effectively destroys the foot-and-mouth virus within the muscles. Care should be taken to minimize fluid leakage from the carcasses since the fluids will be heavily laden with virus. The heating effect of thermophilic organisms within the compost pile will provide significant reduction in pathogen load, and as viral particles are exposed to the detrimental effects of heat, cold, wet, dry, and the ultraviolet content of sunlight, the viral load diminishes.

The composted material should undergo laboratory testing at NVSL to ensure that it is free of disease agents and to document that the composting process has produced a safe product. Once the absence of the disease agent has been verified, the product may be released.

**Material contaminated with any of the TSE agents should not be composted. At present, the only acceptable methods of disposal for TSE-infected material are**
alkaline hydrolysis or incineration over 1000°F.

- Composting methods must be in compliance with Department of Ecology guidelines.
- Off-site composting may be done at a municipal compost facility, subject to acceptance and proper transportation.

**Alkaline Hydrolysis Tissue Digester**

Alkaline hydrolysis tissue digesters were developed to dispose of radioactive animal carcasses generated from biomedical and pharmaceutical research and development. Recent advances in technology and equipment have made this method of carcass disposal an option when more common disposal methods are not feasible. At this time, this is the preferred method for disposal of TSE-infected material.

In alkaline hydrolysis, sodium hydroxide or potassium hydroxide, heat, and pressure are applied to digest carcass tissue. Only liquid effluent and the mineral portion of bone and teeth remain after the process. In most cases, the effluent can be discharged into municipal sewage systems. If potassium hydroxide is used, the effluent can be dried and used as fertilizer. The bone and teeth can be crushed and sent to a landfill.

Although alkaline hydrolysis involves a low operational cost per pound of tissue disposed, the equipment is expensive to purchase. Portable units, currently under development, are expanding the options for use of this disposal method.

**Rendering**

Rendering is an approved method for animals that are depopulated but not infected with an FAD. However, the movement of carcasses to the rendering plant poses some additional risk of spreading a disease agent.

The Disposal Unit Leader will coordinate all arrangements for the disposal of carcasses at rendering facilities and will work with the appropriate leaders within the Incident Command System to contract for the facilities’ services. The management of rendering facilities must be willing to stop all other operations in order to render only the materials that the Disposal Unit Leader has presented or authorized.

The Disposal Unit Leader should contract for continuous rendering rather than batch rendering because each time a batch rendering vessel is opened or discharged fine vapor
and materials become airborne, complicating cleaning and disinfecting of trucks traveling off the premises.

Sheep will not be rendered as wool damages rendering plant machinery.

**Incineration**

Incineration is subject to approval of the local Health Department and Department of Ecology Air Pollution personnel. It should be used only when burial or other methods are not feasible.

**Disposal of Miscellaneous Materials**

Most contaminated or potentially contaminated carcasses and animal products, materials, and wastes can be disposed of by one of the above methods. However, the materials listed below require special disposal considerations.

**Milk**

Milk disposal presents particular problems because large volumes often are involved. Milk must be treated before disposal to inactivate any disease agents. If milk is held on a premises for disposal, quantities are relatively smaller. The disease agent should be deactivated and the milk disposed of in a burial pit, through the sewage system, or in a sewage lagoon.

In cases involving large volumes of contaminated milk, such as at dairy plants or transfer facilities, the milk should undergo disease agent inactivation and then be pumped into a shallow, fenced-off pit. After the milk has evaporated or seeped into the surrounding soil, the pit can be covered.

**Dairy Wastewater**

Wastewater from dairy plants contaminated with infected milk must be treated in such a way as to inactivate disease agents and render the wastewater acceptable for disposal in a sewage system. Washington State Department of Ecology and the Environmental Protection Agency should be consulted for advice on treating wastewater and sewage.

**Lagoons**

Manure and wastewater from concentrated animal production operations are often contained in lagoons before being disposed of according to the farm waste management
plan. When a lagoon becomes contaminated with a highly contagious disease pathogen, it will be necessary to quarantine the lagoon to prevent the spread of the pathogen to other animals. Adequate fencing is necessary as part of this quarantine. Samples from the lagoon should be tested and found free of the disease agent before the material is handled.

When there is adequate space in the lagoon to contain the wastewater from the cleaning and disinfecting process, complete C&D before sampling the lagoon since the wastewater from C&D will contain appreciable amounts of disinfectant and detergent. Routine operations of stirring or bubblers in the lagoon should continue during C&D operations.

The pH of lagoon contents can be adjusted to less than 3 or more than 11 by the addition of organic acid or alkaline reagents. Ensure that the material is mixed very thoroughly before testing the pH level.

It is unlikely that a suitable site, free of susceptible livestock or wild species, can be found to spread untreated material from a lagoon. In some instances, small amounts of lagoon contents can be added to a compost windrow. However, any such contents must be free of C&D wastewater contamination.

**Feed, Grain, Hay, and Straw**

Feed, grain, hay, and straw that may have been contaminated should be burned or buried. This includes:

- The parts of the stocks or bins over which the owner has been walking while removing hay or grain;
- Parts that animals may have had direct contact.

If composting is used as a disposal method for animal mortality, include any of these materials in the compost windrows. The surfaces of the remaining sacks of grain, hay, straw, or sacked feed should be fumigated or sprayed thoroughly with an appropriate disinfectant.

**Silage**

Contaminated silage and contaminated portions of silage pits must be removed and destroyed. Uncontaminated silage may need to be sealed off for a period of time before being used as animal feed.

**Manure**
Contaminated manure may be burned, buried, or composted. Manure that cannot be burned or buried should be isolated from animals, people and traffic via fencing or other means.

**Wool and Mohair**

Wool and mohair are difficult to incinerate. Therefore, burial is the preferred method of disposal.

**Germplasm**

Germplasm, such as semen and ova, stored on infected or presumptive positive premises must be evaluated and disposed of safely if the material poses a risk. Any germplasm from an infected or presumptive positive premises can only be moved by permit issued by WSDA or USDA.

**Temporary Storage**

Prompt carcass disposal after euthanasia may be impossible, especially during a major outbreak involving a large number of animals. In such situations, carcasses and other items awaiting disposal should be secured to prevent unauthorized access and potential disease spread to susceptible species.

Options for temporary storage are:

1. Stacking carcasses in a closed building.
2. Stacking carcasses outdoors.
   - Carcasses should be sprayed thoroughly with a disinfectant and securely covered with a tarp.
3. Use earth-moving equipment to arrange the carcasses in one or more piles and then cover them with at least 3 ft of soil.
   - Control measures for insects, vectors and other fomites must be enacted.
CHAPTER SIX – SURVEILLANCE

Upon laboratory diagnosis of an FAD, surveillance will begin on all premises with susceptible species within the quarantine zone.

Active Surveillance

Courier Service for Lab Specimens

The WSDA or USDA will establish a courier service to pick up, bag, label, disinfect, and transport dead animal specimens to a containment laboratory for diagnostic purposes.

On-Farm Sampling

Task force personnel will establish on-farm sampling for testing of premises in quarantine zones.

Passive Surveillance

Sick Calls

A reported increase in sick animals will initiate an FAD investigation.

Epidemiological Investigation

All premises implicated from the epidemiological study of infected premises will be subject to a follow up inspection, whether or not they are in the quarantine zone. The results of the epidemiological investigation will determine the contact premises.

- All contact premises will be quarantined.
CHAPTER SEVEN – CLEANING AND DISINFECTING

Cleaning and disinfection (C&D) impede the spread of disease and become critical tools in an incursion of any of the highly contagious disease such as FMD, tuberculosis, and Classical Swine Fever. Where a contagious disease is involved, vehicles, holding pens, equipment, and various facilities must be cleaned and disinfected. With highly contagious diseases, the C&D procedures extend to the entire premises. Disinfecting is not equivalent to sterilization. Disinfecting procedures reduce the number of infectious microorganisms below a harmful level, while sterilizing eliminates all microorganisms.

Highly contagious diseases may spread through the movement of infected animals, animal products, or fomites (feces, bedding, vehicles, harness, etc.) and convey disease agents to susceptible animals.

**Cleaning and disinfection of infected or contact premises is the responsibility of the owner.**

- The owner may be reimbursed for certain expenses at a rate established prior to C&D activities.
- State or federal personnel will monitor the progress of C&D activities and will conduct inspections of each phase to insure compliance with this protocol.
- WSDA or USDA authorized personnel must document the successful completion of C&D.

**C&D of Infected Premises – Before Depopulation**

See Appendix 6 for details.

- The C&D task force will determine and assign adequate personnel to accomplish C&D.
- WSDA or USDA will stock the entrance of the facility with all necessary biosecurity supplies.
- WSDA or USDA will post signs at the site’s entrance, identifying the site as a quarantined site with restricted entry.
• WSDA and/or USDA will help maintain a biosecurity perimeter.

• The C&D Task Force will review C&D protocol with facility management and establish timelines.

• The C&D Task Force will ensure a signed compliance agreement between facility management and regulatory authorities is in place.

C&D of Commercial Premises – After Depopulation

See Appendix 6 for details.

• WSDA inspectors will ensure pest control programs are in place.

• The movement of any manure is prohibited for 28 days after depopulation or if otherwise determined by WSDA.

Cleaning and Disinfecting Protocols for Livestock Premises

See Appendix 6.
CHAPTER EIGHT – REPOPULATION

Repopulation is a process of restocking premises after they have been depopulated, cleaned and disinfected, surveillance has determined the absence of a disease agent, and the premises and area have been released from zone quarantines.

Quarantine Releases

After completion of C&D of the last infected premises in a quarantine zone, restrictions can be removed and re-population of non-restricted farms may begin as soon as three incubation periods for the specific pathogen has passed or as determined by WSDA. Surveillance zone and affected zone quarantines will be officially released.

Restocking

Restocking will be done with animals from facilities outside the quarantine zone, or by permit from within the zone after negative testing of the source.

Surveillance and Monitoring

Surveillance and monitoring of the area and all previously restricted premises, especially those within the original surveillance and affected zones, will continue for a period of five months or as determined by WSDA.

FADD Investigation

A Foreign Animal Disease Diagnostician will investigate any susceptible animals on the restocked premises with suspicious signs for a period of time equal to 3 incubation periods for the disease or other appropriate time period as determined by the state veterinarian.
CHAPTER NINE – MOVEMENT

WSDA has the authority to quarantine premises, stop animal movement, and take other actions necessary to halt the spread of an FAD and to eradicate the disease. Controls will be put into place to restrict the movement of animals, livestock handling equipment, and other vectors, such as vehicles, that are associated with livestock and could spread the disease within the quarantine zone. To help stop the spread of disease pathogens, some animals and animal products will have to be traced and/or recalled, and the movements of people, equipment, and non-susceptible animals will have to be controlled. The governor must authorize any prohibition of human movement from the affected zone.

Permit System

Regulatory personnel will establish a permit system to manage all movements to and from infected premises, contact premises, and suspect premises.

Movement from an Uninfected State

An initial 72-hour ban on movement is often necessitated by a presumptive positive diagnosis of a highly contagious FAD such as foot-and-mouth disease. Regardless of whether a 72-hour movement ban is imposed, the following movement restrictions will apply to the movement of animals and animal products:

- Susceptible animals and animal products that have not been traced to an infected premises may be moved in a sealed vehicle if they are accompanied by a permit for movement issued by the USDA or WSDA.

- Susceptible animals and animal products that have been traced to an infected premises may not be moved until the traced premises has been monitored for a time equaling one incubation period with no signs of disease.
  - After a time equaling one incubation period, animals and animal products may be moved in a sealed vehicle if accompanied by a permit for movement.

- A permit may be required for movement of non-susceptible animals and animal products derived from non-susceptible animals.
  - If the vehicle has been on any presumptive positive premises or premises housing animals that have been traced back to infected premises, the
vehicle must be cleaned and disinfected before it is used to haul livestock or livestock products.

Movement from a Presumptive Positive State

An initial 72-hour ban on movement is often necessitated by a presumptive positive diagnosis of a highly contagious FAD such as foot-and-mouth disease. Regardless of whether a 72-hour movement ban is imposed, the following movement restrictions will apply to the movement of animals and animal products entering Washington from a presumptive positive state.

Movement to Slaughter

If susceptible animals and animal products originate fewer than 12.4 miles (20 km) from presumptive positive or infected premises, they may be moved directly to a slaughter facility within Washington:

- After a time equaling two incubation periods, provided that no clinical signs of disease have been observed;
- Following depopulation and decontamination of the presumptive positive or infected premises; and
- Transported in a sealed, cleaned, and disinfected vehicle, and accompanied by a movement permit.

Movement to Other Premises

If susceptible animals and animal products originate fewer than 12.4 miles (20 km) from presumptive positive or infected premises, they may be moved directly to any premises within Washington:

- After a time equaling three incubation periods, provided that no clinical signs of disease have been observed;
- Following depopulation and decontamination of the presumptive positive or infected premises; and
- Transported in a sealed, cleaned, and disinfected vehicle, and accompanied by a movement permit.
If susceptible animals and animal products originate *more than* 12.4 miles (20 km) from presumptive positive or infected premises, they may be moved directly to any premises in Washington:

- After a time equaling one incubation periods, provided that no clinical signs of disease have been observed;
- Following depopulation and decontaminated of the presumptive positive or infected premises; and
- Transported in a sealed, cleaned, and disinfected vehicle, and accompanied by a movement permit.

**Movement from a Traced Premises**

If susceptible animals and animal products originate *fewer than* 12.4 miles (20 km) from traced premises (premises on which animals originating from an infected premises are or have been present), they may be moved directly to any premises within Washington:

- After the traced premises have been monitored for a time equaling one incubation period, provided that no clinical signs of disease have been observed; and
- Transported in a sealed, cleaned, and disinfected vehicle, and accompanied by a movement permit.

**Movement of Non-Susceptible Animals**

Non-susceptible animals or animal products originating *less than* 12.4 miles (20 km) from presumptive positive or infected premises may be moved to any premises in Washington:

- Accompanied by a movement permit and transported in a sealed, clean, and disinfected vehicle.

Non-susceptible animals or animal products originating *more than* 12.4 miles (20 km) from presumptive positive or infected premises may be moved without a permit and in unsealed vehicles to any premises in Washington.

**Movement from In-state Shows and Exhibitions**

An initial 72-hour ban on movement is often necessitated by a confirmed positive diagnosis of a highly contagious FAD such as foot-and-mouth disease. Regardless of
whether a 72-hour movement ban is imposed, the following movement restrictions will apply to animals and animal products at in-state shows or exhibitions.

- Non-susceptible animals at a show or exhibition must be bathed and disinfected and returned directly to their home premises within 24 hours following the announcement of a confirmed positive FAD.

- Susceptible animals at a show or exhibition at which no animals are from a confirmed positive premises or a traced premises must be bathed and disinfected and returned directly to their home premises within 24 hours following the announcement of a confirmed positive FAD.
  - The animals must be quarantined for observation on the home premises for a time equaling one disease incubation period.

- Susceptible animals at a show or exhibition where any animals originate from a confirmed positive premises, presumptive positive premises, or traced premises should be euthanized and disposed of within 24 hours following the announcement of a confirmed positive FAD.

**Movement Control and Record Keeping**

WSDA or USDA will establish appropriate means of identifying, monitoring, controlling, and tracking the movement of animals within the state. Movement control record keeping should also be part of the day-to-day activities of all animal operations. Animal disease traceability guidelines will be followed.

**Movement in the Affected Zone**

In an outbreak, the affected zone initially will encompass the perimeter of all presumptive or confirmed positive premises and will include the contact premises. The boundary of the affected zone should be established at least 6.2 miles (10 km) beyond the perimeters of the presumptive or confirmed positive premises.

All roads leaving an affected zone must have quarantine checkpoints. The checkpoints must be supervised 24 hours per day, 7 days per week.

**Movement Into an Affected Zone**

Susceptible and non-susceptible animal species can be moved into an affected zone with a permit and with implementation of appropriate biosecurity measures.
• If the final destination is not located within the affected zone, all shipments of susceptible and non-susceptible animals will be rerouted to avoid the affected zone.

Movement Out of an Affected Zone

No animals or materials posing risk of pathogen transmission may leave the affected zone without a permit.

No susceptible animal species may leave the affected zone unless they are:

• Going directly to slaughter at an approved slaughter facility established in the buffer or surveillance zone; and/or

• Meet criteria described on a permit.

No products posing a risk of pathogen transmission may leave the affected zone unless they are:

• Going directly to a processing facility in the buffer or surveillance zone; and/or

• Meet criteria described on a permit.

People and vehicles may be allowed to move out of an affected zone provided that acceptable biosecurity measures are followed and that such movement is not prohibited by the governor’s declaration of emergency.

• Quarantine checkpoints should be placed strategically on transportation routes.

• Records should be maintained of all movements permitted out of the affected zone.

Movement Within an Affected Zone

During the initial phase of an incident, no shipments of species, products, or materials posing a risk of pathogen transmission will be allowed to move within an affected zone.

• Susceptible animals may be moved (using appropriate biosecurity) to a slaughter plant for destruction if the plant is within the affected zone.

People and vehicles may be allowed to move within the affected zone provided acceptable cleaning and disinfecting procedures and other biosecurity measures are implemented.
Non-susceptible animals may be moved within the affected zone, provided appropriate biosecurity measures have been taken and a movement permit accompanies the animals.

**Movement in the Buffer-Surveillance Zone**

The buffer-surveillance zone initially may include the entire state. In addition to surrounding affected zones, a buffer-surveillance zone will surround any contact premises.

Susceptible animal species and/or animal products posing risk of pathogen transmission can be moved within the buffer-surveillance zone with a permit and appropriate biosecurity measures. However, neither animals nor animal products and materials posing a risk of pathogen transmission can be allowed to leave the zone.

The perimeter of the buffer-surveillance zone will be adjusted as epidemiological information becomes available and the extent of the outbreak becomes better known.

**Movement of Non-Susceptible Animals**

During an outbreak of an FAD, quarantine and movement control personnel may need to deal with requests by owners in an affected zone to move non-susceptible animal species. The disease eradication and control program should allow access to, care of, and feeding of non-susceptible animals. The program also should allow for the timely marketing or movement of the non-susceptible animal species and/or their products if these actions are compatible with optimal disease control policies and strategies and if they meet acceptable biosecurity standards.

**Tracing and/or Recalling Animals and Animal Products**

The ability to trace the movements of animals, animal products, and related materials at the beginning of an outbreak is the key to stop the spread of an FAD and to determine its source. Tracing animals and related products and materials during the remainder of an outbreak is essential for disease eradication. Finding exposed herds before they develop the disease may prevent the propagation of additional virus and limit further pathogen spread.

The tracing of movements also enables the identification and recall of infected, contact, or suspect animals involved in international trade, thereby protecting trading partners from exposure to the FAD.

Tracing involves identification of animal movements to or from an affected farm, stockyard, meat packing plant, dealer premises, or other facility.
Tracing Movements to and from an Affected Farm or Ranch

Immediately upon confirmation of a diagnosis of highly contagious disease on a farm or ranch, information must be obtained from the owner and employees about movements onto and from the premises. Such information will include movements, within two incubation periods, of:

- Animals
- Meat
- Milk
- Manure
- Equipment
- Vehicles
- Feed
- People
- Pets
- Any other potential fomites or vector

To help ensure that exposed premises are located and quarantined immediately, the infected premises owners or employees must provide the following to the disease reporting unit:

- The date of the movement.
- The type of movement.
- The complete physical address of the final destination.

In a small area outbreak with low livestock density, tracing operations may be completed with available personnel. In a widespread outbreak with an overwhelming numbers of movements, the tracing operation may involve local or state police, county agents, USDA officials and personnel, military, and other organizations.

Tracing Movements from Affected or Exposed Slaughter Facilities
The facility veterinary inspector and the plant manager will be contacted to determine the dates of the product movements to be traced. The list of movements to be traced immediately should initially include fresh, frozen, or chilled products from the species involved.

A list of all other shipped products, including processed, fresh, frozen, or chilled products from noninvolved species, hides, and offal should be compiled and submitted to the appropriate authorities. Surface contamination of products and vehicles may act as fomites and contribute to the spread of the disease. Special attention should be focused on the shipment of products containing tissues in which the virus is known to survive (e.g., lymph nodes and bone marrow for the virus causing foot-and-mouth disease).

**Tracing Movements of Veterinary Practitioners**

Once a highly contagious foreign animal disease is known to exist in an area, local veterinary practitioners should be immediately notified to minimize the veterinarians’ contact with infected, contact, or suspect premises. A veterinary practitioner may have inadvertently visited such premises during routine calls before the disease is suspected or diagnosed.

Any veterinary practitioner who has been on infected, contact or suspect premises must submit a detailed written report of all activities, beginning with the date and time of arrival at the affected premises. The report should include:

- Identification of the animal or animals treated;
- The diagnosis;
- The method of treatment;
- Equipment used; and
- The cleaning and disinfecting procedures (personal and equipment) prior to leaving the premises.

Similar reports including the above information should be prepared for all subsequent premises. The practitioner’s car, work clothes, and professional equipment must be immediately cleaned and disinfected and any contaminated drugs or equipment that cannot be satisfactorily disinfected should be disposed of in an approved manner.

In addition, the practitioner should be asked to have no contact with livestock for a time determined by the WSDA based on the disease agent involved. Any farm with susceptible animals where the veterinary practitioner visited after having been on infected premises may be subject to quarantine and will be inspected for signs of disease for a minimum of two incubation periods.
If visits were made outside the affected area, those premises must be quarantined and placed under inspection as set by the WSDA. If exposure is of sufficient magnitude, the treated animals may be depopulated immediately and the herd either depopulated or maintained under inspection for two incubation periods.

**Tracing Movements from Stockyards or Auction Markets**

The procedures for tracing animals, vehicles, and personnel from an infected, contact, or suspect stockyard or auction market are essentially the same as those for individual premises. The primary differences are the number of movements, the extent of the movements, the existence of records of movements from yards and auction markets, and the extent of human contact with the animals.

**Quarantined Premises Restrictions**

**Human Movement**

Movement for anything less than urgent reasons should be strongly discouraged. However, people and vehicles can leave infected premises without posing undue risk if they undergo strict cleaning and disinfecting procedures and other biosecurity precautions. Only the governor may authorize the prohibition of human movement from infected premises.

Schoolchildren who reside on infected premises should be encouraged to stay home from school during the early days of the outbreak. Although unenforceable, this will help prevent the spread of the pathogen to other premises.

Visitors might wish to enter premises for a variety of reasons – from social calls to reading utility meters. Only visits that are absolutely necessary should be allowed. Premise owners should make alternative arrangements for such things as meter readings.

Movement of incident personnel is subject to strict cleaning and disinfecting procedures.

**Movement of Animals**

- Movement of susceptible animals in or out of quarantined premises is prohibited.
- Movement of non-susceptible species is allowed by permit.
**Bedding and Manure**

Movement of soiled bedding and manure out of quarantined premises is prohibited.

**Equipment and Feed (Egress)**

Movement of equipment and feed out of quarantined premises is prohibited except by permit.

**Vehicles**

Movement of vehicles in and out of quarantined premises is subject to security and decontamination arrangements in place at the premises. See Appendix 6 for details.

**Feed (Ingress)**

Movement of feed onto quarantined premises is allowed by permit. All trucks must be cleaned and disinfected upon entering and leaving the premises. See Appendix 6 for C&D procedures.

**Zone Restrictions**

In general, all premises are to operate biosecurity at a high level according to standard operating procedures.

**Susceptible Animals (Egress)**

Movement of susceptible animals out of the zone is prohibited except by permit and only for the purposes of movement to slaughter.

**Susceptible Species Restocking (Ingress)**

Restocking of specific premises may be allowed by permit.

**Livestock Events**

All livestock events such as exhibitions, shows, sales, and competitions will be suspended.
CHAPTER TEN – EDUCATION AND OUTREACH ACTIVITIES

No eradication effort will be successful without the cooperation and involvement of the affected livestock industry. It is the responsibility of regulators managing the animal disease to inform the public regarding the disease and the consequences of the outbreak. This will ensure the public’s assistance in controlling an outbreak and will help to alleviate concerns regarding the public health aspects of an animal disease outbreak.

Stakeholder Outreach

The WSDA will hold informational meetings, training sessions, and awareness campaigns with outside experts, government scientists, media, and industry early in the outbreak to educate about the danger of the threat and the need for good sanitation, isolation, and management.

FAD Educational Materials

WSDA will distribute educational materials that meet the specific features of the FAD.

- Materials should be customized for practical impact on the variety of target audiences (truckers, feed delivery personnel, milk tankers, breeding technicians, utility men, feed stores, producers, etc.).

Worker Education Programs

WSDA will offer educational materials for industry to train and certify workers on methods of disease transmission and biosecurity.

Biosecurity Education

WSDA will publish and distribute biosecurity steps and procedures for industry workers, customized to apply to job type. A list of potential biosecurity risks and the means to control them will also be distributed.
Responder Training

WSDA will train responders in the areas of biosecurity, animal health, humane animal care, and emergency response so as to facilitate an effective and integrated response to an FAD outbreak.

APPENDIX 1 – REGULATORY ACTIONS

Quarantine Order Instructions

A Quarantine Order for premises stays in effect until officially released by the State Veterinarian’s office.

To issue a quarantine:

1. Contact the State Veterinarian’s office: 360-902-1881
   - Administrative Assistant: 360-902-1878
   - FAX: 360-902-2087

2. Complete Quarantine Order, AGR form 300-3001 (R/1/04). An example of this form can be found in Appendix 10 – Forms.
   - **Order issued to:** Print the full name, address, and phone number of the owner or agent.
     - You **must** include the current mailing address and the physical address.
     - You **must** include the county.
     - Include a fax number if the owner or agent has one.
   - **Animals quarantined:** Describe which animals are quarantined – species, breed, type, identification numbers, number of animals involved, etc.
   - **Location of Confined Animals:** Describe the actual current physical location of the animals listed on the Quarantine Order, including the street address, county, and ZIP code.
• Disease for which animals tested positive, or may be exposed or infective: List the disease.

• Quarantine Instructions: List any specific instructions or restrictions.

• For: Print “Leonard Eldridge, DVM.”

• Dated: Indicate the day, month, and year on which you served the owner or agent.

• By: Sign your name. You are delivering the Quarantine Order on behalf of the State Veterinarian.

• Affidavit of Receipt: The owner or agent should date and sign the Quarantine Order form when they are served. If they refuse, write “Refused to Sign” and sign and date the form yourself. The owner or agent signature does not indicate that they agree with the quarantine. It just acknowledges that the Quarantine Order was served and received.
  
  o Leave the completed white copy with the owner or agent.

  o Keep a copy for yourself.

  o Immediately fax a copy to the State Veterinarian’s office.

  o Promptly mail the remaining copies to the State Veterinarian’s office using the address on the Quarantine Order form.

Complete the Request for Hearing, AGR form 300-3032 (R/1/04).

• RE: Hold/Quarantine Order No.____: Insert the number from the Quarantine Order. For example, 91-1604.

• Agent/Owner: Print the name of the agent or owner.

• Address: Include the current mailing address.

• Phone No.: Include the phone number of the agent or owner.

• FAX No.: Include the fax number if the agent or owner has one.

The owner or agent completes the rest of the form, signs, dates, and mails it to the address on the second page.
For a prompt or emergency hearing, the completed, signed, and dated form must be received by the State Veterinarian’s office within five days after the Quarantine Order is issued. For a regular hearing, the Request for Hearing form must be received within 25 days after the quarantine is ordered. A hearing by telephone can be arranged.

If the owner or agent hands the completed, signed, and dated Request for Hearing form back to you and has indicated a desire for a hearing, immediately fax the request to the State Veterinarian’s office.

**Hold Order Instructions**

The Animal Health law, Revised Code of Washington 16.36.010, makes a provision for issuing a Hold Order. A Hold Order is issued when:

- Overt disease or exposure to disease in an animal is not immediately obvious, but there is reasonable cause to investigate whether an animal is diseased or has been exposed to disease;

- Import health papers, permits, or other transportation documents required by law or rule are not complete or are suspected to be fraudulent; or

- Further transport of an animal would jeopardize the well being of the animal or other animals in Washington State.

A Hold Order expires at midnight on the fourteenth day from the date it was issued. Because it automatically expires, a Hold Order does not have to be officially released. If necessary, a Hold Order can be renewed or replaced with a Quarantine Order. A Quarantine Order stays in effect until officially released by the State Veterinarian’s office.

**To issue a Hold Order:**

1. Contact the State Veterinarian’s office: 360-902-1881
   - Administrative Assistant: 360-902-1878
   - FAX: 360-902-2087
2. Complete Hold Order, AGR form 300-3034 (R/1/04). An example of this form is in Appendix 10 – Forms. The Hold Order number is in the upper right corner. For example, 91-H-2601.
Hold Order Form Page One:

- **Order issued to:** Print the full name, address, and phone number of the owner or agent.
  - You must include the current mailing address and the physical address.
  - You must include the county.
  - Include a fax number if the owner or agent has one.
- **Animals held:** Describe which animals are to be held – species, breed, type, identification numbers, number of animals involved, etc.
- **Location of Confined Animals:** Describe the actual physical location of the animals listed on the Hold Order, including the street address, county, and ZIP code.
- **Hold Order:** Mark the box labeled “Possible Exposure to Disease.”
- **Disease for which animals may be exposed or infective:** List the disease.
- **Hold Instructions:** List any specific instructions or restrictions.
- **This hold order expires at midnight on __:** Print the date that is fourteen days from the date the Hold Order is issued.
- **For:** Print “Leonard Eldridge, DVM.”

Hold Order Form Page Two:

- **Dated:** Indicate the day, month, and year in which you served the owner or agent.
- **By:** Sign your name. You are delivering the Hold Order on behalf of the State Veterinarian.
- **Affidavit of Receipt:** The owner or agent should date and sign the Hold Order form when they are served. If they refuse, write “Refused to Sign” and sign and date the form yourself. The owner or agent signature does not indicate agreement with the quarantine. It just acknowledges that the Hold Order was served and received.
  - Leave the completed white copy with the owner or agent.
Keep a copy of the Hold Order for yourself.

Immediately fax a copy to the State Veterinarian’s office.

Promptly mail the remaining copies to the State Veterinarian’s office using the address on the form.

Complete the Request for Hearing, AGR form 300-3032 (R/1/04).

- **RE: Hold/Quarantine Order No.**: Insert the number from the Hold Order. For example, 91-H-3016.
- **Agent/Owner**: Print the name of the agent or owner.
- **Address**: Include the current mailing address.
- **Phone No.**: Include the phone number of the agent or owner.
- **FAX No.**: Include the fax number if the agent or owner has one.

The owner or agent completes the rest of the form, signs, dates, and mails it to the address on the second page.

For a prompt or emergency hearing, the completed, signed, and dated form must be received by the State Veterinarian’s office within five days after the Hold Order is issued. For a regular hearing, the Request for Hearing form must be received within 25 days after the quarantine is ordered. A hearing by telephone can be arranged.

If the owner or agent hands the completed, signed, and dated Request for Hearing form back to you and has indicated a desire for a hearing, immediately fax the request to the State Veterinarian’s office.

**Establishing a Quarantine Zone for a Highly Contagious FAD**

State-instituted quarantines are used to control intrastate movements of people, animals, and animal products. In the event of an outbreak of a highly contagious FAD, a federal quarantine will be used to control interstate or international movement.
APPENDIX 2 – COMMUNICATIONS

Communications Plan for a Highly Contagious FAD

Situation: WSDA is notified that a sample submitted for diagnosis has been confirmed positive for a highly contagious foreign animal disease by USDA NVSL.

WSDA Director, WSDA State Veterinarian, USDA AVIC, and Washington State Department of Health Director will communicate with each other concerning the confirmation of an FAD. They will notify appropriate state and federal government officials and emergency management teams. Once the appropriate contacts are made, the Director will hold a press conference to announce the confirmed positive test result.

Key messages:

- A confirmed positive test result for the highly contagious foreign animal disease ______________ was found in ___________ County.
- Report what steps have been taken to secure the site and the biosecurity procedures being followed.
- Explain the any health risk to humans.
- Remind animal owners to follow biosecurity measures.

Immediately following the press conference, the Director or authorized representative will distribute a press release to news media statewide.

The WSDA website will be updated regularly to reflect activity status. The Communications Director will serve as the primary contact for the news media. A team of public information officers will work on communications issues, such as website updates, fact sheets, talking points, etc.

Public Relations Response and Communication

The following will guide public information activities during an FAD outbreak:

WSDA will strive to keep federal, state, local, and industry representatives informed of the situation.
• A public information team will be formed and the Public Information Officer (PIO) appointed. The public information team should consist of appropriate representatives from WSDA, USDA, and the affected industry.

• The public information team will prepare and electronically maintain a copy of press releases and a time-log of public information activities. The PIO will brief the news media as new information becomes available.

• The State Veterinarian or other designated subject matter expert shall be available to deal with technical questions that might be posed to the PIO.

• Information released to the public should be timely and include at least the following general information:
  o The nature and extent of the emergency;
  o Impacted or potentially affected areas of the state;
  o Human health implications or lack thereof; and
  o Activities carried out by government officials and industry leaders to respond to the outbreak and mitigate its effects.

• The use of radio and television may include prepared announcements, interviews, question and answer sessions, and live footage.

• After the outbreak has ended, public information records will be collected by the PIO and filed. All public information media releases will be maintained in an electronic format when possible.
Draft State of Emergency Proclamation

PROCLAMATION BY THE GOVERNOR

WHEREAS, ______ is a severe, highly communicable disease of ______ that has the potential to spread rapidly in the surrounding area and cause severe economic losses in the production of ______;

WHEREAS, a suspected case of ______ has been confirmed in [___________] County[ies];

WHEREAS, the state Emergency Operations Center was activated in response to the suspected outbreak of ______ and response procedures have been implemented under Emergency Support Function 11, Appendix 1, regarding a Foreign Animal Disease;

WHEREAS, further emergency measures are necessary to deal with the confirmed outbreak;

NOW THEREFORE, I, ____________, Governor of the state of Washington, find that as a result of the aforementioned outbreak of ______ and under Chapters 38.08, 38.52, 43.06 RCW and all other relevant provisions of law, do hereby proclaim that a State of Emergency exists in the [counties of ____, ____ and ____] or [the State of Washington] and direct the supporting plans and procedures to the Washington State Comprehensive Emergency Management Plan be implemented. State agencies and departments are directed to utilize state resources and do everything possible to assist affected state agencies and political subdivisions in an effort to prepare for, respond to, mitigate and recover from the emergency. I also hereby order into active state service the Washington National Guard or such minimal part thereof, as may be necessary in the opinion of the Adjutant General, to perform such duties as directed by competent authority. Additionally, I direct the Washington State Military Department, Emergency Management Division, to coordinate all state event-related assistance. Furthermore, under the provisions of RCW 43.06.220 I hereby authorize the establishment of quarantine, access control and food control areas to prevent the spread of the disease outside the affected areas including action by the State Department of Health in collaboration with the local health jurisdictions to prevent persons from being vectors of dangerous, infectious, zoonotic diseases or contagious animal diseases such as ______. This proclamation applies statewide.

In witness thereof, I have hereunto set my hand and caused the Seal of the state of Washington to be affixed at Olympia on this ____ day of __________, A.D., ______.

___________________________
Governor of the State of Washington
APPENDIX 3 – BIOSECURITY

The goal of biosecurity measures is to prevent the movement of a disease agent from infected animals and premises to uninfected animals and premises. Pathogen transmission can occur:

- Directly, via animal contact with an infected animal or its products, including:
  - Blood;
  - Secretions, such as milk and saliva;
  - Excretions, such as manure and urine;
  - Epidermal outgrowths, such as feathers, hair, wool, horns, and hooves; and
  - Breath; or via
    - Arthropod vectors, such as ticks and other insects that act as mechanical carriers of a disease agent or as an important part of the life cycle of the agent.

- Indirectly, via animal contact with contaminated feed, water, fomites, and contaminated but not infected or susceptible people or animals. Fomites might include:
  - Clothing
  - Tools
  - Equipment
  - Vehicles
  - Bedding
  - Other inanimate objects

Common Sources of Biosecurity Risk

Identification of biosecurity risks is a key element in preventing the introduction of disease pathogens onto a premises. Common sources of biosecurity risk include:
• **People, animals, vehicles, and equipment.** All movements of people, animals, vehicles, and equipment on and off the property must be controlled to reduce the risk of pathogen transmission. This may include measures such as:

  o Establishing a guard at entrances;

  o Locking unguarded entrances; and

  o Patrolling and repairing boundary fences.

Strict biosecurity measures for people, animals, vehicles, and equipment must be observed at all times.

• **Contaminated feed and/or water.** Feed should be purchased only from suppliers that have a quality assurance program in place for the safe manufacturing, storage, and delivery of their products. Special care should be taken to prevent feed and water from coming into contact with animal waste or other potentially contaminated animal products. If the owner has any reason to suspect that water has been contaminated, it should be tested and its safety established before it is given to animals.

• **Contact with other animals.** Exposure to pathogens can occur at livestock shows, in hospital pens, in situations involving contact with wildlife (e.g., deer, rodents, birds, insects, and ticks) and during introduction and reintroduction of animals into a herd. Owners should do everything possible to protect their herds from contact with other animals.

**Biosecurity and Emergency Disease Awareness Program for Industry Managers**

All owners or agents should prepare and implement a routine or standard biosecurity plan. The plan should address, at a minimum, the following areas of concern:

1. Isolate animals and people from potential virus introduction.
   
   • Take steps to prevent animals on the farm from having contact with wildlife and other animals.

   • Quarantine and isolate new additions to herds or flocks.

   • Use accurate record keeping accounting for the recent history of all animals at the premises of origin.

2. Control traffic entering and leaving the site.
• Limit visitors on the farm and in livestock areas.

• Provide for facility security, including provisions to govern the entry and exit of vendors, technicians, feed vehicles, and other commercial traffic.

• Account for the recent history of potentially contaminated equipment and animal transport vehicles that could infect the premises, including renderers’ trucks that may be used to haul carcasses away from the premises.

3. Practice appropriate sanitation.

• Provide appropriate sanitizing equipment.

• Institute appropriate hygienic precautions for people having contact with animals, animal products, and animal secretions and excretions.

• Eliminate the sharing of equipment among facilities.

• Provide for appropriate restrictions on personnel, including provisions governing personnel movement between facilities.

• Provide personal protective equipment and encourage its use.

• Clean and disinfect premises, vehicles, equipment, and materials.

• Clean and disinfect or disposal of contaminated materials.

• Feed equipment should not be used for manure handling.

**Housed Animals**

Under most circumstances, housed susceptible animals are at reduced disease risk and should remain housed if possible. This is particularly true if turning them out of a housed environment would result in contact with infected animals or animals of unknown disease status.

Animals should not be moved into barns or other facilities that have previously housed infected or potentially infected animals unless these buildings have been thoroughly cleaned and disinfected.
**Animals Penned Outside**

If susceptible animals are penned outside at all times, or if they must be turned out from a housed environment, owners can reduce the risk of pathogen transmission by observing the following guidelines:

- Keep groups of animals separated by a distance sufficient to prevent pathogen transmission (e.g., at least one empty field away from any other stock).

- Do not permit close or direct contact between groups of animals. The owner should consult with neighbors about using boundary or adjoining fields as barriers and should check that all fences are secure.

- Do not put animals on pastures that have been grazed by potentially infected animals.

**General Biosecurity Measures**

Regardless of where animals are housed, the owner or manager of a commercial operation should:

- Regularly inspect susceptible livestock for signs of disease, and discuss any concerns with a veterinarian. If the presence of an FAD is suspected, the veterinarian should report this to the State Veterinarian or the APHIS VS Area Veterinarian in Charge.

- Make every effort to ensure animal welfare is not compromised.

- Minimize visitor contact with susceptible animals. Require visitors follow biosecurity procedures and discuss the risk they pose to the health of the animals through potential transmission of pathogens (e.g., via clothing, footwear, vehicles, or non-susceptible animals).

- If possible, have animal caretakers be people who do not have contact with other animals.

- If travel between premises is necessary, ensure each site is treated as a separate biosecure unit.
Clothing

Careful attention to clothing is an essential element of a successful biosecurity plan. Outerwear may be either disposable or reusable.

Disposable Outerwear

It is strongly recommended all visitors be provided with any necessary disposable coveralls, boots, hats, and gloves for use during premises visits. Disposable garments may be more economical than reusable outerwear, which must be kept in an array of sizes and subsequently cleaned, disinfected, and otherwise maintained.

Reusable Outerwear

Reusable clothing must be machine washable. Waterproof or nylon coveralls may be purchased for use in wet, dirty conditions. Although nylon coveralls are not completely waterproof, they are less permeable than cotton and less apt to soak through with moisture. They are also light and wind resistant and withstand repeated machine washings.

Movement Controls

Controlling movement of people, animals, vehicles, and equipment is critical to the maintenance of biosecurity during a disease outbreak and other animal emergency. Examples of practices involving movement controls include:

- Maintenance of a closed herd or flock;
- Identification of all animals;
- Keeping accurate records; and
- Protecting animals from contact with wildlife.

Maintaining a Closed Herd or Flock

As much as possible, owners should maintain herds and/or flocks that are “closed” to the introduction of new animals, thereby decreasing the potential for transmission of disease agents from other animals. Population increase within closed herds and flocks occurs through offspring.
All livestock should be vaccinated against common diseases. If new animals must be introduced, they should be isolated upon arrival from the rest of the herd and vaccinated according to the herd vaccination program.

Routine disease prevention principles, such as “all-in” and “all-out” housing should be followed. Ideally, the premises on which animals are housed should be fenced and should have a locked, gated driveway.

**Identifying Animals**

Individual animal or group identification is essential to the effective implementation of biosecurity measures. Identification:

- Enables the owner to keep track of each animal or group of animals and document animal location and movement within, and off, the premises.

- Can be used to identify herd or flock mates that have had direct contact with an animal known to be infected.

- Permits tracking of individual animals or animal groups and facilitates the keeping of records on health, vaccination, pedigree, and production.

Animals should have a permanent method of identification, such as a metal ear tag, RFID, brand or any other species appropriate identification necessary to facilitate the prompt and accurate completion of the epidemiological investigation.

**Record Keeping**

Accurate records during a disease outbreak facilitate tracing of individual animals for epidemiological purposes. Records also can help the owner keep track of feed, other supplies, and equipment that have entered or left the premises.

Every animal brought onto a premises, whether it is a new purchase or one being returned to the premises, should be accompanied by:

- A record containing individual animal identification;

- Routes of animal transport vehicles;

- Documentation of the species of the animals hauled;

- The origin and destination of the trip; and

- The driver’s name and contact information.
This information can help the owner determine the animal’s potential for disease exposure.

**Protecting Animals from Wildlife**

Rodents and other forms of vermin and wildlife are very mobile and can spread disease. Owners should take action to protect their animals from contact with vermin and other wildlife by cleaning up old buildings, debris, and spilled grain, and by implementing a pest control program.

**Isolating New Animals**

New animals pose a potential disease risk to resident farm animals.

- New animals should be purchased from herds known to have high health status.
- Bedding and feed should be obtained from sources known to be reputable.
- Owners should ensure that all acquisitions of semen and embryos are from animals known to be healthy and free of disease.
- Care should be taken to ensure that all new additions are vaccinated to match the herd vaccination pattern.

Newly purchased animals or animals being returned to a herd should be isolated for a minimum of 30 days. Confine new animals to pens or areas that prevent any form of physical contact or contact with their excretions or secretions by any other animals.

In planning isolation areas, care should be taken to provide for effluent containment to avoid the contamination of other animals and their feed and water supplies. No sharing of feed or water supplies or equipment should occur between the isolated animals and resident animals.

If vaccination is to be used, newly purchased animals should be vaccinated within the first week of the 30-day isolation period to bring them up to the vaccination level of the herd. This will allow at least 21 days for the new animal to develop adequate protective antibodies before joining the main herd.

The caretaker of isolated animals should:

- Wear coveralls and boots designated for caring for the animals in isolation;
• Care for isolated animals after taking care of other animals; and

• Avoid the main herd until after showering and changing into clean clothing and boots.

During the isolation period, the animals can be tested for diseases of concern. The animals should not be allowed contact with the herd until negative test results are received.

**Dealing with Visitor Risk**

Visitors visit premises for a variety of reasons and each visit is an opportunity for pathogens to be transmitted to premises and animals. Under normal circumstances, visitors are classified in terms of low, medium, and high risk according to the likelihood of pathogen transmission occasioned by the visit. During a disease outbreak, all visitors are considered high risk.

**Low Risk Visitors**

Under normal circumstances, low risk visitors are individuals who have come directly from urban areas or who have had no contact with livestock, poultry, or animal premises. Though they pose little risk of spreading a disease agent to a herd, they should follow biosecurity measures in effect on the premises. In addition, they should:

• Park their vehicles on graveled, paved, or concrete areas a minimum of 500 ft from the animal production area in order to minimize contact with soil, mud, or manure.

• Close the vehicle windows.

• Wear clean, disposable or reusable protective clothing and clean, disposable or reusable boots.
  
  o If footwear is soiled, it will need to be cleaned and disinfected before entry onto the premises.

• Wash their hands with soap and water before entering and after leaving the premises to avoid transmitting disease agents from person to person or to animals.

Ideally, visitor’s vehicles should not be allowed on the premises. If a vehicle is allowed, its windows should be closed and its tires, wheel wells, and undercarriage should be cleaned with soapy water immediately prior to arrival and immediately after departure.
Moderate Risk Visitors

Moderate risk visitors include salespeople, farm equipment mechanics, property appraisers, and workers responsible for such functions as feed delivery, plumbing, fuel, construction, and meter reading. These visitors typically have some unavoidable, but minimal, animal contact in the course of their duties.

In addition to following all of the procedures for low risk visitors, moderate risk visitors should:

- Ensure that equipment is cleaned and disinfected after each use.
- Put disposable coveralls and boots into a clean, plastic garbage bag after use and leave them with the owner for disposal.
- Put reusable coveralls and boots into a clean, plastic garbage bag or other container and clean and disinfect them after each use.

High Risk Visitors

Visitors in the high risk category include veterinarians, insemination technicians, and maintenance personnel having contact with animals, processing crews, animal haulers, caretakers, inspectors, birthing assistants, milk technicians, and neighbors who have close contact with animals.

In addition to following all procedures for low and moderate risk visitors, high risk visitors should observe the following precautions:

- Identify and maintain a “clean” area in the vehicle (usually the passenger compartment) that is separate from a “dirty” area (usually the cargo area or trunk).
- After entering the premises, a visitor should be considered “dirty” and should not enter the clean area of the vehicle unless first following cleaning and disinfecting procedures, including proper disposal of personal protective equipment.
- Plan the necessary clothing, equipment, and supplies for visits.
- Leave unnecessary items behind.
- Have a supply of water for cleaning available near the vehicle parking area.
- Before leaving for the premises, place the clean clothing, equipment, and supplies in the clean area of the vehicle.
• Check drainage to ensure that disinfectant and water used for C&D do not flow off of the premises or into water sources such as lakes, creeks, or rivers.

• Ensure that vehicle interiors are clean and equipped with removable rubber floor mats.

• Vehicle exteriors and trailers, including tires, wheel wells, and undercarriages, should be clean prior to their arrival on the premises.

• Immediately upon exiting the vehicle at each premises, put on clean, disposable or reusable outerwear and clean, disposable or rubber boots.

• Ensure that clean, disposable plastic sleeves and/or gloves are worn whenever direct contact with animals’ bodily fluids, tissues, or excrement will occur (e.g., births, inseminations, postmortems, or butchering).

• Ensure that instruments and equipment such as dehorners, castrators, and syringes are sterile before use. Use disposable needles and syringes.

High-risk visitors should observe the following procedures before leaving the premises:

• Use soapy water to remove dirt, debris, and organic material from the vehicle and trailer tires, wheel wells, and undercarriage, and/or take the vehicle through a pressure car wash.

• Use a brush and disinfectant to clean and disinfect all reusable clothing and equipment, including personal items such as eyewear and jewelry. Items that will be harmed by disinfectant should be washed thoroughly with soap and water or dipped in vinegar.

• If flies or other insects enter the vehicle or trailer, kill them with insecticide spray before leaving the premises.

• Remove all disposable items and place them in a plastic garbage bag and leave them on the premises for disposal by the owner. If this is impossible, place the plastic bag in the dirty area of the vehicle and dispose of it later.

• After removing coveralls, scrub the bottoms of rubber boots with a brush to remove all dirt or debris, and then clean and disinfect them.

• Dispose of the disinfectant solution according to the label instructions.

• Before entering the clean area of the vehicle, remove coveralls, turn them inside out, place them in a plastic garbage bag, and put them in the dirty area of the vehicle along with other soiled reusable clothing.
At the end of the last visit of the day, visitors should:

- Dispose of all plastic garbage bags containing soiled supplies in a manner that prevents exposure to other people or animals.

- Clean and/or launder reusable clothing and equipment.

- Shower, shampoo, and clean under fingernails. Clear respiratory passages by blowing their noses and clearing their throats, followed by expectorating into a sink with running water.

Visits from individuals who recently have traveled in countries where serious animal diseases exist, warrant special precautions. Such visitors should be allowed contact with susceptible species only if absolutely necessary, and in any case, not until at least five days after entering the United States.

**Dealing with Visitor Risk During an Outbreak**

In an outbreak situation, all visitors should be considered high risk, especially within a quarantine zone. As a general rule, the closer a premises is to an infected premises, the greater the vulnerability to pathogen transmission and the greater the need for rigorous biosecurity measures. During a disease outbreak, post STOP, KEEP OUT, and similar signs at drive entrances.

**Protocol for General Biosecurity for Regulatory Personnel with Routine Visits to Livestock Premises**
Ready Reference Guide

VS Memorandum 580.4: Procedures for the Investigation of Potential Foreign Animal Disease/Emerging Disease Incidents (FAD/EDI)

**Foreign Animal Disease (FAD) Investigation Is Initiated...**
- Assigns Foreign Animal Disease Diagnostician (FADD) VA.1
- Ensures EMRS Referral Control 4 is assigned VA.2
- Assigns FADD/EDI Case Coordinator(s) VA.3
- Ensures that initial case report is prepared and transmitted to the FADD VA.7
- Consults with FADD, NVSL, and NAHN lab to determine a diagnostic sample submission plan. Includes AVIC and SAHO for state of NAHN lab, if different from the state of sample origin VA.8
- If AVIC, SAHO, and FADD designate Priority 1 or A, immediately call VS Region and NCAHEM VA.9

**NCAHEM schedules conference call within 2 hours if Priority 1 or A** VA.2

- Contact Producer/Owner/Veterinary Practitioner within 8 hours, and conduct a site visit within 24 hours. Situations involving interstate or international commerce must be investigated immediately VA.5VA.6
- Contact NVSL-Ames/NVSL-FADD and the NAHN lab by phone prior to sample shipment/transport. Include tracking number or transport identification, estimated time of arrival, classification and priority VA.11
- Ensure VS 10-4 Specimen Submission Form is completed for all diagnostic samples VA.12
- Contacts AVIC, SAHO, and Tribal Officials with quarantine recommendations VA.13
- Along with AVIC, ensures that EMRS data entry and follow-up forms are completed VA.14

**FAD Investigation Classification and Diagnostic Sample Prioritization**

<table>
<thead>
<tr>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
<th>Priority A</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Suspicion (Formerly: Rapid)</td>
<td>Intermediate Suspension (Formerly: Possible)</td>
<td>Low Suspension (Formerly: Unlikely)</td>
<td>Intermediate or Low Suspension (Formerly: Possible or Unlikely)</td>
</tr>
<tr>
<td>Rapid or Extraordinary methods for sample collection and transport</td>
<td>Testing conducted as necessary (overnight services as needed). If samples arrive: Before close of business, tested immediately; After close of business, tested the following day. Saturday—tested on weekdays only with prior notification and approval</td>
<td>Routine methods for sample collection and transport</td>
<td>Testing conducted in accordance with the overtime services</td>
</tr>
<tr>
<td>Extraordinary methods—hand carried samples/couriers, counter-to-counter services, and complete commercial services (e.g., Air Net, FedEx, Custom OCS, UPS Express Critical)</td>
<td>Note: Priority 1 and A may use extraordinary methods more info in reverse side</td>
<td></td>
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</tr>
<tr>
<td>Note: Priority 1 and A may use extraordinary methods more info in reverse side</td>
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</tr>
</tbody>
</table>

**NAHN Lab Identification of an Inconclusive or Potential (+) Sample from FAD Investigation**
- Immediately report result to NVSL Director VA.2.1
- Notify State Animal Health Official VA.2.2
- NVSL Director notifies VA.2.3
- NVSL Director submits: VA.2.4
- Enter results in the NAHN Database VA.2.5
- Provide final report, including results from NVSL to: Client, AVIC, NVSL Director VA.2.6
- NCAHEM performs confirmatory tests, reports to NVSL Director VA.2.7
- NCAHEM schedules conference call within 2 hours if positive, suspect, or inconclusive VA.2.8

**AFCF for the State of the NA-SBM laboratory**
- Notifies Regional Office VA.2.9
- Secures all paperwork VA.2.10
- Determines source of submission VA.2.11
- Determines last known premises VA.2.12

**Definitions/Notes**

- Extraordinary methods—hand carried samples/couriers, counter-to-counter services, and complete commercial services (e.g., Air Net, FedEx, Custom OCS, UPS Express Critical)
Regulatory personnel with oversight responsibility, visit multiple premises routinely as a part of their jobs. They can inadvertently be exposed to viruses and bacteria on these properties and, without the proper precautions, they can spread the organisms to the next premises they visit. Therefore, field personnel should make extraordinary efforts to ensure that they do not spread an agent to other facilities or animals.

This document describes the practices that should be used to reduce the spread of unwanted organisms on a routine basis. During a known emergency animal disease outbreak, additional precautions specified by animal health officials must be followed.

All personnel from the Washington State Department of Agriculture have been directed to take the following minimum biosecurity measures:

1. Wear rubber boots (or other footwear that can be cleaned and disinfected) or disposable plastic boots. When visiting low-risk areas, such as offices or homes away from animal areas, clean street shoes or boots are acceptable. It may be possible to store footwear at facilities that would only be worn there.

   NOTE: Some animal owners provide rubber boots or disposable plastic boots for visitors. Ask if they would prefer that you use their footwear, if provided.

2. Remove all dirt and organic matter from your boots and then thoroughly disinfect them using a bucket, brush, and an appropriate broad-spectrum disinfectant before entering and when leaving an animal production facility, including backyard operations.

3. Wear heavy-duty clean coveralls, laboratory coats, smocks, or other suitable outerwear when you plan to have contact with animals, manure, or animal secretions.

   • If you are visiting multiple facilities, have an ample supply of disposable or clean coveralls so a fresh pair can be used at each site.

   • Outerwear need not be sterile, but if it has been in contact with animals or is soiled with manure, blood, milk, or other secretions, change into a clean replacement when leaving the premises.

   • Place dirty materials in a double plastic bag and seal it.

4. Thoroughly wash your hands with antimicrobial soap prior to entering and when leaving a premises. Disposable latex gloves may also be used, but not as a substitute for proper hand washing.

   NOTE: Remove watches, jewelry, and other items prior to washing your hands. Lather your hands with soap and then rub hands together vigorously for 15-20 seconds. Finish by rinsing under a stream of water if available.
5. Avoid driving through manure and wastewater. Park on concrete or paved areas when available to avoid picking up organic matter in the tire treads.
   
   NOTE: Do not enter animal production areas unless a facility employee is present or you have been authorized to do so by the facility owner.

6. Clean your vehicle between visits to commercial animal production facilities, including tires and floor mats (carpets should be covered with plastic floor mats). A commercial car wash is adequate. Tire sprays may be necessary in some situations.

7. Dispose of used disposable boots, gloves, and coveralls at the facility, if possible. Otherwise, place them in a double plastic garbage bag and seal it for later disposal in the designated dumpster at the task force headquarters.

8. Keep clean all equipment used in the field.
   
   ● Disinfect any equipment that has been in contact with animals or their secretions before taking it to another property, or use disposable equipment.

   NOTE: When making visits to farms, select equipment that is easily disinfected. Plastic clipboards are easier to disinfect than wooden ones, and organic material is easier to see.

9. Keep clean and dirty clothing, equipment, and supplies separate. Designate "clean" and "dirty" storage areas in your vehicle.

10. If you have contact with a sick or dying animal, consider yourself a carrier of disease. You must:

   ● Clean your shoes;

   ● Shower and put on clean clothing; and

   ● Wash your car before coming into contact with other animals.
Basic Biosecurity Equipment

- Disposable plastic boots or rubber boots that can be cleaned and disinfected
- Bucket and brush for cleaning boots and equipment
- Broad-spectrum surface disinfectant such as Virkon-S
- Disposable or clean, reusable coveralls or smocks
- Fingernail brush
- Hand Sanitizers
- Disposable masks
- Disposable hair covers
- Disposable gloves
- Garbage Bags
- Zip-lock bags
- Water supply to use when water is unavailable or possibly contaminated

Biosecurity Procedures during Emergency Disease Incidents

Protocol for Biosecurity for Personnel Entering Infected Premises

1. All regulatory personnel must be trained in biosecurity.

2. All regulatory personnel must wear personal protective equipment as required. This may include:
   - Tyvek coveralls
   - Heavy duty coveralls
• Impermeable aprons
• Rubber boots or boot covers
• Safety goggles
• Gloves (inner latex glove and an outer glove)
• Dust masks
• Head bonnet and/or hardhat

NOTE: Disposable clothing may not be suitable during depopulation procedures.

3. Upon reaching the premises, park vehicles in a location away from site production facilities.

• Designate a “clean” area (usually the passenger compartment) and a “dirty” area (the trunk or cargo area) in your vehicle.

• Keep the clean area separate from the dirty area.

4. At the entrances of premises, before leaving your vehicle, team members must place elastic banded boots over their stockings or shoes.

5. Get out of the vehicle and put on the Tyvek suit, rubber boots, gloves, and hair bonnet.

6. A cleaning and disinfecting line must be established and maintained with “clean” personnel who will remain clean for the entire day. There will be no switching back and forth of clean and dirty duties during the day.

7. Once personnel have entered premises, they may not cross back over the cleaning and disinfecting line for any reason without removing and properly disposing of all personal protective equipment and adhering to biosecurity protocols.

8. Personnel must properly dispose of (place in a dumpster on the premises) all personal items such as food, beverage containers, etc. No containers leave the area.

9. Personnel must clean and disinfect all tools and other equipment before bringing them across the cleaning and disinfecting line.

10. Once the personal protective equipment has been removed, designated personnel must disinfect personal footwear.
11. All personnel will thoroughly wash hands at the wash station.

12. Personnel may not re-enter the premises without following the above steps.

**Biosecurity Procedures Before Leaving Premises**

1. Before leaving the premises, team members must remove their outer protective clothing, including boots and hats, and seal them securely in a plastic garbage bag for disposal or cleaning and disinfecting.

   - Place disposable coveralls (turned inside out), boots, and other soiled items in a double plastic garbage bag and put the bag in the “dirty” area of the vehicle. These items will be disposed of or cleaned and disinfected at the designated site.

2. Team members should hose down their vehicle’s tires and wheel wells until free of dirt and debris, or take the vehicle through an on-site pressure car wash if available.

3. Team members should take a complete shower, including a shampoo, at the showering facility, if one is available.

   - Change to freshly laundered clothing.

   - Clean under fingernails.

   - Blow the nose, clear the throat, and spit into a sink with running water to clear respiratory passages. This should be done:

     o Immediately after leaving the infected or exposed area; and

     o Before visiting public places, such as restaurants or theaters.

4. Clean and/or launder reusable clothing, eyewear, and equipment.

5. Team personnel must not have any contact with animals (including pets) for at least 12 hours after their last visit to infected or exposed premises.

   - The minimum waiting period of 12 hours applies only to official animal health emergency response personnel who follow biosecurity guidelines on their premises visits.

   - For other premises visitors, the minimum waiting period is five days.
**Biosecurity Equipment and Supplies Checklist**

In addition to personal protective equipment, the equipment and supplies needed for biosecurity are:

____ Boots: Knee-high rubber or disposable plastic overboots  
____ Bucket and/or boot tray  
____ Coveralls: cloth or disposable plastic, such as Tyvek  
____ Disposable earplugs  
____ EPA-approved disinfectant  
____ Extra undergarments  
____ Face shields (for use in applying disinfectants with low-pressure sprayer)  
____ Fiberglass, metal, or other suitable container for equipment  
____ Flashlight with batteries  
____ Gloves – industrial and surgical  
____ Hand towels (cloth and/or paper)  
____ Hoses with spray attachments  
____ Large, heavy-gauge plastic garbage bags with tape and ties  
____ Large water containers  
____ Liquid soap/shampoo  
____ Long-handled boot brush  
____ Paper towels  
____ Rain jacket, pants, and hat  
____ Sponges  
____ Spray bottle

**Note:** Clothing needs will vary according to weather and working conditions.
APPENDIX 4 – DEPOPULATION

Protocol for Appraisals

Procedures for Appraisals

1. Veterinary Services (VS) Form 1-23 is used as the basis for recording appraisals and compensating owners. This form may be used to record and process partial claims while additional information is collected to complete the appraisal on certain animals. VS Form 1-23 is used to:

   • Document the number and types of animals.
     o Document each similar group of animals or each item of material appraised by VS or authorized state personnel.
     o Documentation should be provided on how the animal or animal product’s value differs from fair market value regardless of whether indemnity is to be paid.
   
   • Document the source of the method used to establish the value, including the fair market value of each animal, purchase receipts, local auction market price sheets, quotations from a livestock market, etc.
   
   • Conduct appraisals.
   
   • Calculate any indemnity payment that may be due to the claimant.
   
   • Submit an indemnity claim.

2. Appraise animals first. Materials, including animal products and feed, should be appraised last.

3. Team members will record the correct name and address of the animals’ owner(s) on VS Form 1-23.

4. If the animals are mortgaged, or have a lien placed on them, obtain the names and addresses of each person holding a mortgage or lien on the animals or materials.

5. Ask owners to provide information on the number and location of animals on the premises (by species). Compare this information with the census or count taken.
earlier by the diagnostician.

6. Resolve discrepancies through discussion with the owner and the person who made the original count.

7. If discrepancies are significant and cannot be resolved readily, contact the Appraisal Officer.

8. Draw a rough map of the premises and indicate the location of each group of animals. Check off each group as it is appraised.

9. Assessments of animals’ fair market value should be based on their individual appraised value.
   - Animals of the same species and type may be appraised in groups, if all animals in the group are of comparable value per head or per pound.
   - Refer to the current task force price lists.

10. Materials that have been contaminated by or exposed to disease that cannot be cleaned and disinfected adequately must be appraised and destroyed.
    - Appraisal of materials includes parts of barns or other structures, straw, hay and other feed, farm products or equipment, clothing, and articles stored in or adjacent to barns or other structures.
    - When possible, show the number, size, quantity, unit price, and total value of each kind of material appraised.

11. Never appraise an animal without the owner or owner’s authorized representative present.

12. Once the appraisal form is complete, cross check all figures and obtain the owner’s signature.
    - If the appraisal form is for a partial claim, notify the owner that a supplemental claim will be filed later.

13. Upon completion of the appraisal, immediately notify the officer in charge of the premises so that depopulation procedures may proceed.
Instructions for Completing the Appraisal and Indemnity Claim Form

When filling out the Appraisal and Indemnity Claim Form (VS Form 1-23A), first check the box for animals or materials destroyed, and then complete the following sections:

Section 1: Date animals or materials were appraised and/or tagged and branded.

Section 3: Page XX of XX

Section 4: Dates animals or materials were destroyed.

Section 6: Legal name and mailing address of owner/claimant (number and street, or post office box, city, and ZIP code).

Section 7: Proper name of disease involved. For example: FMD or scrapie.

Section 8: Enter the Social Security Number and telephone number of the owner.

Section 9: Location of the premises where appraisal was made (if different from Section 6).

Section 10: List the number of animals of each variety.

Section 11: List the species of animal.

Section 16: List value per unit.

Section 19: List grade of animals or materials. List the total appraisal at the end of this column.

Section 26: Signature of government appraiser or representative.

Section 27: Title of the government appraiser or representative.

Section 30: Signature of owner/claimant or authorized representative.

Section 31: Date signed.

Section 32: Title of claimant (owner, co-owner, manager, vice-president, etc.).

Personnel

Personnel Required for Backyard Depopulation Teams

1. The following WSDA personnel are required:
• 1 Veterinary Medical Officer (VMO)
• 1 Appraiser
• 4 Animal Health Technicians or Agriculture Technicians

**Personal Protective and Biosecurity Equipment for Depopulation Teams**

1. The following equipment is required for each team member:
   - Biosecurity pack containing:
     - 1 Tyvek suit
     - 2 pairs of disposable gloves
     - 1 hair bonnet
     - 1 dust mask or respirator
     - 1 large plastic bag
   - Heavy-duty coveralls
   - Impermeable apron
   - Rubber boots
   - Hand sprayer (with disinfectant)
   - Heavy duty rubber gloves
   - Extra vinyl gloves, dust masks, and hair bonnets
   - Safety glasses or goggles
   - Two bottles of Virkon S spray
   - Waterless hand cleaner
   - Cold packs
• First aid kit

2. The following tools are required:

• Depopulation truck that has:
  
  o Separate cab and box compartments;
  
  o A 12-foot box compartment with shelf racks for supplies.

• 1 hand truck

• Pump sprayer (with disinfectant)

• Heavy duty trash bags

• Small plastic bags

• Roll of duct tape

• Roll of black tape

• Roll of paper towels

• Zip lock bags

• Clipboard and pen

• Forms (see Appendix 10 – Forms)

• Maps

• Fire extinguisher

**Euthanasia Procedures**

Euthanasia procedures will follow the American Veterinary Medical Association’s Guidelines on Euthanasia: http://www.avma.org/issues/animal_welfare/euthanasia.pdf
APPENDIX 5 – DISPOSAL

Disposal Options

The following options will be implemented in accordance with all local ordinances and state and federal laws, and as prescribed in the National Animal Health Emergency Management System Guidelines USDA: Operational Guidelines – Disposal, Final Draft, 2003 (USDA EMS Guidelines) and guidelines provided by the Department of Ecology and the Department of Health.

Discussions to utilize any of the available options for disposal will be based on agreements between the state departments of Ecology, Health, Fish and Wildlife, county and local health and solid waste officials, and USDA APHIS. Current disposal options for handling carcasses, manure, and other related contaminated items are:

- Burial
- Landfill
- Incinerating
- Rendering
- Digesting
- Composting

Biosecurity Protocols

Upon arrival at the entrance to the premises, the disposal team must change into protective clothing that includes coveralls, rubber boots, gloves, and hat. Impermeable aprons are suggested.

Upon departure, disposal team members should clean and disinfect their clothing, boots, and hats. Protective clothing should be removed and left on the premises or placed in a plastic garbage bag that will be sealed and disposed of appropriately.

Make sure that no flies entered the vehicle. Use an aerosol insecticide to kill any flies or other bugs to avoid arthropod vector transmission of the pathogen.
Following a visit to infected premises or presumptive positive premises, each disposal team member should immediately:

- Take a complete shower;
- Shampoo; and
- Change to freshly laundered clothing.

There should be no visits or stops at public places before team members have showered and changed their clothing.

For at least 12 hours after their last visit to infected or presumptive positive premises, disposal personnel must not have any contact with animals except on other infected or presumptive positive premises.

**Burial Protocol**


If there is a large public water system nearby, approvals will be obtained from the Department of Health regional drinking water specialists. In general, burial pit floors must be 10 feet above the highest water level in that region.

Subtitle D compliant landfills have been specifically designed for the disposal of infectious materials and are regulated and monitored to minimize health and environmental effects. Disposal team personnel will contact landfill sites to determine if there is available space for dead animals and associated products.

**Burial Pit Dimensions**

The dimensions of a burial pit depend on site characteristics, such as soil conditions and available area, the equipment and method of excavation, and the size and amount of carcasses and other material slated for disposal. The pit should have vertical sides and should be as deep as is feasible considering the nature of the soil, the water-table level, and the capabilities of the equipment.

The pit should be as wide as possible, but not so wide that it is difficult to evenly distribute the carcasses in the pit. The length of the pit will depend on the size and amount of the carcasses and other material. Depending on soil conditions and water-table level, burial pits 7 ft wide and 9 ft deep are usually acceptable.
If equipment and soil conditions permit, it might be desirable to dig deeper and wider pits. Local authorities must be consulted about the minimum permissible distance between the seasonal high water table and the bottom of the burial pit.

<table>
<thead>
<tr>
<th>Type of Adult Animal</th>
<th>Depth of Pit</th>
<th>Surface area needed per number of animals</th>
<th>Number of animals per each additional 3 ft of depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bovine</td>
<td>9 ft</td>
<td>14 sf /1 animal</td>
<td>2</td>
</tr>
<tr>
<td>Horse</td>
<td>9 ft</td>
<td>14 sf /1 animal</td>
<td>2</td>
</tr>
<tr>
<td>Swine</td>
<td>9 ft</td>
<td>14 sf /5 animals</td>
<td>10</td>
</tr>
<tr>
<td>Sheep</td>
<td>9 ft</td>
<td>14 sf /5 animals</td>
<td>10</td>
</tr>
<tr>
<td>Goat</td>
<td>9 ft</td>
<td>14 sf /5 animals</td>
<td>10</td>
</tr>
</tbody>
</table>

After the burial pit is filled, it should be covered with 6 ft of fine, dry soil to hold carcasses down and to absorb fats, gases, and decomposition products. Wet, loose soil tends to allow leakage.

The production of gas from decomposing carcasses may result in carcass expansion within the burial pit and cracking and heaving of the surface of the pit. Depending on the volume of biomass, the pit may bubble and leak fluids, and carcasses might emerge from the surface of the pit. To prevent this from occurring, drive a track hoe or other such heavy equipment over the surface of the pit to compact the dirt and crush the carcasses. Add and compact additional dirt to the pit until no depression remains. Depressions should be avoided because they can collect surface water that can percolate through the burial site into the groundwater.

Workers should stay out of the burial pit at all times because of the potential instability of the walls and the difficulty of being seen by heavy equipment operators.

Site Management

A disposal team member or designee should inspect the burial site regularly after closure to detect seepage or any other problems and initiate appropriate action.

Replenish the soil covering the site every few weeks for the first year as the carcasses decompose and the soil settles into a depression.

Before restocking the premises, a disposal team member or a designee should re-inspect the burial site for any possible biological or physical risk to people or animals.
Transporting Infected Material to a Landfill, Rendering Plant or Incinerator

Special procedures must be followed to prevent the spread of disease agents. Load trucks and containers using the following criteria:

1. To minimize leakage, do not open carcasses before loading.

2. Make sure that trucks or container compartments are leaf-proof. Caulk the spaces around the tailgate and any other points of access via the sidewalls.

3. Spray carcasses thoroughly with a disinfectant solution prior to loading.

4. Line truck compartments with at least a 3ml disposable plastic sheet.
   - The plastic sheet must be large enough to cover the carcasses and secure to the sides and ends of the compartment.

5. Place a 1-foot thick layer of absorbent material (hay, straw, wood shavings, or sawdust) over the plastic liner to prevent punctures and to absorb fluids.

6. Load carcasses and related material in the container, taking care not to tear the liner.

7. Leave at least 2 ft of space between the carcasses and the top, sides, and ends of the compartment to allow for the expansion of the carcasses.

8. After carcasses are loaded, spray them with Virkon S solution.

9. Seal liners with duct tape.

10. Spray the sealed container thoroughly with a disinfecting solution.

11. After the top of the plastic sheet has been sprayed with disinfectant, secure a heavy tarp over the entire container.

12. The vehicle operator must observe biosecurity measures upon entering and leaving the premises.

13. Before leaving the premises, the vehicle must be cleaned and disinfected.

14. Track and document all shipments leaving a quarantine zone en route to a landfill or other disposal site.
15. For biosecurity reasons, one or more government representatives in special escort vehicles must accompany the disposal truck.

16. Officials escorting the infected material should notify the ICP promptly if biosecurity is compromised or if there are delays due to traffic, etc.

17. After the material has been unloaded at the disposal site, all vehicles must immediately be cleaned and disinfected.

18. Personnel are subject to cleaning and disinfecting procedures before visiting other premises that are not designated as infected or presumptive positive.

Composting Protocol

All composting will be subject to the State Emergency Composting Sampling and Analysis Protocol: Minimum Standards. Any alternatives to the minimum standards must be approved by the WSDA or USDA incident commander, and must be part of a written plan.

The services of a consultant experienced in large-scale composting of animal carcasses should be contracted if this method is chosen. The site should be located with at least a minimum one-mile buffer from populated areas; federal or state-owned land will be given first consideration.

Site Preparation

A concrete pad, roadway, parking lot, or runway makes an ideal work surface for a composting operation. If bare earth is to be used, the site should be graded to provide for runoff diversion and the collection of any leachate in lagoons. The site must be fenced to prevent the entrance of large scavengers.

Lay out the site to provide for trapezoid windrows with a 12-foot wide base. Allow a minimum of 10 feet between windrows to permit access for trucks and front-end loaders. The site should have two entrances and separate roadways that can be designated as “clean” for supplies or materials and “dirty” for trucks carrying carcasses.

Composting Procedures

Considerations for composting are:

Carbon – Use high carbon content materials such as sawdust, chopped wheat straw, or corn stover as the carbon source. Hardwood sawdust is preferable because it decomposes
more rapidly, making the carbon more available. The services of a competent consultant should be obtained to formulate the recipe for the compost.

- In general, plan on at least six cubic yards per 1000 pounds of carcass.

**Carbon/Nitrogen Ratio** – The carbon/nitrogen (C/N) ratio is the ratio of the weight of organic carbon to the total nitrogen in an organic material. A C/N ratio of 30 provides the most ideal conditions for rapid composting and heating within the compost pile. As the C/N ratio increases, the temperature lowers and the composting time increases.

While composting will take place over a wide range of C/N ratios, a ratio below 20 will result in excess nitrogen and odor escaping. Ammonia emission is evidence of too little carbon in the compost mix. Ammonia production is unavoidable in the carcasses as they undergo putrefaction, so the maintenance of the cover material as a biofilter is of the utmost importance.

**Bulking Agent** – The bulking agent serves as the base that holds the carcass and the carbon source up off the ground so that air can circulate and provide oxygen. It serves as a sponge so that any excess liquids are absorbed and retained within the compost pile. And it serves as a cover to partially retain odors and to prevent birds, rodents, and other scavengers from having access to the carcasses.

After a compost pile or windrow is formed, porosity and aeration become the critical factors for preventing excessive odor. The bulking agent is not composted to any great extent, but serves to give the compost pile the necessary porosity to ensure the availability of oxygen for decomposition.

- The most readily available bulking agent is 1 to 2-inch wood chips.
- Plan on using about six cubic yards of bulking agent per 1000 pounds of carcass.

**Biosolids** – Solid organic matter recovered from a sewage treatment facility can be mixed with a carbon source and used to jumpstart the composting process. Biosolids that are in the process of active composting and which have completed the first heating cycle are the most desirable for composting animal carcasses.

- Evenly distribute at least one cubic yard of biosolids around each carcass.
- If more biosolids are readily available, double or triple the amount used.
- Prior to use in the windrows, the biosolids must have reached a temperature of 120°F to ensure adequate bacterial activation.

**Maintenance of the Windrow** – The top and sides of the windrow will tend to cave in and sink over the areas where the carcasses are located. Pockets must not be allowed to
form in the sides and top of the windrow because they will trap excess moisture and allow scavengers access to partially decomposed carcasses.

- Add woodchips to the tops and sides of the windrows to maintain the trapezoidal shape and to discourage scavengers.

- If there are no odor or moisture problems requiring immediate attention, turn the windrows after nine to twelve months have passed.

- Commercial windrow turners are more efficient than front loaders.

- Monitor the interior temperature of the windrow.

Cold temperatures will cause extended lag times before heating begins. To encourage the composting process:

- Dispose of carcasses as soon after death as possible.

- Add actively composting warm biosolids.

- Immediately cover with woodchips.

In cold weather, the delivery of biosolids should be closely coordinated with their use within the windrow. Every effort should be made to conserve the heat in the biosolids by unloading without delay and immediately incorporating the biosolids into the windrow mix.

In the winter, conserve heat by covering the windrows with extra woodchips and plastic to increase protection from the cold and drying effects of the wind.

**Odor Control** – The control of excessive distressing odor has to be one of the primary considerations in setting up and managing a composting facility. Select a site that is a minimum of one mile away from populated areas. In order to minimize the production of odor, always have excess carbon in the mix.

- When carcasses are delivered to the site, they should be incorporated into the windrow immediately.

- Regular, light fogging of the exterior surface of the windrow will increase the effectiveness of the woodchip biofilter.
Large Animal Mortality Composting Procedures

1. Prepare a base of woodchips 2 feet deep by 16 feet wide and as long as necessary for the number of animals to be composted.

2. On top of the woodchips, center a layer of sawdust 18 to 24 inches deep by 12 feet wide, making sure that a 2-foot border of woodchips remains along the sides.
   - The sawdust should be mixed with an equal amount of actively composting biosolids.
   - The moisture content of this layer should be 40 percent.

3. Wet the skin and hair of the dead animals.

4. Place the animal carcasses on top of the sawdust layer.
   - Leave at least a foot of space between carcasses.
   - Make sure carcasses are at least a foot away from the edge of the sawdust layer.

5. Disarticulate the limbs and place them alongside the carcass.

6. Open the carcass by making a minimum of four cuts into the thorax, and opening the abdomen and making cuts into the rumen, stomach, large intestine, and small intestine.

7. Distribute at least one cubic yard of biosolids around each carcass.

8. Place a 12-inch layer of sawdust/biosolids over top of the animal carcasses.

9. Repeat the process until the windrow is five to six-feet high.

10. Make each layer narrower than the one before to produce a trapezoid shape that will shed water.

11. Cover the entire composting mass with a 2-foot layer of woodchips.

12. Avoid excess compacting of the windrow.

13. Silage, feed, straw, hay, manure, and bedding can all be composted within the windrows. Consult with a composting specialist.
Small Animal Mortality Composting Procedures

These procedures are applicable to animals weighing less than 100 pounds. A composting specialist should be consulted.

1. Prepare a base of woodchips 12 to 15 inches deep, 12 feet wide, and as long as necessary for the number of animals to be composted.

2. On top of the woodchips, center a layer of sawdust 12 to 15 inches deep by 8 feet wide, making sure that a 2-inch border of woodchips remains along the sides.
   - The sawdust should be mixed with an equal amount of actively composting biosolids.
   - The moisture content of this layer should be 40 percent.

3. Place a single layer of animal carcasses on top of the sawdust layer.
   - Make sure carcasses are at least 6 inches away from the edge of the sawdust layer.

4. Lightly fog the animal carcasses to wet the skin and hair.
   - Do not add excess moisture.

5. Place a 6 to 8-inch layer of sawdust/biosolids over top of the animal carcasses.

6. Repeat the process until the windrow is five to six-feet high.

7. Make each layer narrower than the one before to produce a trapezoid shape that will shed water.

8. Cover the entire composting mass with a 2-foot layer of woodchips.

9. Avoid excess compacting of the windrow.

10. Silage, feed, straw, hay, manure, and bedding can all be composted within the windrows. Consult with a composting specialist about the ratios to be used.
APPENDIX 6 – CLEANING AND DISINFECTING

Cleaning and Disinfecting Team

The cleaning and disinfecting team must be familiar with direct, indirect, and arthropod-borne mechanisms of pathogen transmission. Pathogen transmission to susceptible species can occur:

- Directly, via animal contact with an infected animal or infected animal products including:
  - Blood;
  - Secretions, such as milk and saliva;
  - Excretions, such as manure and urine;
  - Epidermal outgrowths, such as horns, hooves, hair, wool; and
  - Exhaled moisture.
- Indirectly, via animal contact with the following:
  - Contaminated feed and water;
  - Fomites, such as clothing, tools, bedding, equipment, supplies;
  - People or animals on the premises and surrounding areas who are contaminated with a pathogen, but not infected or susceptible to it.
- Via arthropod vectors, such as flies and ticks that may serve either as mechanical carriers of a disease agent or as an important part of the life cycle of the agent.

Equipment and Supplies

High-Pressure Washers

High-pressure washers require maintenance and are subject to damage by corrosive chemicals used for the disinfecting process.
- When finished with an operation, immediately empty unused solutions. Never leave mixed solutions in a pump after use.

- At the end of the workday, run two to three gallons of clean water through the pump and then run a gallon of warm water with an ounce of mineral oil or liquid detergent through the pump or follow manufacturer’s directions.

**Shelter**

A tent, metal shed, trailer with a shower, or other shelter will be provided for the cleaning and disinfecting team to change clothes.

**Clothing**

The C&D team who will be cleaning with high-pressure washers or applying disinfectants will be supplied with protective rubber outfits, including:

- Boots
- Coat
- Pants
- Hat
- Gloves
- Respirators, if needed

Other members who will be cleaning by hand will be provided with:

- Coveralls
- Boots
- Hats
- Gloves
- Masks
- Respirators, if needed
At the end of each day’s work, all outer garments will be removed and left on the premises.

During adverse weather conditions, special clothing will be provided and either soaked in a permitted disinfectant or fumigated with an approved gas before removal from the premises. After being soaked for 12 hours in disinfectant, coveralls may be placed in a closed container (plastic bag), removed from the premises, washed, and reused.

**Example Supply Lists for a C&D Crew of 10 Individuals**

**Equipment Per Individual**

- ___ Coveralls (cloth) 1 pair
- ___ Coveralls (disposable) 2 pair
- ___ Coat (waterproof) 1
- ___ Pants (waterproof) 1
- ___ Hat (waterproof) 1
- ___ Gloves (heavy gauntlet rubber) 1 pair
- ___ Gloves (surgical rubber) 5 pair
- ___ Masks (surgical) 3
- ___ Respirator 1

**Hand Tools**

- ___ Claw hammer 2
- ___ Pliers 2
- ___ Screwdriver 2
- ___ Philips screwdriver 2
- ___ Crescent wrench (12 inch) 2
- ___ Crowbar 2
- ___ Hatchet 2
- ___ Wire brushes (with scraper nose) 2 dozen
- ___ Fiber brushes (long handled) 5 – boot brushes
____ Pails (12-14 quart)          6
____ Sponges                      2 dozen
____ Tent or other shelter       1
____ Axe                          2
____ Shovel (flat)               2
____ Fork (manure)               2
____ Broom (heavy)               3
____ Hoe                         4
____ Garden rake                 2
____ Scrapers (long handled)     2 – ice scrapers or straighten hoes
____ Post-hole digger            2
____ Hose (3/4 inch X 25 feet)   3
____ Shop vacuum                 1
____ Electrical cord (12 ga X 100 ft) 1

**Power Tools and Equipment**

____ Power spray unit and tank   1
____ Spray nozzle                2
____ Safety can (5 gal w/gas)    1
____ Hose (3/4 inch X 50 feet)   5

**Miscellaneous**

____ Rubber gloves              10 pair – extra supply in reserve
____ Safety goggles             4 – extra supply in reserve
____ Plastic tub (10 gallon)    2
____ Metal cans (10 gallon)     2
____ Garbage can (galvanized – 30 gal)  2
____ Plastic bag (8mil – 50 gal) 100 – for debris
____ Plastic bag (4mil – 30 gal) 50 – for clothes and miscellaneous
First aid kit with eye wash 1
Bottled water 1 gal/person (in pint or quart portions)
Sports drink 1 qt/person (in individual portions)

Cleaning Premises

The objective of cleaning and disinfecting is to reduce the potential for the spread of a highly contagious animal disease from infected or contact premises. Cleaning and disinfecting premises should be limited to areas inhabited by, or exposed to, susceptible animals.

Dry Clean

The area to be disinfected should be cleaned with a shovel and broom. This step will remove all gross contamination with manure, debris, loose straw, and feed.

- Any material that cannot be burned should be buried.
- Scrap wood, wooden gates, wooden feed bunks, and items of limited financial value compared to the time and effort required to clean them should be appraised and burned.
- Ropes, halters, and other items of minimal value that are difficult to clean and disinfect should be appraised and burned.
- Remove all loose dirt, dust, feed, bedding, manure, hay, straw, and any other loose organic material within the structure.

Begin the process by hauling the manure to a predetermined site for disposal.

- This may involve moving several tons of material and take considerable time.
- Stalls, barns, and stanchions that cannot be cleaned out with tractors must be cleaned with manure fork, shovel, and broom.

Dirt floors and Outside Areas of High Confinement

Buildings and areas with dirt floors should be scraped down to a clean soil surface. Fields and other areas where animals may have had access can be allowed to lie fallow for a time to be determined by the WSDA.
**Wet Wash**

All exposed surfaces, cracks, joints, and mechanical items should be wet washed with a soap or detergent. During the wet wash it is necessary to scrub, scrape, or wire brush all surfaces vigorously to break down any biofilm that may be present.

- Scrubbing can be done with rags on smooth surfaces; plastic or metal scrub pads are more efficient.
- Scrub rough surfaces with a wire brush to ensure they are cleaned as completely as possible.
- Deep cracks, crevices, pits, pores, or other surface irregularities should be given special attention to dislodge accumulated grime.

When the wet wash step is complete, surfaces will be visibly clean. The moisture on surfaces will spread evenly, and there will be no beading of moisture that indicates the presence of oil or grease.

**Hot Water**

If hot water is not available, assign a task member to heat water for washing. Soda ash is a very effective detergent material to use in the wet wash step, but the temperature must be 95°F or higher for the sodium carbonate to dissolve.

- It might be necessary to build a fire pit with old blocks, bricks, or rocks.
- Fifty-five gallon drums, cut in half, make excellent containers for heating water.

**Electrical Equipment**

Special care should be taken around electrical equipment. Bring in independent lighting units and turn off electrical power if there is danger of spraying cleaning solutions into fixtures.

**Rinse**

Rinse washed surfaces thoroughly to remove all traces of soap or detergent, as it may react with the disinfectant. When this step is complete, the water film will still wet the surfaces in the absence of soap or detergent, and there will be no beading.
Dry

The rinsed surfaces should be dried as excess moisture will dilute the disinfectant.

In cool or cold weather, dry surfaces by heating the building and circulating the air with fans or other blowers. In hot weather, dry with blowers or fans. In confined areas or on equipment where air circulation from fans is not enough, the use of high pressure air from a compressor or high volume blowers will remove excess moisture.

Inspect

All surfaces, junctions, cracks, and mechanical devices in the building should be carefully inspected to ensure that the cleaning process has removed all organic matter. Rewash any areas necessary.

Disinfecting Premises

Application

The application of the disinfectant should be done according to label directions. **Disinfectant wet time should be carefully observed.** A surface should remain “shiny” wet for at least ten minutes; merely damp is not adequate.

- Porous and rough surfaces will require more disinfectant than smooth surfaces.
- If the disinfectant runs off or puddles on the floor, a second light application of disinfectant can keep the surface wet for the required time.
- Disinfectant must be applied to all surfaces, including:
  - Floors
  - Walls
  - Ceilings
  - Heating ducts
  - Lights
  - Plumbing
Cordon off all disinfected areas with caution tape to prevent accidental contamination by other workers.

**Downtime**
Downtime is a period during which the premises can dry out completely from the disinfecting process and the numbers of any remaining microorganisms can be expected to decline to a point where there is little or no possibility of infection of susceptible animals.

The period of downtime can begin as soon as the premises are certified as clean and disinfected. The period of downtime should be at least three times the longest expected incubation time of the specific disease or as established by WSDA.

**Cleaning and Disinfecting Fomites**
Depopulating the premises of susceptible animals will eliminate the direct route of pathogen spread. Because diseases can be spread indirectly via fomites, effective cleaning and disinfecting of these will also help prevent the spread of pathogens.

Products such as milk, hay, and crops from infected premises or quarantined animal production premises should be destroyed, consumed, or held for sampling and laboratory confirmation of their negative status before movement is allowed. Owners should be informed that animal diagnosis is the first priority and that sampling and laboratory results for other items will take a much longer period of time.

**Other Animals on the Premises**
Dogs, cats, and other pets on premises must be effectively cleaned and kept under strict control until the farm has been declared free of infection and the quarantine is removed. Animals that are not susceptible to the disease should be thoroughly bathed to remove organic matter and any disease agent it may contain from the animal’s coat.

All animals on premises should be carefully evaluated for possible susceptibility and infection. Pets or curiosity species that are not production animals may still be contaminated. Feral animals must be trapped or destroyed, and scavenger animals must be detected and managed.
Cleaning and Disinfecting Vehicles

Proper C&D of a vehicle is a multi-step operation. The outside and cargo carrying areas of all vehicles should be pressure-washed with a suitable car washing detergent.

1. Begin at the top and work toward the bottom of the vehicle.

2. After washing, the vehicle should be completely rinsed and allowed to drip for at least five minutes before being disinfected.

3. Disinfect the vehicle with solution mixed exactly according to label directions.

4. When a pressure-washer is used, the outside of most vehicles will not require dry cleaning, but the inside often will. Any cargo carrying area should be evaluated and dry cleaned as necessary before washing.

5. Evaluate the inside of passenger vehicles. Remove floor mats; dry clean, wash (if possible), and disinfect.
State Emergency Disease Report

Office Use:

Disease Diagnosed

Priority* Code  1  2  3 (Circle One)

Specimen Identification Number(s)

Confirming Lab and Phone Number

Tests Performed

Test Results

Owner/Grower

Phone

Address

City  State  Zip Code

Location of Herd/Flock

GPS( DD.DDDDD )  N  W

Directions to Farm
Species Submitted/Affected  Swine  Cattle  Goat  Sheep  Horses  Turkey  Chicken  Other  ___________________________ (Circle or Write in)

Symptoms:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Type of Operation  _______________________________________________________

(Write Description)

Source of Bird/Animal(s)  ________________________________________________

________________________________________________________________________

Source of Sample(s)  _____________________________________________________

________________________________________________________________________

Age(s)  _________ Number in Flock/Herd/Barn/Farm  _________

Other species on Farm  _________________________________________________

Number Affected________________________________________________________

____________________________________________________(List all types including numbers)

Vaccination Status_______________________________________________________

________________________________________________________________________

How Herd/Flock Will Be Managed  __________________________________________

________________________________________________________________________

________________________________________________________________________

How Litter/Contaminated Material/Product Will Be Managed  ________________
Person Reporting (Name & Phone Number) ________________________________

Date Reported ____________________________  Bleeding Code ________________

Other: ____________________________________________

Office Use Only  Quarantine/Non-Removal Order Issued ________________

Released_______________________________________________

*Emergency Response notification status levels

Priority 1. This priority is used when known investigation information makes it highly likely that the observed condition is an FAD/EDI.

Priority 2. This priority is used when known investigation information makes it possible that the observed condition is an FAD/EDI, but it cannot be distinguished from an endemic disease or condition.

Priority 3. This priority is used when known investigation information makes it unlikely that the observed condition is an FAD/EDI and it cannot be distinguished from an endemic disease or condition. It is considered most likely an endemic disease or condition due to other epidemiological factors (e.g. season, previously diagnosed endemic disease in the adjacent area, etc.). Laboratory diagnostic information is used to verify if the condition is an FAD/EDI.

Additional Information on Back: Yes  No  (Circle One)
## Quarantine Order

**WSDA Foreign Animal Disease Emergency Management Plan v X**

### Quarantine Order

**POLICY:** Animals that may have been exposed to or affected by an infectious, contagious, communicable or dangerous disease are considered to be an immediate danger to the public health, safety and welfare of this state. In order to suppress or prevent the spread of disease, any such exposed or affected animal(s) shall be immediately quarantined.

**FINDINGS:** The director or his authorized representative finds that an immediate danger to the public health, safety or welfare of the state requires the following described animals be immediately quarantined pending further testing and/or investigation pursuant to RCW 16.36.010 and RCW 16.36.040. Other applicable statutes or rules include:

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<tr>
<th>Order issued to:</th>
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<tbody>
<tr>
<td>MAILING ADDRESS, CITY, STATE, ZIP</td>
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<tr>
<td>PHYSICAL ADDRESS</td>
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<th>Animals quarantined:</th>
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<tbody>
<tr>
<td>COUNTY</td>
<td>PRODUCTION</td>
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<tr>
<th>Location of Confined Animals:</th>
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<tr>
<th>Disease for which animals tested positive, or may be exposed or infective</th>
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<th>Quarantine Instructions:</th>
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**CONCLUSION:** IT IS ORDERED, by the powers vested in me under chapter 16.26 RCW as an authorized representative of the Director of the Department of Agriculture, that the above-described animals are quarantined, and that anyone is forbidden from removing the animals from the above-described location, or to sell, exchange or in any other way part with the products of said animals, or to allow exposure of any other animal(s), without written permission of the Washington State Veterinarian. The above-described animals shall remain quarantined until the disease status of the animals is resolved pursuant to chapter 16.26 RCW.

Questions concerning the status of the quarantine should be directed to the State Veterinarian’s Office, FSAHCS, Washington State Dept. of Agriculture, PO Box 42577, Olympia, WA 98504-2577, phone (360) 902-1878.

INFORMATION CONCERNING YOUR RIGHTS TO APPEAL THE DEPARTMENT’S QUARANTINE ACTION IS ON THE BACK OF THIS FORM.

<table>
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<tr>
<th>Dated this day of , 20</th>
<th>by</th>
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</table>

**AFFIDAVIT OF RECEIPT**

QUARANTINE ORDER AND NOTICE OF RIGHTS TO APPEAL AND REQUEST FOR HEARING

The undersigned states that on , I personally received the above quarantine order, Notice of Appeal Rights (reverse side of this page), and Request for Hearing Form.

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<tr>
<th>Signature of Recipient of Form</th>
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Hold Order

POLICY: Animals or animal reproductive products that may have been exposed to or affected by an infectious, contagious, communicable or dangerous disease, or animals not accompanied with import health papers, permits or other transportation documents required by law are considered to be an immediate danger to the public health, safety and welfare of this state. In order to suppress or prevent the spread of disease, any such animal(s) shall be immediately held for up to fourteen days. When further transport would jeopardize an animal’s well-being, the animal(s) shall be held for up to fourteen days.

FINDINGS: The director or his authorized representative finds that an immediate danger to the public health, safety or welfare of the state requires the following described animals be immediately held pending further testing and/or investigation pursuant to RCW 16.36.010 and RCW 16.36.040. See reverse for other applicable statutes or rules.

Order issued to:

OWNER/AGENT
MAILING ADDRESS, CITY, STATE, ZIP

PHYSICAL ADDRESS

COUNTY
PHONE NUMBER

Animals held:

Location of Confined Animals:

Hold Order: [ ] Possible Exposure to Disease [ ] Well-being Investigation [ ] Import or Movement Status

Disease for which animals may be exposed or infective:

Hold Instructions:

CONCLUSION: IT IS ORDERED, by the powers vested in me under chapter 16.36 RCW as an authorized representative of the Director of the Department of Agriculture, that the above-described animals are held, and that anyone is forbidden from removing the animals from the above-described location, or to sale, exchange or in any other way part with the products of said animals, or to allow exposure of any other animals, without written permission of the Washington State Veterinarian. The above-described animals shall remain under hold order, which remains in effect for fourteen days and expires when released by the Director or no later than midnight on the fourteenth day from the date of the hold order or further action is taken pursuant to chapter 16.36 RCW.

Questions concerning the status of this hold order should be directed to the State Veterinarian’s Office, Animal Services Division, Washington State Dept. of Agriculture, PO Box 42577, Olympia, WA 98504-2577, phone (360) 902-1878.

This hold order expires at midnight on

INFORMATION CONCERNING YOUR RIGHTS TO APPEAL THE DEPARTMENT’S HOLD ORDER ACTION IS ON THE BACK OF THIS FORM.

Dated this ______ day of ______, 20__

by

WASHINGTON STATE VETERINARIAN

AFFIDAVIT OF RECEIPT

HOLD ORDER AND NOTICE OF RIGHTS TO APPEAL AND REQUEST FOR HEARING

The undersigned states that on __________, I personally received the above hold order, Notice of Appeal Rights (reverse side of this page), and Request for Hearing Form.

 Signature of Owner or Agent

AGRI FORM 300-004 (REV06) Page 1 of 2 DISTRIBUTION: WHITE — OWNER/AGENT CANARY — STATE VETERINARIAN PINK — FIELD VETERINARIAN GLDRC — ADMIN. REG. OFC

WSDA Foreign Animal Disease Emergency Management Plan v X 128
HOLD ORDER

NOTICE OF APPEAL RIGHTS: You have a Right to Request a Hearing to determine whether the Department’s hold order action is appropriate. Pursuant to chapter 34.05 RCW and WAC 16-08-151, the Director or his designated presiding officer is prepared to hold an emergency adjudicative proceeding upon request. You must submit a request for emergency hearing in writing, and the request must be received by the Department within five (5) days of service of this notice. Failure to submit a request for an emergency hearing in writing to the Department will constitute a waiver of your right to an emergency hearing, and this will result in the Director or his designee determining that you do not contest the emergency imposition of the Hold Order.

You may request a hearing by completing the Request for Hearing form provided with this Hold Order and returning it to:
Washington State Veterinarian
Washington State Department of Agriculture
Animal Services Division
PO Box 42577
Olympia WA 98504-2577
FAX: (360) 902-2087

For submitting the Request for Hearing quickly or in a timely manner, you may submit your request by fax and same-day, first class mailing of original with same-day postmark.

If you timely request a prompt hearing, a hearing will be scheduled as quickly as feasible. At the hearing, you may be represented by counsel if you desire. The hearing will be as informal as practical within the requirements of the Administrative Procedure Act (APA), Chapter 34.05 RCW. The rules of evidence are not binding. You have the right to present evidence and witnesses in your behalf and to cross examine those witnesses presented in support of the Hold Order.

You also have the right to request an administrative merits on the merits of the Hold Order. You must submit a request for a hearing in writing, and the request must be received by the Department within 25 days of service of this notice.

INTERPRETER AVAILABILITY: If you or a witness for you is a person who, because of their English speaking or cultural background, cannot readily speak or understand the English language, or if you or a witness for you is a hearing impaired person, who, because of a hearing or speech defect, cannot readily understand or communicate in spoken language, including persons who are deaf, hard of hearing, or hard of hearing AND YOU NEED AN INTERPRETER, then a qualified interpreter will be appointed at no expense to you or to the witness. You may request the appointment of a qualified interpreter by indicating your request on the Request for Hearing form provided with the Hold Order.

RCW 16.36.010 Quarantine—Hold Order. (1) The director shall impose the quarantine and order the destruction of an animal or its parts or reproductive products affected with or cause to be destroyed an animal or its parts or reproductive products affected with or upon or exposed to disease or to have been exposed to disease or when there is reasonable cause to believe an animal or its parts or reproductive products are affected with or have been exposed to disease or when there is reasonable cause to believe an animal or its parts or reproductive products have been exposed to disease, whether within or outside the state. Overight or exposure to disease or to have been exposed to disease;

(a) Overt disease or exposure to disease in an animal or its parts or reproductive product that would make them unreasonable cause of concern whether an animal is diseased or has been exposed to disease;

(b) Import health papers, quarantine and treatment records, and other information documenting that the animal or its parts or reproductive products are not diseased or have not been exposed to disease;

(c) Further transport an animal or its parts or reproductive product that is to be held in quarantine until it is determined whether it is diseased, diseased at risk, or diseased at risk;

A hold order is in effect for fourteen days and extended as reviewed by the Director, or not more than midnight on the fourteenth day from the date of the hold order. A hold order may be replaced with a quarantine order for the animal or animal under quarantine. Any animal or animal under quarantine or hold order shall be kept separate and apart from other animals designated in the instructions of the quarantine or hold order, and shall not be exposed to in contact with other animals.

(5) The expenses of handling and caring for an animal or its reproductive product placed under a quarantine or hold order are the responsibility of the owner.

(6) The director has authorized the quarantine of an animal or an animal reproductive product until the quarantine or hold order is released or the hold order expires.

(7) Any animal or animal reproductive product placed under a quarantine or hold order may not be moved, transported, or sold without written approval from the director or until the quarantine or hold order expires.

(8) The director may administer the quarantined animal and examine witnesses and records in the performance of his or her duties to control diseases affecting animals.

RCW 16.36.040 Rules—Prevention—Inspections and tests—Reportable diseases—Federal regulations. (1) The director may adopt and enforce rules necessary to carry out the purpose and provisions of this chapter, including:

(a) Preventing the introduction or spreading of infectious, contagious, communicable, or dangerous diseases affecting animals in this state;

(b) Governing the inspection and testing of animals within or about to be imported or received, and the quarantine of these animals;

(c) Designating any disease as a reportable disease. (2) Rules to prevent the introduction or spread of infectious, contagious, communicable, or dangerous diseases affecting animals in this state may differ from federal regulations by being more restrictive.

RCW 16.36.060 Tests, examinations, or inspections—Entry onto premises—Unlawful conduct—Seizure of property—Search warrant. (1) The director has the authority to enter the animal premises of any animal owner at any reasonable time to conduct tests, examinations, or inspections for disease conditions when there is reasonable cause to investigate whether animals on the premises or that have been on the premises are infected with or have been exposed to a reportable disease. It is unlawful for any person to interfere with the tests, inspections, or examinations, or to alter any segregation or identification systems in connection with the tests, inspections, or examinations. When the director has determined that there is probable cause that there is a serious risk from disease or contamination, the director may seize those items necessary to conduct the tests, inspections, or examinations.

(2) If the director is denied access to the animal premises or the animals for purposes of conducting tests, inspections, or examinations or the animal owner fails to comply with an order of the director, the director may apply to a court of competent jurisdiction for a search warrant. The warrant may authorize access to any animal or animal premises for purposes of conducting tests, inspections, or examinations of any animal or animal premises, or taking samples, and may authorize seizure or destruction of property. The warrant shall be issued upon probable cause being found by the court. It is sufficient probable cause to show a potential threat to the agricultural interests of this state or a potential threat which seriously endangers animals, human health, the environment, or public welfare. To show that access is denied, the director shall file with the court an affidavit or declaration containing a description of all attempts to notify and locate the owner or the owner’s agent and to secure consent.

RCW 16.36.098 Quarantine, hold order, or destruct order—Written request for hearing. Any person whose animal or animal reproductive products are placed under a quarantine, a hold order, or destruct order under RCW 16.36.090 may request a hearing. The request for a hearing must be in writing and filed with the director. Any hearing will be held in accordance with RCW 34.05.422 and 34.05.479.

RCW 16.36.100 Cooperation with other governmental agencies. The director is authorized to cooperate with and enter into agreements with governmental agencies of this state, other states, and agencies of federal government in order to carry out the purpose and provisions of this chapter and to promote consistency of regulation.
Voluntary Depopulation of Animals

Premises ID (Número de Identificación) ________________________________

Name of Owner (Nombre de proprietario) ______________________________

I certify that the animals identified on the attached Non-Commercial Euthanasia & Disposal Report are not mortgaged. I further certify that I own or am authorized to represent the owner of the animals identified on the attached Non-Commercial Euthanasia & Disposal Report. I hereby waive any claim to payment for the animals listed on the attached Non-Commercial Euthanasia & Disposal Report. I agree to the destruction of said animals.

Certifico que los animales identificados en el informe adjunto de Eutanasia y Desecho No Comercial, no están hipotecados y ningún dinero se debe. Certifico además que poseo y estoy autorizado para representar de los animales identificados en el informe adjunto de Eutanasia y Desecho No Comercial. Yo por la presente renuncio a cualquier reclamo de pago por los animales indicados en el informe de Eutanasia y Desecho No Comercial. Concurso con la destrucción de dichos animales.

__________________________  ______________________
Signature of Owner or Representative  Date Signed
Firma de Propietario o Representante  Fecha de Firma

__________________________  ______________________
Signature of Government Representative  Date Signed
Firma de Representante del Gobierno  Fecha de Firma

__________________________  ______________________
Witness  Date Signed
Testigo  Fecha de Firma


Depopulation Agreement

Washington State Department of Agriculture
Director of Agriculture

Foreign Animal Disease Depopulation Agreement

Owner/Company
______________________________________________________________

Address
________________________________________________________________

Social Security/Tax Id Number ______________________________________

Contract Grower Name-
______________________________________________________________

Address
________________________________________________________________

I, ____________________________________________, certify that I am the owner, or authorized representative of the owner (hereafter referred to as "the owner"), of the species described below:

I, ____________________________________________, certify that I am the contract grower, or authorized representative of the contract grower (hereafter referred to as "the grower"), of the species described below:

We, the owner and grower, certify that this is a complete census of the species on this premises for which federal depopulation indemnity is being requested:

Species (cattle, sheep, goats, swine, etc)
______________________________________________________________

Use (breeder, milk, meat, etc)-
______________________________________________________________

Number _____________________ Age ____________________________
Number _____________________ Age ____________________________
Number ______________________ Age ____________________________

1. As the owner, I agree to depopulate all species listed above through approved disposal channels within 24 hours of receipt of a Destruction Order from the Director of the Washington Department of Agriculture.

2. Following depopulation, we, the owner and the grower, agree to follow the Cleaning and Disinfecting guidelines.

3. We, the owner and the grower, agree that the premises will not be restocked for a period of at least __________ following the satisfactory completion of Cleaning and Disinfecting (C&D). We understand that final approval of the satisfactory completion of C&D at the discretion of the WSDA or USDA inspector.

4. We, the owner and the grower, agree to implement all disease prevention measures indicated on the Biosecurity Agreement on this premises for a period of no less than 180 days from the date of this agreement.

Owner Signature and Date__________________________________________

Grower Signature and Date__________________________________________

State/Federal FAD Task Force Inspector Signature and Date

__________________________________________
Public Health Emergency Response Plan

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BASIC PLAN

I. INTRODUCTION

A. MISSION
   In partnership with the community, the Yakima Health District protects and promotes the health and quality of life for residents and visitors of Yakima County through prevention and control of disease and potential health hazards.

B. PURPOSE
   The purpose of this plan is to provide guidance and procedures for Yakima Health District personnel in the expected response to an event of bioterrorism, epidemic disease, other emergency, or disaster.

C. SCOPE
   This plan acts as a tool that utilizes Yakima Health District’s existing expertise and personnel to provide surveillance; response; event tracking; rapid health risk assessment; community education; coordination with community partners; dissemination of information; event direction, command and control through the Incident Command System; and post event recovery recommendations.

II. POLICIES

A. AUTHORITIES

1. RCW 43.20.050(4). All police officers, sheriffs, constables and all other officers and employees of the state or any county, city or township thereof, shall enforce rules adopted by the State Board of Health.

2. RCW 70.05.060 –Powers and duties of local board of health. Each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people within its jurisdiction and shall:
   (a) Enforce through the local health officer or the administrative officer appointed under RCW 70.05.040, if any, the public health statutes of the state and rules promulgated by the state board of health and the secretary of health;
   (b) Supervise the maintenance of all health and sanitary measures for the protection of the public health within its jurisdiction;
(c) Enact such local rules and regulations as are necessary in order to preserve, promote and improve the public health and provide for the enforcement thereof;

(d) Provide for the control and prevention of any dangerous, contagious or infectious disease within the jurisdiction of the local health department;

(e) Provide for the prevention, control and abatement of nuisances detrimental to the public health;

3. RCW 70.05.070. The Local Health Officer shall control and prevent the spread of any dangerous, contagious or infectious disease that may occur in their jurisdiction.

4. RCW 70.05.120. Violations -- Remedies – Penalties. … Any person violating any of the provisions of chapters 70.05, 70.24, and 70.46 RCW or violating or refusing or neglecting to obey any of the rules, regulations or orders made for the prevention, suppression and control of dangerous contagious and infectious diseases by the local board of health or local health officer or administrative officer or state board of health, or who shall leave any isolation hospital or quarantined house or place without the consent of the proper health officer or who evades or breaks quarantine or conceals a case of contagious or infectious disease or assists in evading or breaking any quarantine or concealing any case of contagious or infectious disease, shall be guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine of not less than twenty-five dollars nor more than one hundred dollars or to imprisonment in the county jail not to exceed ninety days or to both fine and imprisonment.

5. WAC 246-100-036. Responsibilities and duties -- Local health officers. (1) The local health officer shall establish, in consultation with local health care providers, health facilities, emergency management personnel, law enforcement agencies, and any other entity he or she deems necessary, plans, policies, and procedures for instituting emergency measures necessary to prevent the spread of communicable disease or contamination. (4) A local health department may make agreements with tribal governments, with federal authorities or with state agencies or institutions of higher education that empower the local health officer to conduct investigations and institute control measures in accordance with WAC 246-100-040 on tribal lands, federal enclaves and military bases, and the campuses of state institutions. State institutions include, but are not limited to, state-operated colleges and universities, schools, hospitals,
prisons, group homes, juvenile detention centers, institutions for juvenile delinquents, and residential habilitation centers.

6. WAC 246-100-040. Procedures for isolation or quarantine.(1) At his or her sole discretion, a local health officer may issue an emergency detention order causing a person or group of persons to be immediately detained for purposes of isolation or quarantine in accordance with subsection (3) of this section, or may petition the superior court *ex parte* for an order to take the person or group of persons into involuntary detention for purposes of isolation or quarantine in accordance with subsection (4) of this section, provided that he or she:

7. WAC 246-101-505. Local Health Officers shall review and determine the appropriate action for instituting disease prevention and infection control, isolation, detention and quarantine measures necessary to prevent the spread of communicable disease, invoking the powers of the courts to enforce these measures when necessary.

8. WAC 246-101-425. Members of the general public shall cooperate with public health authorities in the investigation of cases and suspected cases, and cooperate with the implementation of infection control measures including isolation and quarantine.

**B.  RESPONSIBILITIES**

1. **Local Health Officer**
   The LHO will maintain contact with the Administrator, or designee, and approve policy and decisions implemented by the YHD during an emergency.

2. **Administrator**
   The Administrator or his/her designee assumes the role of Incident Commander during an event involving bioterrorism or epidemic disease; he/she will decide policy, maintain contact with other agencies, develop public health priorities, lead event response and delegate tasks. The Administrator and/or other staff provide information and support to the Incident Commander as needed.
3. **Community and Family Health**
   Staff will provide personal health information including communicable disease investigations, communication and liaison with the local medical community.

4. **Environmental Health**
   Staff will provide liaison with other environmental resources and provide expertise in the areas of hazardous materials, water, sewage, food, solid waste as well as assistance as needed to the Community and Family Health staff.

5. **Administration**
   Staff will supply support functions including provision of staff resources, financial considerations and on-going assistance to the technical/field staff during an event.

C. **LIMITATIONS**

1. Depending on the type and severity of the event, the Yakima Health District’s response may be limited by such factors as:
   (a) Damage to facilities and infrastructure
   (b) Transportation services
   (c) Staff availability
   (d) Department’s surge capacity
   (e) Communication
   (f) Fiscal constraints
   (g) Other County Agency Limitations

2. The use of Memorandums of Understanding (MOU) and Mutual Aid Agreements (MAA) can mitigate some of the event limitations. However, each situation or event will dictate the extent that agreements will be implemented.

III. **SITUATION**

A. The Center for Disease Control and Prevention (CDC) has listed potential illnesses according to level of impact.

1. **Category A Diseases/Agents.** The U.S. public health system and primary healthcare providers must be prepared to address various biological agents, including pathogens that are rarely seen in the United States. High-
Priority agents include organisms that pose a risk to national security because they:

(a) can be easily disseminated or transmitted from person to person;
(b) result in high mortality rates and have the potential for major public health impact;
(c) might cause public panic and social disruption; and
(d) require special action for public health preparedness.

Category A Agents are:

(a) Anthrax (*Bacillus anthracis*)
(b) Botulism (*Clostridium botulinum* toxin)
(c) Plague (*Yersinia pestis*)
(d) Smallpox (variola major)
(e) Tularemia (*Franciella tularensis*)
(f) Viral hemorrhagic fevers (filoviruses [e.g., Ebola, Marburg] and arenaviruses [e.g., Lassa, Machupo])

2. Category B Diseases/Agents. Second highest priority agents include those that:

(a) are moderately easy to disseminate;
(b) result in moderate morbidity rates and low mortality rates; and
(c) require specific enhancements of CDC's diagnostic capacity and enhanced disease surveillance.

Category B agents are

(a) Brucellosis (*Brucella* species)
(b) Epsilon toxin of *Clostridium perfringens*
(c) Food safety threats (e.g., *Salmonella* species, *Escherichia coli* *O157:H7*, *Shigella*)
(d) Glanders (*Burkholderia mallei*)
(e) Melioidosis (*Burkholderia pseudomallei*)
(f) Psittacosis (*Chlamydia psittaci*)
(g) Q fever (*Coxiella burnetii*)
(h) Ricin toxin from *Ricinus communis* (castor beans)
(i) Staphylococcal enterotoxin B
(j) Typhus fever (*Rickettsia prowazekii*)
(k) Viral encephalitis (alphaviruses [e.g., Venezuelan equine encephalitis, eastern equine encephalitis, western equine encephalitis])

(l) Water safety threats (e.g., Vibrio cholerae, Cryptosporidium parvum)

3. Category C Diseases/Agents. Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of:
   (a) availability; and
   (b) ease of production and dissemination; and
   (c) potential for high morbidity and mortality rates and major health impact.

   Category C Agents are:
   (a) Emerging infectious disease threats such as Nipah virus and hantavirus

B. Chemical Agents of Concern. Military chemical agents are similar to hazardous industrial chemicals, but may be more toxic.

   Military origin chemical agents are divided into the following categories:
   (a) Choking Agents
   (b) Blood Agents
   (c) Blister Agents
   (d) Nerve Agents

   Each agent can be fatal and may affect large populations if released effectively. These agents are both toxic and incapacitating to both humans and animals. In addition to the military chemical agents there are a number of commercial chemicals that pose a significant threat to human health. Response to chemical agents is found in Yakima County’s Comprehensive Emergency Management Program for hazardous materials, ESF10.

C. Radiological Concerns. Radiological materials can pose both an acute and long-term hazard to humans. Assessment of a radiological event is critical. Response protocol will depend on accurate and timely assessment of the total amount of radiation received (dose), dose rate (how fast the dose is received) and specific type of radiation. Response to radiological agents or nuclear accidents is found in Yakima County’s Comprehensive Emergency Management Program, ESF 10 – Hazardous Materials
D. Public health staff is available 24-hours-per-day/7-days-per-week to respond to potential epidemic disease/bioterrorism.

E. There is not adequate public health staff to respond to a community-wide epidemic and there is a need for cooperation between public health and the healthcare industry in establishing an effective community response.

F. A bioterrorism event will pose a threat to public health. Issues that could arise include communicable disease investigation and control, mass prophylaxis, health care, mass care and sheltering, crowd control, isolation and quarantine, transportation, decontamination, social disorder, and other public health and welfare issues.

G. A bioterrorism event could result in environmental and public health hazards to individuals responding to an event, health care providers, and the general public. Local water supplies, crops, livestock and food supplies may be at risk of contamination and/or disease.

H. The potential for disease and injury may disrupt sanitation services and facilities, result in a loss of public utilities and cause dislocation of large groups of people to shelter facilities.

I. No single agency at the local, state, or federal level possesses the authority and expertise to act alone on the many issues that may arise in response to a threat or act of terrorism.

J. Other hazards may exist that are not addressed by this plan. See also Annex One and Two this document for specific information on Pandemic Influenza and Mass Prophylaxis.

IV. PLANNING ASSUMPTIONS

A. Healthcare professionals have received adequate training on the identification of disease resulting from one of the CDC Category Agents.

B. There is a surveillance system in place for the prompt detection, identification and reporting of epidemic disease or an event of bioterrorism.

C. Individuals/Institutions required to report disease are doing so within the time frame required by law.
D. Potential outbreaks/epidemics of disease are being investigated promptly and as required by statute.

E. Public health, emergency management, healthcare, law enforcement, emergency medical response and other agencies will work cooperatively to reduce the impact of epidemic disease/bioterrorism on the community.

F. Public Health staff is adequately trained to respond to epidemic disease.

G. Responders will be properly trained, issued the appropriate personal protective equipment and be aware of the threat of a secondary event.

H. Governmental agencies and officials will respond as outline in the appropriate RCW and WAC.

I. In situations not specifically addressed in this plan, Yakima Health District and other emergency management officials will improvise and carry out their responsibilities to the best of their abilities using the Yakima County Comprehensive Emergency Management Program.

J. Memoranda of Agreements and Mutual Aid Agreements will be in place and honored between the organizations named in this plan and between neighboring governmental agencies.

V. DIRECTION AND CONTROL

A. Direction and control of an incident involving bioterrorism or during epidemic disease will be provided using the incident command system. Additional information on roles and a description of responsibilities is included in Appendix 1, Direction and Control.

1. **Administrator**
The Administrator, or designee, may assume the role of Incident Commander during an epidemic disease or a bioterrorism event. The Administrator will in consultation with others decide policy, maintain contact with other agencies, develop public health priorities, lead event response and delegate tasks.

2. **Environmental Health**
Provides direction to Environmental Health staff and oversight for YHD operations in a chemical or radiological emergency.
3. **Community and Family Health**
Provides direction to Community and Family Health staff and oversight for operations in communicable disease emergencies. Community and Family Health staff will provide communicable disease investigative personnel for the event.

4. **Health District’s Incident Command Center**
The role of the YHD Command Center (YHDCC) is to provide a central point of coordination within YHD. The YHDCC is located in the Yakima Health District office, 1210 Ahtanum Ridge Drive Conference Room, Union Gap, WA 98903. Procedures for activation and operation are found in Appendix 1, Section A. Detailed activation is located in Volume III, Emergency Operations Manual.

5. **Yakima County Operational Area EOC**
The Operational Area Emergency Operations Center (OAEOC) coordinates the multi-agency response to any biological, chemical, radiological, or natural events. The OAEOC is located in Suite 110 in the Yakima County Courthouse, 128 N. 2nd Street Yakima. Procedures for activation and operation are found in Appendix 1, Section B. Detailed activation is located in Volume III, Emergency Operations Manual.

The following is the contact information for Yakima County is:
Yakima Valley Office of Emergency Management: Jim Hall, Director
Address: County Courthouse, Suite 110, 128 N. 2nd Street, Yakima
Phone: 574-1900
E-mail: jim.hall@co.yakima.wa.us

6. **On-Scene Incident Management**
On scene incident management is accomplished through the National Incident Management System (NIMS)/Incident Command System (ICS) and is coordinated with the YHD command center or the Operational Area EOC, if activated.

VI. **CONCEPT OF OPERATIONS**

A. **GENERAL**

1. **Response Phase**
a. Alerts and Notifications. Notification of a potential bioterrorism event or epidemic disease could happen in several ways:
   (1) Notification from state or national level
   (2) Notification by healthcare provider
   (3) Notification by general public
   (4) Detection by Yakima Health District staff.
   (5) Notification by law enforcement or other agency.

b. If notification is not from state or federal level Yakima Health District staff will notify Washington Department of Health as required in WAC 246-101 – Notifiable Conditions.

c. Increased surveillance may be necessary to confirm existence of an epidemic or bioterrorism incident.

d. Procedures for notification of law enforcement agencies are outlined in OAEOC call-out procedures.

e. If indicated, the Health District may activate the YHDCC to coordinate activities. When activated, the YHDCC will operate using the incident command system model. The Incident Commander will determine the appropriate level and staffing and staffing roles. Procedures for activation of the YHDCC are in Appendix I.

f. If indicated the Yakima Health District may request the activation of the OA EOC to coordinate activities. When activated the OAEOC will operate using the National Incident Management System (NIMS)/Incident Command System (ICS) model. Procedures for activation of the OAEOC are located in the Yakima Valley Office of Emergency Management.

g. If agencies other than Yakima Health District are needed to participate in disease control, the Local Health Officer will request activation of the OAEOC and the county’s Comprehensive Emergency Management Program (CEMP) will be activated.
h. Epidemiological investigation and response will be initiated through YHD Administration.

i. Laboratory support requests for establishment of diagnoses and to help determine the scope of the potential bioterrorism incident/epidemic disease will be initiated by YHD Administration.

j. Depending upon etiological agent and situation, mass prophylaxis may be necessary. Annex One provides the procedures for requesting the supplies and equipment associated with the Strategic National Stockpile and the procedures for the establishment of mass vaccination or dispensing clinics for Yakima County.

a. Quarantine and isolation. Procedures for patient isolation and quarantine are being developed by the Local Health Officer.

k. Health Care support and mass casualty management. The Health/Medical Services Coordinator will coordinate with local hospitals and emergency medical service providers to determine the ability of the local community to respond to disease. If community resources are about to be or are already overwhelmed, the Health/Medical Services Coordinator may request assistance in movement of patients out of the area to more definitive health care.

l. Mental Healthcare and support may be activated through ESF 8. Central Washington Comprehensive Mental Health has developed a Mental Health Emergency Operations Plan for the County to support this function. See Attachment Two: Central Washington Comprehensive Mental Health

m. Disease Specific response Annexes
   (1) Smallpox, Annex under development.
   (2) Anthrax—Unknown powders, Annex under development.
   (3) Plague and other highly contagious diseases, Annex under development.
   (4) Biotoxins, Annex under development.
   (5) Food-borne disease outbreak, Annex under development.
   (6) Pandemic Influenza, Annex Two
2. **Recovery Phase**

   a. Environmental Restoration. Environmental restoration will be determined at the time of the event by the Incident Commander and the Command Staff, based on CDC protocols for the organism or agent involved. The Administrator, or designee, will give final approval for all protocols performed.

   b. Re-entry Authorization. Re-entry authorization will be determined at the time of the event by the Administrator, or designee. Determination will be based on CDC protocols for the organism or agent involved. The Administrator, or designee, will give final approval for all protocols performed.

   c. Critical Incident/Stress Management for YHD staff will be accomplished through the Employee Assistance Program (EAP). The Health Officer or his designee will determine whether to provide on-site assistance or refer individuals to the EAP. See also Yakima County Mental Health Plan.

B. **PUBLIC INFORMATION**

1. **Authorized Spokesperson.** The Administrator, or designee, will appoint a Public Information Officer (PIO) to coordinate all communications around emergency preparedness and response. YHD PIO procedures are found in Attachment One: Yakima County Joint Information Center Plan. If the OAEOC is activated the YHD PIO will coordinate OAEOC PIO to coordinate communications. Public Information procedures are also found in the Attachment Three: Risk and Crisis Communications Plan.

2. During a bioterrorism event or epidemic disease, the OAEOC PIO will ensure that all communications for public distribution are reviewed and approved by the HD, the Administrator, or designee, prior to the release in formation.

3. During an event, the YHD PIO will coordinate with local hospitals to disseminate information to the public through the OAEOC PIO.
4. During a bioterrorism event or epidemic disease it may be necessary to establish a Joint Information Center (JIC). Establishment of a JIC is outlined in Attachment One: Yakima County Joint Information Center Plan.

C. COMMUNICATIONS

1. The communications plan for Yakima Health District is in Appendix III.
   (a) Radio communications equipment and procedures
   (b) Secure and patient information communications procedures
   (c) A listing of key telephone and cellular phone numbers

2. The Health Alert Network will be used for web-based communication. WA SECURES procedures are listed Appendix III.

3. An electronic mail group mailing list is maintained by the Yakima Health District’s Community and Family Services Division for the purpose of providing electronic notification for key public health partners. Procedures or using this listing are found in Appendix III.

4. Amateur Radio support for communications is provided in Yakima County is provided by ARES. Procedures for activation and use are found in Yakima County Comprehensive Emergency Management Program.

5. Procedures for communication when normal telephone and cellular phone communication are not possible are found in Appendix III.

VII. PLAN MAINTENANCE

A. TRAINING
   Training regarding this plan will be performed regularly as staff time and personnel permit. A proposed training schedule is found in Attachment IV.

B. DRILLS AND EXERCISES
   Drills and exercises will be performed regularly as staff time and personnel permit. A proposed schedule is found in Attachment IV.

C. RECOMMENDING CHANGES
   1. Recommended changes to this plan should be submitted to the Director of
Environmental Health, Yakima Health District, 1210 Ahtanum Ridge Drive, Union Gap, WA 98903.

2. Post exercise and/or incident debriefing will be utilized to review effectiveness and need for revision of this plan. The After Action Report will recommend changes which will be incorporated based on Improvement Plan deadlines.

D. PERIODIC REVIEWS AND UPDATES

1. At a minimum, this plan will be reviewed and updated annually. All Plan holders will be notified of updates.

2. The Director of Environmental Health is the individual responsible for the annual review.

VIII. PLAN APPROVAL

This plan has been reviewed for accuracy and compliance with Yakima Health District guidelines.
APPENDIX I
DIRECTION AND CONTROL

A. YAKIMA HEALTH DISTRICT INCIDENT COMMAND CENTER

1. During the initial bioterrorism, chemical, or radiological incident; communicable disease outbreak; or public health emergency the Yakima Health District will develop and maintain the protocol and policies to operate an Incident Command Center.

2. The Incident Command Center is located in the Yakima County Health District office. The YHDC is located in the Yakima Health District office, 1210 Ahtanum Ridge Drive Conference Room, Union Gap, WA.

3. The Incident Command Center will support Health District incident command from that location.

4. Procedures for notification of staff are found in Appendix III.

5. When the situation exceeds the Yakima Health District Incident Command Center, the Yakima County Operational Area EOC will be used for on-going operations.

6. Initial media communications with the general public will be distributed through the Health district’s Public Information Officer (PIO) from the Yakima Health District’s Incident Command Center.

7. Upon activation of the Operational Area EOC, media contacts will be coordinated through the Public Information Officer within the OA EOC.

8. The responsibilities for the PIO are outlined in Attachment Three: Crisis and Risk Communications Plan or in Attachment One: Joint Information Center Plan (if a JIC is operational).

9. Shifts during operation of the Health District’s Incident Command Center and the Operational Area EOC will normally be 12 hours during activation.

10. Security for the Health District’s Incident Command Center and the Operational Area EOC will be provided by local law enforcement through mutual aid request. If local agencies cannot support, Operational Area EOC will assist in coordinating support.
11. The Operational Area EOC will provide support to, and take guidance from, the Yakima Health District in public health emergencies. All public health activities will be coordinated with the Operational Area EOC.

12. Yakima Health District staff that will report to and work in the Yakima Health District’s Incident Command Center under the guidance of NIMS.

13. Activation of Yakima Health District’s Incident Command Center – Declaration of Emergency by the Board of Health. The Administrator may poll members of the Board of Health for declaring an emergency when a special meeting of the Board is not possible to convene. This declaration will be presented at the next regularly scheduled Board of Health meeting for affirmation.

14. Staff Notification Procedures. Staff will be notified via supervisors to report to the Command Center or to be instantly available via an agreed to means.

15. After-hours Notification Procedures. On-call personnel are notified after office hours by the answering service. On-call staff has a current list of phone numbers to call in appropriate staff.

16. Communication Outage Notification Procedures. In the event of normal communication outage (phones, cell phones), law enforcement communication and dispatching will be utilized.

B. PUBLIC HEALTH/ESF #8 - REPRESENTATION IN THE OPERATIONAL AREA EOC

1. A copy of the Yakima Health District’s Incident Command Center Plan will be available to the Yakima Valley Office of Emergency Management.

2. In addition, the ESF# 8 of the Yakima County Comprehensive Emergency Management Program (CEMP) will have reference to the Yakima Health District’s Public Health Emergency Response Plan and Incident Command Center Plan.

3. The Administrator, or designee, will be assigned to the Yakima County Operational Area EOC Executive/Policy Group to act as liaison between this plan and the efforts of the Operational EOC as outlined in the Operational Area EOC guidelines.
4. The following individuals are designated to be representatives to the Yakima County Operational Area EOC.
   a. Director of Environmental Health
   b. Communicable Disease Coordinator
   c. Other staff as the situation dictates
APPENDIX II
PUBLIC INFORMATION

A. The points of contact for public information for the Yakima Health District is:

1. Primary: Administrator
   Name: Dennis Klukan
   Work Phone: (509) 249-6666
   Cell Phone: (509) 952-7976
   E-mail: dennis.klukan@co.yakima.wa.us
   Home Phone: (509) 972-0394
   Home Address: 5 N. 41 St. Ave., Yakima

2. Alternate: Director of Environmental Health
   Name: Gordon Kelly
   Work Phone: (509) 249-6507
   Cell Phone: (509) 952-7979
   E-mail: gordon.kelly@co.yakima.wa.us
   Home Phone: (509) 306-9102
   Home Address: 103 W. Helena Ave, Ellensburg

B. Boilerplate Messages

1. Standardized messages have been developed by the Washington Department of Health and are available from their web site at: http://www.doh.wa.gov/phepr/default.htm. To keep the most current information available, these public information messages are not part of this Appendix; they should be obtained and, if needed, modified at the time of need from the web site above. Additional information will be developed as time and needs dictate. Requests for additional public information messages should be made through the Region 8 Emergency Response Coordinator, State Emergency Response Consultants, or directly through the Department of Health Focus Area F: Risk Communication Leads at (360) 236-4070 or (360) 236-4079.
2. Currently the following information is available from the Department of Health.
   
   (a) General Information.

   Anthrax Threat Guide for Public Safety Agencies
   
   http://www.healthfinder.gov/espanol/
   
   healthfinder® español (su guía a la información confiable de la salud)

   (b) Agent-specific Information. The following information is available in both Adobe Acrobat® and Microsoft Word® Format.

   (1) Anthrax
   (2) Botulism
   (3) Pneumonic Plague
   (4) Smallpox
   (5) Tularemia
   (6) Pandemic Influenza

C. Media Contact Information:

1. Television:

   a. Christian Broadcasting of Yakima, kficek@erwinresearch.com - 972-0926
   b. Hispanavision 17/Cable 64 of Yakima, kcjttv@yahoo.com - 248-5971/ FAX509-248-7499
   c. KAPP-TV of Yakima, kappnews@kapptv.com - 453-0351/ FAX509-453-2283
   d. KIMA-TV Channel 29 CBS of Yakima, tips@kimatv.com - 575-0029/ FAX 509-575-5526
   e. KNDO-TV Channel 23 of Yakima, news@kndo.com - 248-2300/ FAX 509-225-2363
   f. KYVE Television of Yakima, msinclair@kyve.org - 452-4700/ FAX509-452-4704
   g. MVTV Channel 9 of Toppenish, 865-6888/ FAX509-865-8943
2. **Radio (Names, phone numbers, e-mails):**
   a. Town Square Media INC. (KATS, KFFM, KIT, KQSN, KUTI, 92.9 THE BULL) of Yakima, LanceTormey@townsquaremedia.com - 972-3461 FAX 509-972-3540
   b. Yakama Nation Radio of Toppenish, ronn@yakama.com -865-5121 FAX 509-986-52129
   c. KRSE of Yakima, 575-1057
   d. KDNA of Sunnyside, 854-1900
   e. KENE, Toppenish, 865-5363
   f. KYAK of Yakima, 452-5925
   g. Zorro Radio, 457-1335
   h. KNWY (Northwest Public Radio -WSU), 1-800-842-8991 FAX 509-335-3772
   i. Christian Broad Casting of Yakima, kficek@erwinresearch.com -972-0926

3. **Newspaper:**
   a. Central Washington Senior Times of Yakima, 735-0678
   b. Daily Sun News of Sunnyside, 837-4500/ FAX 509-837-6397
   c. Grandview Herald of Grandview, editor@thegrandviewherald.com -882-3712/ FAX 509-882-2833.
   d. Seattle Times of Seattle, jsimon@seattletimes.com (206)453-1022/ FAX 206-464-2261
   e. Toppenish Review Independent of Toppenish, 865-4055
   f. Wapato Independent, 113 S. Wapato Ave., Wapato, 877-3322
   g. Yakima Herald-Republic of Yakima, news@yakimaherald.com 577-7640/ FAX 509-577-7767
   h. Yakima Valley Business Times of Yakima, 457-4886

D. **Media briefing locations for the Yakima Health District.**
   1. Location(s): 1210 Ahtanum Ridge Drive, Union Gap, WA 98903.
2. Point(s) of contact: Administrator

E. **Releasing information to the Press**

1. The Administrator, or designee, will clear any written information on disease outbreaks or investigations prior to releasing it to the media.

2. The following individuals are authorized to meet with and release information to the media during a disease outbreak or investigation:
   a. Communicable Disease Coordinator – Marianne Patnode
   b. Administrator – Dennis Klukan

3. Scheduling of press conferences. Press conferences will normally be scheduled by the Administrator.
   a. If appropriate, a written media announcement will be prepared and sent to the media listed in C above in advance by mail, fax, or e-mail.
   b. If time is critical media listed in C above will be notified by telephone.

4. For information on operations and procedures for the activation of a Joint Information Center reference Attachment One: Yakima County Joint Information Center Plan.

F. **Crisis and Risk Communications**

Planning and further information can be found in the Attachment Three: Crisis and Risk Communications Plan.
APPENDIX III
COMMUNICATIONS

A. Voice Communications

1. Phones
   a. Directories
      (1) A Yakima County phone directory is maintained in the Yakima Health District Incident Command Center.
      (2) A copy of the Washington Local Health Jurisdiction Phone Directory is maintained in the Command Center.
      (3) A Telephone listing for Yakima Health District is maintained at law enforcement dispatch centers.
      (3) A Telephone listing for Yakima Health District Staff has been included as an insert to the Basic Plan which includes telephone, fax and cell phone numbers of most all employees.
      (4) A listing of internal cellular phone numbers is also found in the Command Center.
   b. PBX/Telephone Systems. Directions for use of Yakima Health District PBX telephones are found in the Yakima Health District Incident Command Center manual.
   c. Wireless Phone Systems. Cellular phone will be obtained from various sources in Yakima Health District for use during emergency operations. The following phones will be used.
      (1) Incident Commander – Administrator – (509) 952-7976
      (2) Health Officer – (206) 675-0282
      (3) Yakima County OAEOC Liaison – Director of Environmental Health – (509) 952-7979
      (4) Public Information Officer – Administrator – (509) 952-7976
      (5) Operations Chief – Director of Environmental Health (509) 952-7979.
      (6) Logistics Chief – Director of Administrative Services (509) 952-8307.
      (7) Plans Chief – Director of Environmental Health (509) 952-7979
      (8) Administration Chief – Administrator - (509) 952-7976
2. Radios
   a. Radios. Radios for use by the Yakima Health District are located in the Environmental Health area of the basement.
      (1) Directions for radio use are located with the radios.
      (2) Prior to utilizing radios for emergency communications individuals will be trained in radio use by trained staff.

1. Amateur Radio for Emergency Services/ (ARES/RACES). Amateur radio support for Yakima Health District is found at the Yakima County OAEOC.
   a. Point of contact for ARES/RACES in Yakima is Jo Whitney at: ka7ljq@arrl.net, (509) 965-3379.
   b. The Washington State RACES Officer, Bob Purdom at: lcdrbob@hotmail, (253) 691-2388.
   c. The Washington State Department of Emergency Management Duty Officer at: 1-800-562-6108

B. Text/Data

1. Pagers. Some personal pagers can be used for one-way transmission of text and other data. These devices are, however, dependant on the use of normal telephone systems and networks.

2. Internet. The internet can be used as a somewhat secure system to transmit and receive text and data. The WEB EOC website will be an integral part in information tracking and reporting. The WEB EOC website can be found at https://fortress.wa.gov/mil/webeoc7/eoc7/. However, the system is dependant on normal telephone systems, networks and power. There are some avenues through ARES/RACES that use wireless communications to handle internet traffic. For further information in Yakima contact Jo Whitney at: ka7ljq@arrl.net, (509) 965-3379.

3. Health Alert Area Network/SECURES. The Health Alert Area Network/SECURES system is being developed at this time. Further information will be placed in this plan as it becomes available.

C. 24/7 Yakima Health District Response-Staff Call Back Protocol

1. One of the Management Group (administrator, environmental health,
director, administrative services director or communicable disease coordinator) will be the initial contact through the 24/7 on-call system. From that call there will be further contact with the balance of the management group. The management group each have with them at all times a 24/7 phone contact list. Based on needed resource and expertise, the management group will contact appropriate staff to respond to a designated location. Attached to the PHERP is the phone list.

2. Once the event is determined to exceed the capacity of the Yakima Health District resources, the Incident Commander of the Yakima Health District will contact the Yakima County Office of Emergency Management (509) 574-1900 to activate the next level of response.
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# APPENDIX IV

## TRAINING AND EXERCISES

### Training

<table>
<thead>
<tr>
<th>Management</th>
<th>NIMS Compliance</th>
<th>Health District Specific</th>
</tr>
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</table>
| **Administrator** - Dennis Klukan  
(As of May 2010 has completed all of the IS/ICS courses.) | IS-700: NIMS, An Introduction  
IS-800: National Response Plan (NRP), An Introduction  
IS-100: Introduction to ICS, or equivalent  
IS-200: Basic ICS, or equivalent  
ICS-300: Intermediate ICS, or equivalent  
ICS-400: Advanced ICS, or equivalent | PHERP Overview  
Incident Command Center/Operational Area EOC  
SNS Plan  
JIC Plan |
| Environmental Health, Director  
Gordon Kelly  
(As of May 2010, has completed all IS/ICS courses listed) | IS-700: NIMS, An Introduction  
IS-800: National Response Plan (NRP), An Introduction  
IS-100: Introduction to ICS, or equivalent  
IS-200: Basic ICS, or equivalent  
ICS-300: Intermediate ICS, or equivalent  
ICS-400: Advanced ICS, or equivalent | PHERP Overview  
Incident Command Center/Operational Area EOC  
SNS Plan  
JIC Plan |
| Fiscal Officer and Human Resources – Ellie Navarette  
(As of June 2011, has completed all of the IS/ICS courses) | IS-700: NIMS, An Introduction  
IS-800: National Response Plan (NRP), An Introduction  
IS-100: Introduction to ICS, or equivalent  
IS-200: Basic ICS, or equivalent  
ICS-300: Intermediate ICS, or equivalent  
ICS-400: Advanced ICS, or equivalent | PHERP Overview  
Incident Command Center/Operational Area EOC  
SNS Plan  
JIC Plan |
Communicable Disease Coordinator  
Marianne Patnode  
(As of May 2010 has completed all of the IS/ICS courses.)

<table>
<thead>
<tr>
<th>IS-700: NIMS, An Introduction</th>
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<tbody>
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<td>IS-300: Intermediate ICS, or equivalent</td>
<td>IS-400: Advanced ICS, or equivalent</td>
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</tbody>
</table>

PHERP Overview  
Incident Command Center/Operational Area EOC  
SNS Plan  
JIC Plan

Director of Community and Family Services  
Sheryl Dipietio  
(As of May 2010 has completed all of the IS/ICS courses)

<table>
<thead>
<tr>
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PHERP Overview  
Incident Command Center/Operational Area EOC  
SNS Plan  
JIC Plan

Coordinator of Chronic Disease Program  
Jensen Thayer  
(As of June 2011 has completed all of the IS/ICS courses)

<table>
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<tr>
<th>IS-700: NIMS, An Introduction</th>
<th>IS-800: National Response Plan (NRP), An Introduction</th>
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</tr>
</tbody>
</table>

PHERP Overview  
Incident Command Center/Operational Area EOC  
SNS Plan  
JIC Plan

Staff Personnel  
As of May 2010, Staff has completed all IS Courses Listed

| IS-700: NIMS, An Introduction | IS-100: Introduction to ICS, or equivalent |

PHERP Overview  
Incident Command Center/Operational Area EOC

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**Exercises**

**Discussion-Based Exercises**

<table>
<thead>
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**Operations-Based Exercises**

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<tr>
<td>Point of Dispensing Full Scale Exercise</td>
<td>July 25, 2007</td>
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</table>
Yakima County, Washington

Member Jurisdictions
Grandview, Granger, Harrah, Mabton, Moxee, Naches, Selah, Sunnyside, Tieton, Toppenish, Union Gap, Wapato, Yakima, Yakima County, Zillah

Aircraft Incidents and Accidents

Emergency Response Plan

Special Subject to the Yakima County Comprehensive Emergency Management Program (CEMP)
June, 2010

Update
January, 2012
Aircraft Incidents 
and 
Accidents 
Emergency Response Plan 

for 

Yakima County 

Update January, 2012 

Developing the Capability for Jurisdictions 
to Accomplish 
Aircraft Incidents and Accidents 
Emergency Responsibilities
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Yakima Air Terminal - McAllister Field Airport Emergency Plan  
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PLAN OVERVIEW

I. MISSION

Aircraft Incidents and Accidents Emergency Response Plan mission statement developed. Broad goals and objectives of the response management are stated.

The response program requires the full support of the affected jurisdiction’s elected officials and should be stated in the mission statement.

Virtually no airport has sufficient resources to respond to every emergency situation independently. Each airport must depend to some degree on the resources from its surrounding communities. For this reason, each airport operator is encouraged to involve local communities in the development of the AEP and use the collective expertise and resources for the mutual benefit of all parties.

II. ORGANIZATION AND RESPONSIBILITIES

An effective Aircraft Incidents and Accidents Emergency Response Plan requires the legal authority for such a program. Without a solid basis in law, the program cannot be fully developed and maintained.

Jurisdictions must have a working knowledge of their emergency responsibilities and should consider emergency preparedness part of the daily process of government. The active support of the jurisdiction’s leadership will enhance the visibility of the program in the community, contribute to effective public education programs, and elicit citizen support.

III. CONCEPT OF OPERATIONS

The primary objective for Aircraft Incidents and Accidents Emergency Response Plan in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from incidents and accidents—either localized or county-wide.

IV. ADMINISTRATION AND LOGISTICS

During and after an aircraft incident and accident events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

V. DIRECTION AND CONTROL

Provides guidance for the direction, control and coordination of emergency management activities.
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AIRCRAFT INCIDENTS AND ACCIDENTS EMERGENCY RESPONSE PLAN

I. MISSION

It is the mission of Yakima County jurisdictions, subject to aircraft incidents and accidents, in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from emergencies and disasters.

To carry out this mission, jurisdictional goals are to develop public awareness and self sufficiency, have procedures in an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

A. PURPOSE, GOALS, AND DEFINITIONS

1. Purpose

   a. This plan describes basic strategies, assumptions and mechanisms through which jurisdictions within Yakima County will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery.

   b. This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from aircraft incidents and accidents that threaten life, property, economy, and the environment within Yakima County jurisdictions by:

      (1) Identifying the aircraft incidents and accidents hazard threats to life, property, economy, and/or the environment that are known or thought to exist.

      (2) Assigning emergency management responsibilities and tasks.

      (3) Describing predetermined actions (responsibilities, tasks) to be taken by department/agencies, cities and towns, and other cooperating organizations and institutions, to eliminate or mitigate the effects of aircraft threats and to respond effectively and recover from aircraft incidents and accidents

      (4) Providing for effective assignment and utilization of jurisdiction staff—both paid and volunteers.

      (5) Documenting the current capabilities and existing resources of jurisdictions (departments/agencies, cities and towns, and other cooperating organizations and institutions) which must be maintained to enable accomplishment of those predetermined actions.
(6) Providing for the jurisdiction’s continuity of operations during and after an aircraft incidents and accidents.

(7) Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, state and federal agencies.

(8) Providing for an aircraft incidents and accidents response planning team comprised of representatives from jurisdictions as identified and utilized through this plan development for: continuing review and revision of the plan; exercise planning and evaluation; reviewing and offering recommendations on aircraft incidents and accidents emergency management initiatives.

c. In further carrying out the mission, the purpose of the Yakima County Aircraft Incidents and Accidents Plan is to provide jurisdictions, associated agencies and volunteer organizations guidance for the following:

(1) Mitigation, preparedness, response and recovery policy and procedures.

(2) Disaster and emergency responsibilities.

(3) Emergency management training and public education activities.

d. This plan is strategic and “responsibility oriented”, and addresses:

(1) Coordinated county-wide evacuation, shelter, and post-disaster aircraft incidents and accidents response and recovery.

(2) Rapid deployment and pre-deployment of resources.

(3) Communication and warning systems.

(4) Annual exercises to determine the ability to respond.

(5) Clearly defined responsibilities for jurisdictions (departments/agencies, cities and towns, associated agencies and volunteer organizations) through a “functional” approach to planning and operations.

2. Goals.


b. Develop first responder capabilities.

c. To have a plan (framework, strategy) that will guide jurisdictional behavior (response) during aircraft incidents and accidents
3. Definitions.

“Aircraft Incidents and Accidents” as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

B. AUTHORITIES, GUIDANCE DOCUMENTS, MUTUAL AID AGREEMENTS

1. Authorities.
   a. Federal.
      (3) Title 14 Code of Federal Regulations (CFR) §139; AC 150/5200-31, Airport Emergency Plan
   b. State.
      Revised Code of Washington (RCW) 38.52 and 39.34.
   c. Local.

2. Guidance Documents.
   d. Yakima County Hazard Identification and Community Assessment (HICA), January 2003.

3. Agreements and Understandings.

Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, September 2003.
C. SITUATIONS.

1. The Yakima County Hazard Identification Community Assessment (published separately) provides details on aircraft hazards to include type, effects, risk, capabilities, and other related data.

2. Due to location and geological features, Yakima County is vulnerable to the damaging effects of aircraft incidents and accidents.

3. Response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors.

D. ASSUMPTIONS.

1. Jurisdiction officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the Yakima County Aircraft Incidents and Accidents Emergency Response Plan is implemented.

2. General Conditions. When a community experiences aircraft incidents and accidents, its surviving citizens fall into three broad categories: (1) those directly affected through personal or family injury or property damage; (2) those indirectly affected by an interruption of the supply of basic needs; and (3) those that are not personally impacted. Following these guidelines will allow emergency organizations within the county to concentrate first on helping those citizens directly affected by the aircraft incident and accident.

E. LIMITATIONS.

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

2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

F. POLICIES.

General Policy. It is the policy of Yakima County jurisdictions to cooperate with and support each other in aircraft incidents and accidents mitigation, preparedness, response and recovery efforts.
II. ORGANIZATION AND RESPONSIBILITIES

A. ORGANIZATION

1. Emergency Organization.

   a. The organization responsibilities described in this section reflects the extent of the Yakima County emergency management network (government and private sector) and indicates the various activities which can support all-hazards emergency operations, to include aircraft incidents and accidents.

   b. The Community Emergency Management System/National Incident Management System (CEMS/NIMS) reflects the implementation of this plan.

   c. This plan establishes the emergency management organization within the county. Employees of government, as well as the private sector, are part of the emergency organization. Work assignments in an emergency situation shall be documented. Jurisdictions should submit documentation as to staffing allocation, equipment distribution, and other emergency related needs as requested by the OEM Director.

2. Incident Management System.

   This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS.

B. RESPONSIBILITIES

Responsibilities described in this section are shared jointly by impacted jurisdictions, unless specifically assigned to a jurisdiction. Specific responsibilities of jurisdictions covered by and incorporated in this plan are listed in the attached Yakima Air Terminal - McAllister Field Airport Emergency Plan.
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III. CONCEPT OF OPERATIONS

A. GENERAL

1. The primary objective for in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from an aircraft incident and accident - either a localized or county-wide incident or accident.

The Yakima Valley Office of Emergency Management Director is the focal point for emergency management within the county. However, aircraft incident and accident emergency management responsibilities extend beyond this office, to all county/city government departments/agencies, non-governmental, private, and ultimately, to each individual citizen.

2. When the emergency exceeds jurisdiction capabilities, the OEM Director will request assistance from mutual aid jurisdictions and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

3. In addition to the OEM Director, emergency management is the day-to-day function of certain county/city departments, such as law and fire services. While the routine functions of most county and city departments are not of an emergency nature, pursuant to this plan, all officers and employees of the county and cities should plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the on-set of one of these events. Disasters may require county and city departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people’s basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

B. EMERGENCY MANAGEMENT PHASES

Yakima County jurisdictions should meet their responsibilities for protecting life and property from the effects of an aircraft incident and accident by acting within each of the four phases of emergency management.

1. Mitigation. Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevents the most damage and are the most cost effective.

Jurisdictions should enforce public safety mandates to include land use management and building codes; and recommend to governing bodies measures to improve the emergency readiness of the jurisdiction.
2. **Preparedness.** Preparedness consists of any action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response.

Jurisdictions should prepare for the aircraft incident and accident by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the jurisdiction’s total capabilities into a disaster response. Disaster SOPs should complement this plan.

Jurisdictions should ensure that their employees are trained to implement emergency and disaster procedures and instructions. Jurisdictions should validate their level of emergency readiness through internal drills and participation in exercises appropriate to the hazard impacting their jurisdiction.

Other jurisdictions within and outside impacted county/city boundaries should also be encouraged to participate in these exercises. Exercise results should be documented and used in a continuous planning effort to improve the jurisdiction’s emergency readiness posture. This joint, continuous planning endeavor should culminate in revisions to this plan in the ongoing attempt to achieve a higher state of readiness for an emergency or disaster response.

3. **Response.** The active use of resources to address the immediate and short-term effects of an aircraft incident and accident constitutes the response phase and is the focus of the jurisdiction’s emergency and disaster standing operating procedures, mutual aid agreements, and this plan.

Aircraft incident and accident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating conditions.

4. **Recovery.** Aircraft incident and accident recovery efforts aim at returning to pre-disaster community life. They involve detailed damage assessments, restoration of vital infrastructure systems, financial assistance and long-term restoration. There is no definite point at which response ends and recovery begins. However, recovery efforts should occur concurrently with the emergency response.

C. **EMERGENCY RESPONSE ORGANIZATION PERSONNEL TRAINING**

To ensure a coordinated response, the airport operator should offer training in airport emergency procedures to local police, firefighters, ambulance personnel, paramedics, emergency management agencies, the media and other off-airport emergency response organizations. The training should include the following:

1. Formal presentations and discussions of the airport’s AEP, facilities, equipment, and normal and emergency operating procedures.
2. Tours of the airport to highlight features described in the formal presentation and to familiarize personnel with the layout and topography of the airport. Emphasis should be placed on the special operating conditions at the airport, such as security and access control, communications requirements, and aircraft-related hazards.

3. Participation in all levels of drills and exercises, to include the triennial full-scale exercise which is only required of those airports certificated under part 139.

4. Emergency response personnel must train and become familiar with each aircraft normally using the airport including cargo aircraft. This training will include access, flight crew locations, hazard locations, and emergency shut down procedures.

D. COMMUNITY EMERGENCY MANAGEMENT SYSTEM/NATIONAL INCIDENT MANAGEMENT SYSTEM (CEMS/NIMS)

1. CEMS/NIMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in Yakima County. By standardizing key elements of the emergency management system, YVCEMS is intended to:
   
a. Facilitate the implementation of the Yakima County Comprehensive Emergency Management Program (CEMP).

b. Facilitate the flow of information within and between levels of government.

   . Facilitate coordination among responding agencies.

2. Use of CEMS/NIMS should improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of EMS/NIMS should reduce the incidence of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. CEMS/NIMS is designed to be flexible and adaptable to the varied disasters that occur in Yakima County and to the needs of emergency responders.

3. The CEMS/NIMS is implemented by mutual agreement for managing response to multi-agency, multi-jurisdictional emergencies in Yakima County. CEMS/NIMS consists of three organizational levels, which are activated as necessary:
   
a. Field response.

b. Local jurisdiction.

c. Operational area.

4. CEMS/NIMS incorporates the Incident Command System (ICS), the Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.
5 There is no requirement to use or be part of CEMS/NIMS. However to respond efficiently and effectively to an emergency event or disaster inter-jurisdictional and inter-agency coordination is required.
IV. ADMINISTRATION AND LOGISTICS

A. GENERAL

During and after emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

B. POLICIES

1. It is recommended of Yakima County jurisdictions to designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures. During disaster operations, budget personnel may work from the jurisdiction Emergency Coordination Center (ECC) to provide guidance and instructions on appropriate record keeping.

2. It is the policy of Yakima County government jurisdictions to incur disaster expenditures with currently appropriated local funds in accordance with RCW 38.52.070 (2), RCW 36.40.180 and 190, and local codes. The Chief Elected Official will be responsible for identifying other sources of funds to meet disaster related expenses if department budgets are exceeded.

3. Accurate emergency logs and expenditure records must be kept from the very beginning of an event to receive the maximum amount of entitled reimbursement should Federal Assistance become available. Records should be kept in such a manner to separate disaster expenditures from general ongoing expenditures and accurately document expenditures for potential audit or for state and/or Federal Disaster Assistance programs.

4. When the jurisdiction ECC is activated, a special program number and budget position number should be assigned in order to track all expenditures and payroll activity directly and to avoid having to transfer costs at a later date. Emergency purchases during non-business hours should be coordinated through the jurisdiction ECC. The jurisdiction should be assigned pre-authorized requisition numbers from Purchasing for use in an emergency. Emergency fiscal procedures should follow guidelines and procedures established by local ordinance or resolution.

5. Responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by jurisdictions with response costs and damages.

6. Any government entity which incurs disaster related expenditures or damages is responsible for completing and submitting appropriate documentation to the jurisdiction ECC. Response cost and damage estimates should be submitted on the appropriate forms.

C. GENERAL ADMINISTRATIVE GUIDELINES

1. It is recommended of Yakima County jurisdictions that during emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
2. The OEM is responsible for registering emergency workers in accordance with WAC. When emergency workers are utilized by government agencies, these agencies are responsible for keeping records of the name, Emergency Worker Registration Number, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of any injuries, lost or damaged equipment, and any extraordinary costs.

3. It is recommended of Yakima County jurisdictions that emergency workers are advised to carry personal insurance on themselves, vehicles, and equipment.

D. FISCAL

1. Purchasing personnel should facilitate the acquisition of supplies, equipment, and services necessary to support the emergency response actions of their jurisdiction.

2. A complete and accurate record of purchases, a complete record of properties commandeered to save lives and property, and an inventory of supplies and equipment purchased in support of the emergency response should be maintained.

3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Jurisdictions should identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation should include: logs, formal records and file copies of expenditures, receipts, personnel time sheets.

4. A separate jurisdiction Emergency Coordination Center (ECC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, disasters. See the CEMS/NIMS Implementing Procedures manual for details.

5. Jurisdictions may qualify for reimbursements of certain emergency costs from state and federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within Yakima County and its citizens will receive. Jurisdictions are expected to include requirements for emergency fiscal record keeping in their SOPs.

E. LOGISTICS

1. Jurisdictions responding to emergencies and disasters should first use their available resources. Then this plan is implemented, the jurisdiction ECC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section should also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources should be allocated according to established priorities and objectives of the jurisdiction ECC.

2. Logistics will be needed to support the field operations, the jurisdiction ECC operations and disaster victims.
3. Jurisdictions are expected to maintain an inventory of non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

4. The Agreement for Mutual Aid for Emergencies and Disasters in Yakima County will be implemented to respond to resource shortfalls.

F. INSURANCE

Jurisdictions should maintain insurance for property, workers compensation, general and automotive liability. Insurance coverage information will be required by the federal government in the post disaster phase as per 44 CFR “subpart i”.
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V. DIRECTION AND CONTROL

A. GENERAL

Provides guidance for the direction, control and coordination of emergency management activities.

B. OPERATIONAL CONCEPTS

1. Direction and control of emergency management activities within Yakima County government rests with the County Commissioners, the mayors of the cities and towns, and governing bodies of jurisdictions with the aircraft incident and accident emergency response responsibilities.

2. The following list of management priorities, listed in order of importance, are provided to guide Yakima County jurisdictions’ policy making before, during and after an emergency or disaster:
   a. Protect health and life.
   b. Protect the environment.
   c. Protect public and private property.
   d. Assess the situation.
   e. Alert and inform citizens.
   f. Evacuate citizens to a safe place.
   g. Restore essential services.
   h. Document and record decisions, costs, lessons learned, etc.
   i. Provide support and guidance for rebuilding.
   j. Take steps to mitigate future disasters.

3. It is recommended of Yakima County jurisdictions to establish overall direction, control and coordination through a jurisdiction Emergency Coordination Center (ECC) to support the community response to a disaster. This should include coordination among jurisdiction heads for the continuity of operations of essential government and private services.

4. The Chief Elected Official, for government entities, is responsible for the direction and control of the organization, administration and operation of the emergency management program for their jurisdiction. (RCW 38.52.070 and 38.52.110).

5. The Chief Elected Official’s emergency management responsibilities include providing overall direction and control, issuing the proclamation of a state of emergency, requesting assistance from and through the Governor, coordinating with the elected council or commission concerning disaster legislative needs, and providing emergency public
C. COORDINATION

1. The OEM is the lead agency for facilitating coordination among local, state, Federal and private sector agencies and groups in Yakima County. To facilitate coordination among local governments, each government jurisdiction should appoint a liaison and alternates to work with the OEM on mitigation, preparedness, response, and recovery issues.

2. Each private sector jurisdiction should also make staff available to assist in emergency operations in the local ECC. This should include, but not be limited to, appropriate training for such activities as public information support, documentation, operations, and damage assessment. As applicable, costs for these activities shall be the responsibility of the respective local government (also see Basic Plan, Part IV).

3. To assist the Chief Elected Official in maintaining overall direction and control, each jurisdiction should keep the ECC informed of what has happened, what the jurisdiction can do about it, and what the jurisdiction needs are, whenever the jurisdiction is supporting an ECC activation.

D. ORGANIZATIONAL/RESPONSE LEVELS AND ACTIVATION REQUIREMENTS FOR AIRPORT RESPONSE (Details can be located in the CEMS/NIMS Implementing Procedures document.)

1. Field Response Level. The field response level is where aircraft incident and accident emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. CEMS/NIMS requires the use of ICS at the field response level of an incident.

2. Local Jurisdiction Level. Local jurisdictions, including Yakima County, the 14 cities and towns, fire districts and special districts manage and coordinate the overall aircraft incident and accident emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an ECC to manage emergency operations. Local jurisdictions are requested to use CEMS/NIMS when their emergency operations center is activated or a local emergency is declared or proclaimed.

3. Operational Area Level. Under CEMS/NIMS, the Operational Area encompasses the political subdivisions located within the county including special districts. The Operational Area EOC manages and/or coordinates information, resources, and priorities among local jurisdictions within the Operational Area, and serves as the coordination and communication link between the local jurisdiction level and the state level.

E. ARFF CHIEF/FIRE AND RESCUE COORDINATOR

1. Ensures availability of sufficient numbers of qualified and trained ARFF personnel IAW:

   (i) AC 150/5200-12, Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident
(ii) AC 150/5210-7, *Aircraft Rescue and Fire Fighting Communications*

(iii) AC 150/5210-13, *Water Rescue Plans, Facilities and Equipment*

(iv) AC 150/5210-14, *Aircraft Rescue Fire Fighting Equipment, Tools and Clothing*

(v) AC 150/5210-17, *Programs for Training of Aircraft Rescue and Firefighting Personnel*

(vi) AC 150/5220-4, *Water Supply Systems for Aircraft Fire and Rescue Protection*

2. Ensures compliance with all standards and regulations involving fire and rescue response, which may include hazardous materials.

3. Ensures availability and operability of ARFF equipment as required by 14 CFR part 139.

4. Ensures representation of a qualified FRC in the EOC, when required.

5. Coordinates the response of multi-jurisdictional fire and rescue response efforts on the airport.

6. Provides information regarding the fire and rescue response effort through and to the Public Information Officer (PIO) for release to the news media.

7. Ensures emergency fire and rescue response information is provided to the EOC, as appropriate.

8. Maintains a chronological event log.
ATTACHMENT

YAKIMA AIR TERMINAL - MCALLISTER FIELD
AIRPORT EMERGENCY PLAN
(AEP)
CLASS I AIRPORT

October 31st, 2011

IN COMPLIANCE WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

BASIC PLAN KEY COMPONENTS

A. INTRODUCTION AND OVERVIEW

The Yakima Air Terminal is a Federal Aviation Administration Certificated Non-Hub Commercial Service Airport serving air carrier, commercial, private, and military aircraft operations. In accordance with the Airport Operating Certificate, the airport assumes certain responsibilities for the preparation and implementation of an Airport Emergency Plan.

It is also recognized that while the Airport is the "hub" for aviation activities in Yakima County, aircraft disasters can, have, and will continue to occur off Airport property and out of the jurisdictional responsibility of the Airport.

Many of the responsibilities carried out by the Airport will be assumed by the Yakima Valley Office of Emergency Management (OEM) in the event of an off-airport incident. Depending on the nature and magnitude of an off-airport incident, the OEM may activate the County Operations Area EOC (OAEOC) in the County Courthouse. In this event, many functions that would normally be carried out by the Airport Emergency Operations Center (AEOC) may be carried out by the Operations Area EOC.

This Emergency Plan was developed with this in mind, therefore:

1. Since the same "functions" must occur when dealing with an aviation disaster, the Airport Emergency Plan is written so it can be utilized by other communities and fire districts.

2. The Yakima Air Terminal will provide personnel and other resources on an "on-call" basis to assist other communities and agencies in mitigating an aviation incident/accident.

3. The Yakima Air Terminal will include all interested agencies in the demonstration portion of the emergency plan including table top exercises and full-scale disaster exercises.

4. The Yakima Air Terminal Staff will work in unison with other emergency services organizations to draft a plan that can be utilized unilaterally by all agencies involved.
B. GENERAL FUNCTIONS

In any aviation disaster, the methods utilized by the airport to mitigate an aviation disaster are common with the responsibilities other communities and fire districts must adhere to. A brief summary of the responsibilities (not necessarily in strict order) follows:

1. Pre-arranged command, control, and communications methods and responsibilities.
   a. Knowledge of FAA/NTSB/TSA requirements when dealing with aviation incidents/accidents.
   b. Mutual aid agreements.
   c. Training.

2. Notification of incident/accident to appropriate authorities.
   Dispatch of appropriate personnel.

3. Search, rescue, and firefighting functions.
   a. Aircraft familiarization.
   b. Hazardous materials/cargo.
   c. Access constraints.

4. Medical triage, treatment, and transportation.
   a. First responders; EMS; Paramedics.
   b. First aid/medical supplies.
   d. Hospitals: burn victims; trauma victims; space available.

5. Protection and security of the crash scene.
   a. Protection of evidence, crash site.
   b. Protection of mail or other cargo.
   c. Protection of personal belongings.

6. Securing resources.
   b. Emergency services.
   c. Public works departments.
   d. Public transportation services.
   e. Barricades.
   f. Others as situation requires.

7. Release of information, press relations.
   a. Public Information Officer.
b. Press access to scene.
c. Designated press site.

8. Meeters, greeters, next of kin.
   a. Notification and control.
   b. Information.
   c. Lodging.
   d. Counseling.

9. Basic needs of responders.
   a. Food; water.
   b. Relief personnel; rest periods.
   c. Shelter.
   d. Rest room facilities.
   e. Weather-appropriate clothing.
   f. Post-trauma debriefing/counseling.

10. Services of clergy.

11. Mortuary services.
   a. Removal of bodies.
   b. Temporary morgue.
   c. Identification of deceased.
   d. Transportation of deceased.
   e. Funeral home services.
   f. Death certificates.
   g. Other required documentation.
   h. Final disposition of bodies.

12. Identification of deceased.
   a. Yakima County Coroner.
   b. FBI


   a. National Transportation Safety Board release.
   b. Heavy equipment.
   c. Storage.
15. Environmental remediation.
   a. Fuel spills.
   b. Hazardous materials containment.
   c. Clean up.
16. Victim services, post-trauma counseling.
17. Cost recovery.
   a. Invoice control.
   b. Payment.
   c. Owner/operator insurance recovery.

This emergency plan has been written to address each of the preceding functions and, where practical, will note the organization or person responsible for carrying out each task.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A) **FEDERAL CONTRACT TOWER**
   1. Contact ARFF regarding aircraft incidents/accidents and provide them with information relevant to the emergency. Provide ARFF vehicle operators with information regarding the last known position of the accident aircraft, and the best estimate of the accident.
   2. Coordinate the movement of non-support vehicles and aircraft away from any area on the airport that may be involved in an emergency.
   3. Coordinate the movement of support vehicles to and from the scene of the emergency.

B) **INCIDENT COMMANDER**
   1. Assume responsibility for the Command and Control function of Incident Management.
   2. Oversee all incident operations from the ICP.
   3. Ensure incident safety.
   4. Provide information services to internal and external stakeholders.
   5. Establish and maintain liaison with other agencies participating in the incident.
   6. Must be fully briefed and should have a written delegation of authority. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the Incident Commander.

C) **AIRPORT MANAGEMENT**
   1. Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
   2. Respond to emergencies within the boundaries of the Yakima Air Terminal’s AOA. Responds initially to the ICP.
3. Join the initial Incident Commander to establish Unified Command. Assume responsibility for overall response and recovery operations once life, property and safety matters have been mitigated.

4. Assist in coordinating various agencies, tenants, and services on the airport and outline the duties, requirements, and responsibilities for emergency situations at Yakima Air Terminal.

5. Schedule and preside over necessary coordination meetings and critiques.

6. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

D) YAKIMA FIRE DEPARTMENT (YFD)

1. The City of Yakima Fire Department has jurisdictional responsibility within the Yakima city limits. Yakima Air Terminal is within the city limits.

2. Command responding fire/rescue units at a fire, aircraft emergency, or hazardous materials incident. The ranking Fire Department official is designated as the initial Incident Commander.

3. Notify the Yakima Valley Office of Emergency Management (OAEOC) to initiate emergency calls as needed, or make calls for assistance directly via Fire Department communications/dispatch.

4. Manage and direct firefighting and rescue operations until life, property, and safety matters have been mitigated.

5. Preserve evidence at the scene of an aircraft accident in accordance with FAA AC 150/5200-12, current edition, Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident.

6. In an off-airport emergency response situation, ensure, if possible, enough fire equipment remains on the Airport to provide fire response in accordance with FAR Part 139. If not possible, comply with the notification requirements listed in FAR Part 139 and the Airport Certification Manual for index reduction.

7. YFD Dispatch may contact EOD if necessary and coordinate support if needed.

8. Request mutual aid assistance, if deemed necessary, through dispatch.

9. Establish Medical Command and designate a Medical Commander.

E) YAKIMA POLICE DEPARTMENT (YPD)

1. The City of Yakima Police Department has jurisdictional responsibility within the Yakima city limits. Yakima Airport is within the city limits.

2. Manage law enforcement resources and direct traffic control and law enforcement operations.

3. Protect aircraft crash site as a crime scene. Protect evidence and evidentiary chain of custody. Control access to crash scene and emergency response area.

4. Provide traffic and crowd control where necessary.

5. Mitigate hostage/hijack situations in coordination with FBI as necessary.

6. May assist EOD in search for explosive devices, with appropriate personnel, if requested.

7. Dispatch officers to ICP as requested.
8. Request mutual aid assistance, if deemed necessary, through dispatch.

F) YAKIMA COUNTY SHERIFF’S OFFICE (YSO)
1. Dispatches the Mobile Emergency Command Center (MECC) communications van to the Airport if requested by the IC and to a location as directed by the IC.
2. Assist the City of Yakima Police Department and other law enforcement agencies in accomplishing their mission.

G) CITY OF YAKMA PUBLIC WORKS
1. The City of Yakima Public Works Department has jurisdictional responsibilities at the Yakima Air Terminal.
2. Provides barrier material for traffic control.
3. Provides heavy equipment for rescue.
4. Provides diking material for hazardous material spill containment.

H) CITY OF YAKMA TRANSIT DEPARTMENT
1. Provides transportation for “walking” accident victims as directed by Medical Command.
2. Provides transportation to individuals or groups of individuals as requested by the AAO, AEOC ICP.

I) AIRCRAFT OWNER/OPERATOR
1. Provide liaison person to the ICP as requested.
2. If possible, inform and control family members and/or friends of accident victims.
3. Remove disabled aircraft when released by the NTSB and/or FAA.
4. Airline employees will be used to assist in identification procedures in aircraft incidents/accidents involving their company aircraft.

J) AIRPORT TENANTS
1. Coordinate the use of their available equipment, supplies, and personnel as requested.
2. Coordinate the use of their personnel who may have knowledge of the airport, aircraft, and other technical knowledge.

K) YAKIMA VALLEY OFFICE OF EMERGENCY MANAGEMENT (YVOEM)
1. Maintain the City of Yakima Emergency Operations Center and activate the Yakima Valley OAEOC when requested by the Incident Commander or other appropriate authority.
2. Dispatch liaison person to the AEOC when activated.
3. Provide communications link between the OAEOC to the AEOC and/or ICP.
4. Coordinate requests for resources from the AAO, AEOC or ICP.
I) MEDICAL COMMAND
   1. Establish triage area(s).
   2. Coordinate on-scene treatment of victims and responders.
   3. Establish communications with the designated Medical Control Facility.
   4. Coordinate transportation of victims to hospital(s).
   5. Provide “tracking” system to verify number and location of victims.
   6. Coordinate with the Yakima County Coroner to establish a temporary morgue.

M) AMERICAN RED CROSS
   1. Coordinate and provide support services to victims, their families, and to emergency responders.
   2. Maintain a supply of blood and blood donors; make supply available to Medical Command for treatment of victims.
   3. Provide temporary shelter for disaster victims and/or their immediate families.

N) YAKIMA COUNTY CORONER
   1. The Yakima County Coroner’s Office has jurisdictional responsibility within the Yakima County limits. Yakima Air Terminal is within the county limits.
   2. Coordinate and provide for identification of deceased and provide other investigative services.
   3. Establish temporary morgue.
   4. Arrange for removal of the deceased and provides, or arranges for, disease-control activities related to sanitation.

O) MORTUARY SERVICES
   1. Arrange for the transportation of deceased from the temporary morgue at the request of the Medical Commander, or designee.
   2. Provide funeral home services for the families of deceased victims.

P) FEDERAL AVIATION ADMINISTRATION (FAA)
   1. Certify and uphold the practices and procedures of the aviation industry.
   2. Provide investigation service in support of improving safety and enforcement of Federal Aviation Regulations, as necessary.

Q) FEDERAL BUREAU OF INVESTIGATION (FBI)
   1. Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).
   2. Assume command in response to certain hijack and other criminal situations.

R) TRANSPORTATION SECURITY ADMINISTRATION (TSA)
   Provide personnel and guidance in any incident involving aviation security.
S) **NATIONAL TRANSPORTATION SAFETY BOARD (NTSB)**

Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

T) **ALL TASKED INDIVIDUALS/ORGANIZATIONS (INCLUDING, BUT NOT LIMITED TO, THOSE LISTED ABOVE)**

1. Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
2. Analyze need and determine specific communications resource requirements.
3. Identify potential sources of additional equipment and supplies.
4. Provide for continuity of operations by taking action to:
   a. Ensure lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
   b. Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
   c. Protect emergency response staff:
      (1) Provide appropriate protective clothing and respiratory devices.
      (2) Ensure adequate training on equipment and procedures.
      (3) Provide security.
      (4) Rotate staff or schedule time off to prevent burnout.
      (5) Make stress counseling available.
      (6) Ensure the functioning of communication and other essential equipment.

U) **COORDINATING INSTRUCTIONS**

1. This plan is effective for planning on receipt and for implementation by order in an emergency.
2. The release of information to the public and/or news media shall be with the explicit approval of the Airport Manager and/or Incident Commander through a designated Public Information Officer.
3. The designated Incident Command Agency will assume command for the emergency response upon arrival at the incident/accident scene.
4. Emergency response agencies shall identify potential hazards and conduct planning. Inter-agency procedures shall be developed from this planning.
Yakima County, Washington

Member Jurisdictions
GRANDVIEW, GRANGER, HARRAH, MABTON, MOXEE, NACHES, SELAH, SUNNYSIDE, TIETON, TOPPENISH, UNION GAP, WAPATO, YAKIMA, YAKIMA COUNTY, ZILLAH

CEMP
Special Subjects

Yakima County
Wildland Fire
Emergency Response Plan

Updated June, 2011

Comprehensive Emergency Management Program
June, 2010
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Wildland Fire Emergency Response Plan

for

Yakima County

June, 2011

Developing the Capability for Jurisdictions to Accomplish Wildland Fire Emergency Responsibilities
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# WILDLAND FIRE EMERGENCY RESPONSE PLAN

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PLAN OVERVIEW

I. MISSION.

Wildland Fire emergency response program mission statement developed. Broad goals and objectives of Wildland Fire response management are stated.

The Wildland Fire response program requires the full support of the affected jurisdiction’s elected officials and should be stated in the mission statement.

II. ORGANIZATION AND RESPONSIBILITIES.

An effective Wildland Fire emergency management program requires the legal authority for such a program. Without a solid basis in law, the program cannot be fully developed and maintained.

Jurisdictions must have a working knowledge of their Wildland Fire emergency responsibilities and should consider emergency preparedness part of the daily process of government. The active support of the jurisdiction’s leadership will enhance the visibility of the program in the community, contribute to effective public education programs, and elicit citizen support.

III. CONCEPT OF OPERATIONS.

The primary objective for Wildland Fire emergency management in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from Wildland Fires--either a localized or county-wide disaster

IV. ADMINISTRATION AND LOGISTICS.

During and after Wildland Fire emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

V. DIRECTION AND CONTROL.

Provides guidance for the direction, control and coordination of Wildland Fire emergency management activities; the preparation of Wildland Fire proclamations and making requests for assistance.
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I. MISSION.

It is the mission of Yakima County jurisdictions, subject to Wildland Fires, in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from Wildland Fire emergencies and disasters.

To carry out this mission, jurisdictional goals are to develop public awareness and self sufficiency, have procedures in a Wildland Fire emergency or disaster, and create an atmosphere of interagency cooperation in Wildland Fire emergency and disaster operations.

A. PURPOSE, GOALS, AND DEFINITIONS.

1. Purpose.

   a. This plan describes basic strategies, assumptions and mechanisms through which jurisdictions within Yakima County will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective interagency operations, this plan adopts a functional approach that groups the type of response to be provided under Wildland Fire Emergency Functions. These functions serve as the primary mechanism through which response is managed in an effective area.

   b. This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from Wildland Fire emergencies or disasters that threaten life, property, economy, and the environment within Yakima County jurisdictions by:

      (1) Identifying the Wildland Fire hazard threats to life, property, economy, and/or the environment that are known or thought to exist.

      (2) Assigning emergency management responsibilities and tasks.

      (3) Describing predetermined actions (responsibilities, tasks) to be taken by department/agencies, cities and towns, and other cooperating organizations and institutions, to eliminate or mitigate the effects of Wildland Fire threats and to respond effectively and recover from a Wildland Fire emergency or disaster.

      (4) Providing for effective assignment and utilization of jurisdiction staff—both paid and volunteers.

      (5) Documenting the current capabilities and existing resources of jurisdictions (departments/agencies, cities and towns, and other cooperating organizations and institutions) which must be maintained to enable accomplishment of those predetermined actions.

      (6) Providing for the jurisdiction’s continuity of operations during and after a Wildland Fire emergency or disaster.

      (7) Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, state and federal agencies.

      (8) Providing for a Wildland Fire response planning team comprised of representatives from jurisdictions as identified and utilized through this plan development for: continuing review and
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revision of the plan; exercise planning and evaluation; reviewing and offering recommendations on Wildland Fire emergency management initiatives.

c. In further carrying out the mission, the purpose of the Yakima County Wildland Fire Emergency Response Plan is to provide jurisdictions, associated agencies and volunteer organizations guidance for the following:

(1) Mitigation, preparedness, response and recovery policy and procedures.

(2) Disaster and emergency responsibilities.

(3) Emergency management training and public education activities.

d. This plan is strategic and “responsibility oriented”, and addresses:

(1) Coordinated county-wide evacuation, shelter, and post-disaster Wildland Fire response and recovery.

(2) Rapid deployment and pre-deployment of Wildland Fire resources.

(3) Communication and warning systems.

(4) Annual exercises to determine the ability to respond to Wildland Fire emergencies.

(5) Clearly defined responsibilities for jurisdictions (departments/agencies, cities and towns, associated agencies and volunteer organizations) through a “functional” approach to planning and operations.

2. Goals.


b. Develop first responder capabilities.

c. To have a plan (framework, strategy) that will guide jurisdictional behavior (response) during Wildland Fire emergency(ies) or disaster(s).

3. Definitions.

a. The term “Wildland Fire emergency” as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

b. “Wildland Fire Disaster” means the situation requires available local resources and/or augmentation, and is beyond the capabilities of the jurisdiction.

B. AUTHORITIES, GUIDANCE DOCUMENTS, MUTUAL AID AGREEMENTS.

1. Authorities.

a. Federal.
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b. State.

Revised Code of Washington (RCW) 38.52 and 39.34.

c. Local.


2. Guidance Documents.


   d. Yakima County Hazard Identification and Community Assessment (HICA), January 2009.

3. Agreements and Understandings.

   Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, September 2003.

C. SITUATIONS.

1. Hazard Analysis.

   a. The Yakima County Hazard Identification Community Assessment (published separately) provides details on Wildland Fire hazards to include type, effects, risk, capabilities, and other related data.

   b. Due to location and geological features, Yakima County is vulnerable to the damaging effects of Wildland Fire hazards.

   c. Wildland Fire response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of a Wildland Fire emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72 hour delay for emergency response services.

2. Situations Requiring the Activation of the Wildland Fire Emergency Response Plan: Reference: CEMP Executive Summary, ix)

   a. Fire, Brush
b. Fire, Forest

c. Fire, Range

d. Fire, Rural/Urban

e. Weather-related events triggering major Wildland Fires.

**D. ASSUMPTIONS.**

1. Jurisdiction officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the Yakima County Wildland Fire Emergency Response Plan is implemented.

2. General Conditions. When a community experiences a Wildland Fire emergency or disaster, its surviving citizens fall into three broad categories: (1) those directly affected through personal or family injury or property damage; (2) those indirectly affected by an interruption of the supply of basic needs; and (3) those that are not personally impacted. These guidelines were designed to promote citizen self-confidence and independence in the face of a Wildland Fire emergency or disaster. Following these guidelines will allow emergency organizations within the county to concentrate first on helping those citizens directly affected by the Wildland Fire event.

3. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.

4. Businesses are expected to develop internal Wildland Fire disaster plans that will integrate and be compatible with local jurisdiction resources and this plan.

   **Note:** This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective Wildland Fire emergency and disaster mitigation, preparation, response and recovery.

**E. LIMITATIONS.**

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

2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

   **Note:** The inability of jurisdictions (departments/agencies, cities and towns) to carry out their responsibilities as indicated in both Basic Plan and Wildland Fire Emergency Tactical Functions due to lack of staff and funding may lower the “emergency declaration threshold.”

**F. POLICIES.**

1. **General Policy.** It is the policy of Yakima County jurisdictions to cooperate with and support each other in Wildland Fire disaster and emergency mitigation, preparedness, response and recovery efforts.
2. **Citizen Preparedness Policy.** Because of the nature of an emergency or disaster, jurisdictions may be limited in its response capabilities. It is the policy of Yakima County jurisdictions that citizens are encouraged to be self-sufficient for at least three days should a Wildland Fire emergency or disaster occur.

3. **Nondiscrimination.** It is the policy of Yakima County jurisdictions that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in a Wildland Fire emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State Agreement for Major Disaster Recovery will be carried out in accordance with Title 44, CFR, Section 205.16.-- Nondiscrimination. Federal Disaster Assistance is conditional on full compliance with this rule.
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II. ORGANIZATION AND RESPONSIBILITIES.

A. ORGANIZATION.

1. Emergency Organization.
   a. The organization responsibilities described in this section reflects the extent of the Yakima County emergency management network (government and private sector) and indicates the various activities which can support all-hazards emergency operations, to include Wildland Fires.
   b. The Community Emergency Management System/National Incident Management System (CEMS/NIMS) reflects the implementation of this plan.
   c. This plan establishes the emergency management organization within the county. Employees of government, as well as the private sector, are part of the emergency organization. Work assignments in an emergency situation shall be documented. Jurisdictions should submit documentation as to staffing allocation, equipment distribution, and other emergency related needs as requested by the OEM Director.

2. Incident Management System.

   This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS.

B. RESPONSIBILITIES.

   Responsibilities described in this section are shared jointly by impacted jurisdictions, unless specifically assigned to a jurisdiction. Specific responsibilities of jurisdictions covered by and incorporated in this plan are listed in the respective Emergency Tactical Functions (TFs) to this plan.

1. General Preparedness Responsibilities. It is the policy of affected jurisdictions that the head of each department/agency is responsible for the following:
   a. Establish policy and procedures for departmental/agency chain of command and succession of authority.
   b. Designate primary and alternate locations from which to establish direction and control of jurisdiction activities during a disaster.
   c. Identify and obtain necessary equipment and supplies which may be needed to manage jurisdiction activities.
   d. Identify what information is needed to manage jurisdiction activities and how it will be gathered, stored, and accessed.
   e. Decide how jurisdiction management relates to the appropriate Emergency Coordination Center (ECC), and who should report there should an emergency or disaster occur.
   f. Establish policy for 24-hour contact to activate jurisdiction responsibilities.
   g. Make staff available, when requested by the OEM, for appropriate training and emergency assignments,
such as ECC activities, damage assessment, and liaison with other jurisdiction. All costs for these activities shall be the responsibility of the respective jurisdiction.

h. Establish policy and procedures for the identification and preservation of essential records.

i. Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.

j. Keep an updated inventory of key personnel, facilities and equipment resources.

2. General Response Responsibilities. Upon the occurrence of an emergency or disaster, each jurisdiction is responsible for the following:

a. Assess the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.

b. Report assessment information through the respective jurisdiction’s chain of command to the local ECC, on a continuing basis, as appropriate.

c. Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

3. Managing Disaster Operations. Jurisdiction management should utilize the following guidance as a basis for an action checklist:

a. Report to the pre-designated site to manage operations.

b. Ascertain what happened, what can be done about it and what is needed.

c. Make contact with the local ECC and report information.

d. Take appropriate actions as per capabilities.

e. Keep informed and keep the ECC informed.

f. Keep good records, document actions, costs, overtime, etc.

4. Specific Responsibilities for Yakima County Jurisdictions.


   (1) Provide coordination among local, state, federal, private and volunteer organizations.

   (2) Maintain liaison with neighboring jurisdictions.

   (3) Disseminate emergency alerts and warnings to key officials, jurisdictions and the public.

   (4) Disseminate emergency information and instructions.

   (5) Coordinate requests for emergency assistance.

b. Board of Commissioners/Mayors/City Managers.
(1) Provide overall direction and control.

(2) Proclaim a “state of emergency”, when necessary.

(3) Request state and federal assistance.

(4) Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.

(5) Ensure that government continues to function administratively and make administrative policy decisions.

(6) Appropriate funds to meet disaster expenditure needs.

(7) Extend or terminate emergency/disaster declarations.

c. Public Works (County and/or City).

(1) Provide debris clearance, emergency protective measures, emergency and temporary repairs, and/or construction.

(2) Provide light and heavy construction, and emergency equipment and supplies.

(3) Provide damage assessments and inspections of government buildings, roads, bridges and facilities for public safety concerns, and compilations of damage totals.

(4) Provide for emergency restoration of government facilities.

(5) Provide traffic control signs and barricades for road closures and detours, and provide operational control of traffic signals and flashers under local jurisdiction.

(6) Provide support and coordination for emergency transportation planning.

(7) Provide personnel to the jurisdiction ECC when requested.

(8) Assessment of damages to transportation routes and, identifying and coordinating emergency transportation routes into the jurisdiction.

(9) Provide traffic control signs and barricades, and operational control of traffic signals and flashers, if applicable.

(10) Assist with identification of evacuation routes.

(11) Provide information to the jurisdiction ECC on government facility evacuations and personnel safety.

(12) Maintain liaison with water purveyors and support efforts in preparedness and response to water shortage emergencies.
d. Law Enforcement (YSO and City/Towns).
   (1) Provide law enforcement services and emergency traffic control.
   (2) Provide representation in the jurisdiction ECC to coordinate law enforcement.
   (3) Provide security to the jurisdiction ECC during disaster operations.
   (4) Provide traffic and crowd control.
   (5) Assist in the removal of stalled vehicles and equipment from evacuation routes.
   (6) Assist in the identification of evacuation routes.
   (7) Provide on-scene security to support hazardous materials spills and releases.
   (8) Assist with notification of citizens to evacuate.

e. Fire Services (Fire Protection Districts/City Departments).
   (1) Act as lead agency in the provision of fire suppression and control, and immediate life safety services within their respective fire protection jurisdiction, and support other fire protection agencies if they are signatories to a mutual aid agreement.
   (2) Conduct light duty rescue operations.
   (3) Provide initial and continuing situation assessment information of major incidents to the jurisdiction ECC.
   (4) Assist with notification of citizens to evacuate.
   (5) Provide technical information relative to the decision to evacuate or shelter-in-place.
   (6) Respond to hazardous materials spills and releases not occurring on state highways and perform initial identification and containment activities.

f. Washington State DNR.
   (1) Act as lead agency in the provision of fire suppression and control, and immediate life safety services within their respective fire protection jurisdiction, and support other fire protection agencies if they are signatories to a mutual aid agreement.
   (2) Conduct light duty rescue operations.
   (3) Provide initial and continuing situation assessment information of major incidents to the jurisdiction ECC.
   (4) Assist with notification of citizens to evacuate.
   (5) Provide technical information relative to the decision to evacuate or shelter-in-place.
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g. USFS

(1) Act as lead agency in the provision of fire suppression and control, and immediate life safety services within their respective fire protection jurisdiction, and support other fire protection agencies if they are signatories to a mutual aid agreement.

(2) Conduct light duty rescue operations.

(3) Provide initial and continuing situation assessment information of major incidents to the jurisdiction ECC.

(4) Assist with notification of citizens to evacuate.

(5) Provide technical information relative to the decision to evacuate or shelter-in-place.
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III. CONCEPT OF OPERATIONS.

A. GENERAL.

1. The primary objective for Wildland Fire emergency management in Yakima County is to provide a coordinated effort from all jurisdictions (governmental and private sector) in the preparation for, response to, and relief from injury, damage and suffering resulting from Wildland Fires--either a localized or county-wide disaster.

The Yakima Valley Office of Emergency Management Director is the focal point for emergency management within the county. However, Wildland Fire emergency management responsibilities extend beyond this office, to all county/city government departments/agencies, non-governmental, private, and ultimately, to each individual citizen.

2. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a county/city emergency may exist. It is then the responsibility of those impacted jurisdictions to undertake Wildland Fire emergency management activities.

When the emergency exceeds jurisdiction capabilities, the OEM Director will request assistance from mutual aid jurisdictions and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

3. In addition to the OEM Director, emergency management is the day-to-day function of certain county/city departments, such as law and fire services. While the routine functions of most county and city departments are not of an emergency nature, pursuant to this plan, all officers and employees of the county and cities should plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the onset of one of these events. Disasters may require county and city departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people’s basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

B. EMERGENCY MANAGEMENT PHASES.

Yakima County jurisdictions should meet their responsibilities for protecting life and property from the effects of Wildland Fire events by acting within each of the four phases of emergency management.

1. Mitigation. Actions accomplished before a Wildland Fire event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevents the most damage and are the most cost effective.

   Jurisdictions should enforce public safety mandates to include land use management and building codes; and recommend to governing bodies measures to improve the emergency readiness of the jurisdiction.

2. Preparedness. Preparedness consists of any pre-disaster Wildland Fire action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the
Jurisdictions should prepare for Wildland Fire disasters by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the jurisdiction’s total capabilities into a disaster response. Disaster SOPs should complement this plan.

Jurisdictions should ensure that their employees are trained to implement Wildland Fire emergency and disaster procedures and instructions. Jurisdictions should validate their level of emergency readiness through internal drills and participation in exercises appropriate to the hazard impacting their jurisdiction.

Other jurisdictions within and outside impacted county/city boundaries should also be encouraged to participate in these exercises. Exercise results should be documented and used in a continuous planning effort to improve the jurisdiction’s Wildland Fire emergency readiness posture. This joint, continuous planning endeavor should culminate in revisions to this plan in the on-going attempt to achieve a higher state of readiness for an emergency or disaster response.

3. **Response.** The active use of resources to address the immediate and short-term effects of a Wildland Fire emergency or disaster constitutes the response phase and is the focus of the jurisdiction’s emergency and disaster standing operating procedures, mutual aid agreements, and this plan.

Wildland Fire emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating conditions. When any jurisdiction within the county receives information about a potential Wildland Fire emergency or disaster, it should conduct an initial assessment, determine the need to alert others, and set in motion appropriate Wildland Fire actions to reduce risk and potential impacts.

Wildland Fire emergency response activities should be described in jurisdiction SOPs and may involve activating the Emergency Coordination Center (ECC) for coordination of support. Jurisdictions should strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment. Responses to declared Wildland Fire emergencies and disasters should be guided by this plan.

4. **Recovery.** Wildland Fire emergency and disaster recovery efforts aim at returning to pre-disaster community life. They involve detailed damage assessments, restoration of vital infrastructure systems, financial assistance and long-term restoration. There is no definite point at which Wildland Fire response ends and recovery begins. However, recovery efforts should occur concurrently with the Wildland Fire emergency response.

C. **EMERGENCY TACTICAL FUNCTIONS CONCEPT.**

Wildland Fire Emergency Tactical Functions contains functions that may be activated and performed during Wildland Fire emergencies and disasters. While the concept of operations should always remain the same, specific functions activated will be dependent on the Wildland Fire emergency/disaster type and scope.

Wildland Fire Emergency Tactical Functions or TFs include:

- TF#01—Alert and Warning
- TF#02—Animal Protection and Disposal
- TF#03—Damage Assessment
- TF#04—Detours
D. COMMUNITY EMERGENCY MANAGEMENT SYSTEM/NATIONAL INCIDENT MANAGEMENT SYSTEM (CEMS/NIMS)

1. CEMS/NIMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in Yakima County. By standardizing key elements of the emergency management system, YVCEMS is intended to:

   a. Facilitate the implementation of the Yakima County Comprehensive Emergency Management Program (CEMP).

   b. Facilitate the flow of information within and between levels of government.

   c. Facilitate coordination among responding agencies.

2. Use of CEMS/NIMS should improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of CEMS/NIMS should reduce the incidence of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. CEMS/NIMS is designed to be flexible and adaptable to the varied disasters that occur in Yakima County and to the needs of emergency responders.

3. The CEMS/NIMS is implemented by mutual agreement for managing response to multi-agency, multi-jurisdictional emergencies in Yakima County. CEMS/NIMS consists of three organizational levels, which are activated as necessary:

   a. Field response.

   b. Local jurisdiction.

   c. Operational area.

4. CEMS/NIMS incorporates the Incident Command System (ICS), the Agreement for Mutual Aid for Emergencies and Disasters in Yakima County, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

5. There is no requirement to use or be part of CEMS/NIMS. However to respond efficiently and effectively to an emergency event or disaster inter-jurisdictional and inter-agency coordination is required.
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IV. ADMINISTRATION AND LOGISTICS.

A. GENERAL.

During and after Wildland Fire emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

B. POLICIES.

1. It is recommended of Yakima County jurisdictions to designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures. During disaster operations, budget personnel may work from the jurisdiction Emergency Coordination Center (ECC) to provide guidance and instructions on appropriate record keeping.

2. It is the policy of Yakima County government jurisdictions to incur disaster expenditures with currently appropriated local funds in accordance with RCW 38.52.070 (2), RCW 36.40.180 and 190, and local codes. The Chief Elected Official will be responsible for identifying other sources of funds to meet disaster related expenses if department budgets are exceeded.

3. Accurate emergency logs and expenditure records must be kept from the very beginning of a Wildland Fire event to receive the maximum amount of entitled reimbursement should Federal Assistance become available. Records should be kept in such a manner to separate disaster expenditures from general ongoing expenditures and accurately document expenditures for potential audit or for state and/or Federal Disaster Assistance programs.

4. When the jurisdiction ECC is activated, a special program number and budget position number should be assigned in order to track all expenditures and payroll activity directly and to avoid having to transfer costs at a later date. Emergency purchases during non-business hours should be coordinated through the jurisdiction ECC. The jurisdiction should be assigned pre-authorized requisition numbers from Purchasing for use in an emergency. Emergency fiscal procedures should follow guidelines and procedures established by local ordinance or resolution.

5. Responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by jurisdictions with response costs and damages.

6. Any government entity which incurs disaster related expenditures or damages is responsible for completing and submitting appropriate documentation to the jurisdiction ECC. Response cost and damage estimates should be submitted on the appropriate forms.

C. GENERAL ADMINISTRATIVE GUIDELINES.

1. It is recommended of Yakima County jurisdictions that during Wildland Fire emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

2. The OEM is responsible for registering emergency workers in accordance with WAC. When emergency workers are utilized by government agencies, these agencies are responsible for keeping records of the name, Emergency Worker Registration Number, arrival time, duration of utilization, departure time and other
information relative to the service of emergency workers, as well as documentation of any injuries, lost or damaged equipment, and any extraordinary costs.

3. It is recommended of Yakima County jurisdictions that emergency workers are advised to carry personal insurance on themselves, vehicles, and equipment.

D. FISCAL.

1. Purchasing personnel should facilitate the acquisition of supplies, equipment, and services necessary to support the emergency response actions of their jurisdiction.

2. A complete and accurate record of purchases, a complete record of properties commandeered to save lives and property, and an inventory of supplies and equipment purchased in support of the emergency response should be maintained.

3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Jurisdictions should identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation should include: logs, formal records and file copies of expenditures, receipts, personnel time sheets.

4. A separate jurisdiction Emergency Coordination Center (ECC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, disasters. See the CEMS/NIMS Implementing Procedures manual for details.

5. Jurisdictions may qualify for reimbursements of certain emergency costs from state and federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within Yakima County and its citizens will receive. Jurisdictions are expected to include requirements for emergency fiscal record keeping in their SOPs.

E. LOGISTICS.

1. Jurisdictions responding to emergencies and disasters should first use their available resources. Then this plan is implemented, the jurisdiction ECC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section should also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources should be allocated according to established priorities and objectives of the jurisdiction ECC.

2. Logistics will be needed to support the field operations, the jurisdiction ECC operations and disaster victims.

3. Jurisdictions are expected to maintain an inventory of non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

4. The Agreement for Mutual Aid for Emergencies and Disasters in Yakima County will be implemented to respond to resource shortfalls.
F. INSURANCE.

Jurisdictions should maintain insurance for property, workers compensation, general and automotive liability. Insurance coverage information will be required by the federal government in the post disaster phase as per 44 CFR “subpart i”.
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V. DIRECTION AND CONTROL.

A. GENERAL.

Provides guidance for the direction, control and coordination of Wildland Fire emergency management activities; the preparation of Wildland Fire proclamations and making requests for assistance.

B. OPERATIONAL CONCEPTS.

1. Direction and control of Wildland Fire emergency management activities within Yakima County government rests with the County Commissioners, the mayors of the cities and towns, and governing bodies of jurisdictions with Wildland Fire emergency response responsibilities.

2. The following list of management priorities, listed in order of importance, are provided to guide Yakima County jurisdictions’ policy making before, during and after a Wildland Fire emergency or disaster:

   a. Protect health and life.
   b. Protect the environment.
   c. Protect public and private property.
   d. Assess the situation.
   e. Alert and inform citizens.
   f. Evacuate citizens to a safe place.
   g. Restore essential services.
   h. Document and record decisions, costs, lessons learned, etc.
   i. Provide support and guidance for rebuilding.
   j. Take steps to mitigate future disasters.

3. It is recommended of Yakima County jurisdictions to establish overall direction, control and coordination through a jurisdiction Emergency Coordination Center (ECC) to support the community response to a disaster. This should include coordination among jurisdiction heads for the continuity of operations of essential government and private services.

4. The Chief Elected Official, for government entities, is responsible for the direction and control of the organization, administration and operation of the emergency management program for their jurisdiction. (RCW 38.52.070 and 38.52.110).

5. The Chief Elected Official’s emergency management responsibilities include providing overall direction and control, issuing the proclamation of a state of emergency, requesting assistance from and through the Governor, coordinating with the elected council or commission concerning disaster legislative needs, and providing emergency public information.
C. COORDINATION.

1. The OEM is the lead agency for facilitating coordination among local, state, Federal and private sector agencies and groups in Yakima County. To facilitate coordination among local governments, each government jurisdiction should appoint a liaison and alternates to work with the OEM on mitigation, preparedness, response, and recovery issues.

2. Each private sector jurisdiction should also make staff available to assist in emergency operations in the local ECC. This should include, but not be limited to, appropriate training for such activities as public information support, documentation, operations, and damage assessment. As applicable, costs for these activities shall be the responsibility of the respective local government (also see Basic Plan, Part IV).

3. To assist the Chief Elected Official in maintaining overall direction and control, each jurisdiction should keep the ECC informed of what has happened, what the jurisdiction can do about it, and what the jurisdiction needs are, whenever the jurisdiction is supporting an ECC activation.

D. ORGANIZATIONAL/RESPONSE LEVELS AND ACTIVATION REQUIREMENTS FOR WILDLAND FIRE RESPONSE. (Details can be located in the CEMS/NIMS Implementing Procedures document.)

1. Field Response Level. The field response level is where Wildland Fire emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to a Wildland Fire incident or threat. CEMS/NIMS requires the use of ICS at the field response level of an incident.

2. Local Jurisdiction Level. Local jurisdictions, including Yakima County, the 14 cities and towns, fire districts and special districts manage and coordinate the overall Wildland Fire emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an ECC to manage emergency operations. Local jurisdictions are requested to use CEMS/NIMS when their emergency operations center is activated or a local emergency is declared or proclaimed.

3. Operational Area Level. Under CEMS/NIMS, the Operational Area encompasses the political subdivisions located within the county including special districts. The Operational Area EOC manages and/or coordinates information, resources, and priorities among local jurisdictions within the Operational Area, and serves as the coordination and communication link between the local jurisdiction level and the state level.

E. PROCLAMATION OF EMERGENCY.

1. A Proclamation of Emergency is the legal method which authorizes extraordinary measures to solve Wildland Fire disaster problems. A proclamation allows for the emergency use of resources, by-passing hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. It is a prerequisite for state assistance.

2. It is the policy of Yakima County jurisdictions that Proclamations of Emergency should be coordinated with the OEM (see RCW 35.33.081).

3. In preparing a Wildland Fire proclamation, a description of the Wildland Fire event and the necessary emergency authorizations need to be documented. The State Emergency Management Division will be informed and provided a copy of the proclamation, and a news release made as soon as possible when a Proclamation of Emergency is signed.
4. Jurisdictions should establish a line of succession authorizing the issuance of a Proclamation of Emergency.

**F. REQUEST FOR ASSISTANCE.**

1. If the Wildland Fire situation is beyond local capability, a second proclamation is issued, requesting state assistance or requesting the Governor request Federal Assistance. The "Proclamation of Emergency" and the "Request for Assistance" are two separate actions, although they may be combined. Part of this proclamation includes the County Commission proclaiming the county "a disaster area". Although there is no statutory basis for this designation, it is suggested by the state Comprehensive Emergency Management Plan and fulfills public expectations that local leadership is responding to the situation. Cities or towns in Yakima County may enact their own request proclamation or may request the County Commission, through the OEM, to proclaim it on their behalf.

2. There are some forms of assistance which due to immediate Wildland Fire impact may be obtained without this proclamation; however, there are many ramifications involving state expenditures, Federal Assistance, and audit trails which make obtaining one advisable.

3. This proclamation is coordinated by the OEM, signed by the Chief Elected Official, then sent to the State Emergency Management Division for consideration and presentation to the Governor.

**G. TERMINATION OF A PROCLAMATION.**

The decision to terminate a Wildland Fire proclamation should be coordinated with the jurisdictions which were part of the Wildland Fire emergency operation. They may have different Wildland Fire response needs which will influence the decision.
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